

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



To the members of **Cuckfield Parish Council**

You are hereby summoned to attend the next meeting of the Parish Council in the Queen's Hall at **8.15pm on Wednesday 4th July 2018** to transact the following business:

AGENDA

- 1) To receive apologies for absence.
- 2) 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 course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.
- 3) 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.
- 4) To approve the minutes of the meeting held on 3rd May 2018, and minutes of the EGM held on 21st June 2018.
- 5) To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda.
- 6) To receive reports from the District Councillor and County Councillor.
- 7) To receive a report from the Chairman.
- 8) To note the actions of the following committees:
 - a. Community Buildings Committee
 - b. Environment & Wellbeing Committee
 - c. Estates Committee
 - d. Finance Committee
 - e. Planning Committee
 - f. Roads and Traffic Committee
- 9) To note and approve the Internal Auditor's Report (attached).
- 10) To note and approve the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures (attached).
- 11) To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31st March 2018, Section 1 – Annual Governance Statements 2017/18 (attached).
- 12) To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31st March 2018, Section 2 – Accounting Statements 2017/18 (attached).
- 13) To discuss and agree whether to implement an Emergency Consultation Panel, and the financial decision limit, to enable critical decisions to be made when there is no time to call an EGM.
- 14) To review and approve the updated Standing Orders, which incorporate changes relating to GDPR and an Emergency Consultation Panel (previously circulated).
- 15) To review and approve the updated Financial Regulations, which incorporate a minor change relating to the Emergency Consultation Panel (previously circulated).

- 16) To review the Media Policy and Code of Conduct (attached).
- 17) To review and approve the Retention Policy (to follow).
- 18) To review and agree the location of the container at Horsefield Green, due to issues with delivery caused by the overhead power cables.
- 19) To discuss the sale of the Court Meadow School site, and submission of the Asset of Community Value.
- 20) To consider exploring the ownership of internal green spaces within the village e.g. Barrowfield Green, Lime Trees at Whitemans Green.
- 21) To consider the proposal to arrange a Litter Pick during the Summer Holidays.
- 22) To consider the quote to install CCTV at the Queen's Hall (to follow).
- 23) To consider the quotes to complete the pond maintenance required at Horsefield Green (to follow).
- 24) To review and consider the quotations to purchase a new A3 printer for the officer, and replacement PCs for the Clerk and Admin Assistant as both are nearly 6 years old (attached).
- 25) To consider a proposal for alternative management of Council business.
- 26) Confidential Business
To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted.
- 27) 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.**

Sam Heynes

Clerk to the Parish Council, 28 June 2018