



The Queen's Hall
High Street
Cuckfield
West Sussex
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Sam Heynes: Parish Clerk
clerk@cuckfield.gov.uk

To members of **Cuckfield Parish Council**

You are hereby summoned to attend the meeting of the Parish Council at **7.30pm** in the **Queen's Hall** on **Thursday 30th September 2021** to transact the following business:

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

- FC111** To receive apologies for absence.
- FC112** 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.
- FC113** To approve the minutes of the Full Council meeting held on 29th July 2021 (previously circulated).
- FC114** To receive reports from the District Councillor and County Councillor (to follow).
- FC115** To receive a verbal report from the Chairman.
- FC116** To note the Full Council Action List.
- FC117** To review and approve Bank Reconciliation Statements for July and August 2021.
- FC118** To review and approve the current year to date budget and expenditure for 2021-22 (to follow).
- FC119** To review progress made against the Business Plan for 2021.
- FC120** To discuss the upcoming Christmas Street Festival:
 - note the cancellation of the Christmas Tree festival in Holy Trinity Church
 - discuss options to use the Government's Welcome Back Funding to support the reopening of High Streets with the Street Festival
 - to consider whether to run the Christmas Scarecrow competition
- FC121** To receive a progress update on the Angela Fox Nature Garden.
- FC122** To review and approve the following additions to the holiday and sickness policy sections of the Staff Handbook:

b. Holiday year

No more than 10 days annual leave may be taken over the summer months (June to September inclusive). The Clerk will consider requests for extended periods of annual leave during this period at their discretion; impact on operational requirements will be a key factor when making a decision.

h. Sickness during annual leave

An employee who becomes sick whilst on annual leave is considered as being on sick leave from the date of a doctor's medical certificate; self-certification alone will not be acceptable.

FC123 To consider the proposal for the Queen's Hall wedding package costs (report attached),

FC124 To receive an update from the new Community Working Group and approve the Terms of Reference (to follow).

FC125 To note the proposal to proceed with the Christmas Hamper initiative in 2021.

FC126 To receive an update on progress regarding Cuckfield traffic management strategy.

FC127 To note community engagement regarding recent events at the Queen's Hall, and the Community Buildings committee response.

FC128 To receive feedback on the skatepark skate jam event held on 30th September 2021.

FC129 To review plans for the Parish Council's estates management (cemetery and Horsefield Green), responding to recent community comments.

FC130 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.

S Heynes

Parish Clerk, 24 September 2021

Future Meeting:

25th November 2021