



28th April 2021

Dear Councillor

The **ANNUAL MEETING** of the **LINGFIELD PARISH COUNCIL** will take place on **TUESDAY 4th MAY 2021 at 7pm** via Zoom

Yours sincerely

Fay Elwood
Clerk to the Parish Council

The first ten minutes will be available for relevant questions and remarks from the public – if any. The public are welcome to stay and observe the rest of the meeting.

AGENDA

- 1. Election of Chairman**
- 2. Chairman to sign declaration**
- 3. Apologies for absence**
- 4. Election of Vice-Chairman**
- 5. Appointment of Planning Committee**
- 6. Election of Chairman of Planning Committee**
- 7. Appointments and representation to outside bodies and working parties**

Surrey Association of Local Councils	(previously Vivien and Andrea)
Lingfield Wildlife Area	(previously Graham and Liz)
Gatwick Airport	(previously Liz and Andrea)
Neighbourhood Plan	Liz, Andrea, Cath and Graham
Allotment Inspections	(previously Camilla)
Member responsible for overseeing Finance	(previously Cath)
Lingfest committee	(previously Vivien and the clerk)
Friends of Lingfield Pond	
- 8. Members' Interests**

To advise any changes to the Declaration of Members' Interests
- 9. Financial matters:**
 - 9.1 To confirm contracts and agreements**

Lingfield & Dormansland Community Centre – Parish Office Rent £133 per month
Lingfield & Dormansland Community Centre – leased to management committee at peppercorn rent
Centenary Fields Management Agreement - 10 year lease from 2014 (Lingfield Nature Reserves/Lingfield Wildlife Area)
The Pollards Allotments – leased to LPC informally (FoC)
Countrywide Grounds Maintenance – mowing contract for Centenary Fields- up to

£3000 per year
Vernon Deller – Village maintenance and Gun Pond
Cypress Bay – grass cutting at The Pollards and Centenary Fields at £40 per cut

9.2 To confirm payment of grants, subscriptions and affiliations for 2021

Grants:

St Peter & St Paul's Church – burial grounds and donation to lighting costs (£3500)
Lingfield & Dormansland Community Centre re use of facilities for meetings (£100)
Local Nature Reserves (£2000 maintenance grant)
Christmas Lights (£2000)
Meals on Wheels (£800)
Community News (£800)

Subscriptions and affiliations

Surrey Association of Local Councils (SALC)
CAGNE
Surrey Community Action
Tandridge Voluntary Action (TVA)

9.3 To confirm members' allowances for the ensuing year

£25 for telephone £25 for computer consumables. Both amounts doubled for Chairman and Chairmen of committees. If members wish to claim please inform the clerk.

9.4 To approve mileage allowance for ensuing year

45p per mile for pre-approved attendance at meetings.

9.5 General Power of Competence

To confirm LPC meets the requirements to adopt this power.

9.6 Allotment Rents

To review allotment rents for 2022

10. Procedures and Policies

10.1 Standing Orders

To review and confirm.

10.2 Financial Regulations

To review and confirm.

11. Internal Auditor

To appoint Internal Auditor for 2021

12. Insurance

To approve insurance renewal for 2021/22

13. Accounts

To approve end of year accounts for 2020/21

14. Annual Return

To approve Sections 1 and 2 of the Annual Return

15. To report on Gun Pond Refurbishment and approve any further expenditure

16. Date of next meeting