



The Queen's Hall  
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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-ninth Annual Meeting** of the **Parish Council** in the **Queen's Hall** at **7.30pm** on **Tuesday 7<sup>th</sup> May 2024** 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 apologies for absence
- FC004** To receive notification of updated Councillors Register of Interests
- FC005** To note the requirements of and resolve to adopt the Code of Conduct
- FC006** 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
- FC007** To approve the minutes of the Full Council meeting held on 19<sup>th</sup> March 2024 (previously circulated)
- FC008** To receive a verbal report from the Chairman
- FC009** To note the Full Council Action List
- FC010** To approve Bank Reconciliation Statements for March and April 2024 for Unity Trust and CCLA (attached).
- FC011** To review the 2023-24 finances to 31<sup>st</sup> March 2024 (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 2024-25, appoint and review their terms of reference (attached) and delegation of functions, receive nominations for membership of committees and consider the appointment of the Chairman and Vice Chairman 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 2024-25 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 White)

**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 scheme of delegation to committees, staff and other local authorities in line with legislation, Standing Orders, Financial Regulations, Terms of Reference and Scheme of Delegation (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 note the appointment of the Internal Auditor for 2024-25

**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 proposal received from Holy Trinity Primary School regarding the future use of Cuckfield Village Hall (to follow)

**FC023** To receive an update from the Village Hall Working Party and consider the next steps regarding the future of Cuckfield Village Hall

**FC024** To receive an update regarding the Neighbourhood Plan refresh and consider next steps

**FC025** To receive an update regarding the development of the Angela Fox Nature Garden in 2024 (to follow)

**FC026** To consider the proposal received to investigate the purchase of the building used for Cuckfield Pharmacy (attached)

**FC027** To consider the future renewal of the Dignity Funerals lease of the Chapel which expires in August 2024

**FC028** 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.

- a) Chapel Lease
- b) Staff Matters

**FC029** 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, 30<sup>th</sup> April 2024**

**Future Meeting:** 13<sup>th</sup> June 2024