



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL
01444 451610
01444 454276

Sam Heynes: Parish Clerk
clerk@cuckfield.gov.uk

To members of Cuckfield Parish Council

You are hereby summoned to attend the Thirty-Sixth Annual Meeting of the Parish Council at 7.30pm on Tuesday 4th May 2021 to transact the following business:

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/87112157617>

Meeting ID: 871 1215 7617 Password: 321456

Public Question Time:

Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for **ten minutes** prior to the commencement of business.

Cuckfield Parish Council adopted the General Power of Competence on 14th May 2020, all decisions made during this meeting are done so under this power.

AGENDA

- FC001** To elect a Chairman and Vice Chairman
- FC002** To receive Declarations of Acceptance of Office of Chairman and Vice Chairman or, if permitted by Council, before or at a later date fixed by the Council
- FC003** To receive apologies for absence
- FC004** To receive declarations of interest from Members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it
- FC005** To report any changes to Councillor Register of Interests
- FC006** To re-adopt the Code of Conduct for the forthcoming year
- FC007** To approve the minutes of the of the Full Council meeting held on 1st April 2021 (previously circulated)
- FC008** To review and (re)adopt Standing Orders and Financial Regulations (attached)
- FC009** To appoint members to service on the following Committees for the Council year 2021-22, and to elect Chairmen and Vice Chairman of those Committees, and review their terms of reference (attached):
 - a. Assets, Community & Environment
 - b. Community Buildings
 - c. Planning
 - d. Roads & Traffic
 - e. Human Resources
 - f. Finance & General Purposes
- FC010** To confirm membership of the following Working Groups for 2020-21:
 - a. Whitemans Green Allotments

- b. Cuckfield Village Hall Redevelopment
- c. Christmas Street Festival
- d. Angela Fox Nature Garden

FC011 To appoint representatives to and agree arrangements for reporting back from:

- a. West Sussex Association of Local Councils (2 representatives)
- b. Cuckfield Museum Trust (2 representatives)
- c. Blunts Wood Steering Committee (1 representative)
- d. Emergency Planning Liaison Group (1 representative)
- e. County Local Committee (1 representative)
- f. Neighbourhood Watch (1 representative)
- g. Mid Sussex Association of Local Councils (1 representative)
- h. Town & Parish Strategic Liaison Group (2 representatives)
- i. Speedwatch (1 representative)

FC012 To review and agree authorised signatories on the Council's bank accounts

FC013 To reconfirm eligibility and approve the continued use of the General Power of Competence (GPC). The Criteria for the GPC as defined in S8 of the Localism Act 2011 (having an appropriately qualified Clerk and at least two thirds of the Council being elected) is met by the Council

FC014 To approve the continuation of the current delegation arrangements to committees, staff and other local authorities in line with legislation, Standing Orders, Financial Regulations and Terms of Reference

FC015 To approve the continuation of the current arrangements (including legal arrangements) with other local authorities, not for profit bodies and businesses

FC016 To consider the appointment of the Internal Auditor for 2021-22

FC017 To review and confirm arrangements the following items (copies available in the Parish Office):

- a. Inventory of land and assets including buildings and office equipment
- b. Insurance arrangements in respect of all insured risks

FC018 To receive reports from the District Councillor and County Councillor (to follow)

FC019 To receive a verbal report from the Chairman

FC020 To note the Full Council Action List

FC021 To note and approve the Internal Auditor's Report (attached)

FC022 To note and approve the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures (attached)

FC023 To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31st March 2021, Section 1 – Annual Governance Statements 2020-21 (attached)

FC024 To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31st March 2020, Section 2 – Accounting Statements 2020-21 (attached)

FC025 To review the Business Plan and resolve what changes to make to the priority of existing items, and whether to include additional initiatives considering the income loss caused by COVID19

FC026 To receive a verbal update regarding Angela Fox Nature Garden and ratify the cost of £7,297.92 ex VAT to install pathways throughout the garden

- FC027** To ratify the grant payment to Cuckfield Preschool of £5,508.30 over council year 2021-22, made via 3 termly payments (attached)
- FC028** To consider the formation of a Working Group to explore ways to improve the economy within the village
- FC029** To receive an update from the Cuckfield Village Hall Redevelopment Working Group outlining current proposals and next steps for approval (attached)
- FC030** To consider the following changes to the meeting schedule for 2021-22:
- a. Cancel the Finance & General Purposes meeting on 27th May 2021
 - b. Cancel the Full Council meeting on 3rd June and move the HR meeting from 27th May to 3rd June
- FC031** To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only

Future Meeting:

30th September 2021

S Heynes

Parish Clerk, 27 April 2021