



The Queen's Hall
High Street
Cuckfield
West Sussex
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Sam Heynes: Parish Clerk
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To members of the **Cuckfield Parish Council**

You are hereby summoned to attend the **Thirty-eighth Annual Meeting** of the **Parish Council** in the **Queen's Hall** at **7.30pm** on **Thursday 18th May 2023** to transact the following business:

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.

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 Declarations of Acceptance of Office of newly elected Councillors or, if not received, to decide when they shall be received
- FC004** To receive apologies for absence
- FC005** To receive Councillors Register of Interests
- FC006** To note the requirements of and resolve to adopt the Code of Conduct
- FC007** 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
- FC008** To approve the minutes of the Full Council meeting held on 30th March 2023 (previously circulated)
- FC009** To receive a verbal report from the Chairman
- FC010** To note the Full Council Action List
- FC011** To approve Bank Reconciliation Statements for March and April 2023 for Unity Trust and CCLA, and for January – March 2023 for NS&I (attached).
- FC012** To review and (re)adopt Standing Orders and Financial Regulations (attached)
- FC013** To consider a review of the standing committees for the Year 2023-24, appoint and review their terms of reference (attached) and delegation of functions, receive nominations for membership of committees and consider the appoint of the Chair and Vice Chair of the committees:
 - a. Assets, Community & Environment
 - b. Community Buildings
 - c. Planning
 - d. Roads & Traffic
 - e. Human Resources
 - f. Finance & General Purposes
- FC014** To consider the Working Groups required for 2023-24 and confirm membership:
 - a. Cuckfield Village Hall Redevelopment

- b. Christmas Street Festival
- c. Angela Fox Nature Garden
- d. Any Other Working Groups

FC015 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. Neighbourhood Watch (1 representative)
- f. Mid Sussex Association of Local Councils (1 representative)
- g. Town & Parish Strategic Liaison Group (2 representatives)
- h. Speedwatch (1 representative)

FC016 To review and agree authorised signatories on the Council's bank accounts (currently Cllrs Burton, King, Podmore, Sheldon and Symonds)

FC017 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

FC018 To approve the continuation of the following arrangements:

- a. current delegation to committees, staff and other local authorities in line with legislation, Standing Orders, Financial Regulations and Terms of Reference (attached)
- b. ongoing partnership (including legal arrangements) with other local authorities, not for profit bodies and businesses (attached)
- c. ongoing direct debits and annual continual contracts and agreements (attached)

FC019 To consider the appointment of the Internal Auditor for 2023-24

FC020 To review and confirm arrangements for 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

FC021 To note and approve the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures (attached)

FC022 To consider the Architect quotes received regarding the next phase of Cuckfield Village Hall redevelopment and whether to proceed, only 2 quotes are available although 3 additional architects were contacted and asked to provide a quote (to follow)

FC023 To approve the draft licence for the use of the flagpole located in Broad Street car park (attached)

FC024 To receive an update regarding the draft Communications Plan (to follow).

FC025 To review the quotes to complete a carbon footprint review of both Village Halls and resolve how to proceed (attached)

FC026 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, 12th May 2023

Future Meeting: 29th June 2023