



Dear Councillor

5<sup>th</sup> May 2022

You are invited to the Annual Meeting of **LINGFIELD PARISH COUNCIL** to be held on **WEDNESDAY 11<sup>th</sup> MAY 2022 at 7pm** at Lingfield and Dormansland Community Centre.

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

Mrs Fay Elwood  
Clerk to Lingfield Parish Council

**A G E N D A**

- 1. To elect a Chairman**
- 2. To sign Declaration of Acceptance of Office**
- 3. To consider apologies for absence**
- 4. To elect a vice-Chairman for the year**
- 5. To appoint the Planning Committee and approve Terms of Reference**
- 6. To appoint 'Friends of Lingfield Pond' committee and approve Terms of Reference**
- 7. To elect a Chairman of the Planning Committee**
- 8. To approve appointments to outside bodies (previous reps in brackets):-**
  - Surrey and Sussex Association of Local Councils (Cllr Hepworth and Cllr Downing)
  - Lingfield Wildlife Area (Cllr Marks and Cllr Lockwood)
  - Gatwick Airport (Cllr Lockwood)
  - Neighbourhood Plan (Cllr Lockwood, Cllr Hearnden, Cllr Marks)
  - Allotments (Cllr Downing)
  - Finance (Cllr Hearnden)
  - Lingfield Community Library (Cllr Jecks)
- 9. To advise the clerk if there are any amendments to members' Register of Interests**
- 10. Financial Matters**
  - 10.1 To approve the following contracts and agreements:-
    - Lingfield & Dormansland Community Centre – Parish Office Rent - £1596 per year
    - R.V. Deller – maintenance of Gun Pond and village centre -£3000 per year
    - Grass cutting at allotments – Cypress Bay (N.Elwood) - £40 per cut
    - D. Ohlson – mowing at Centenary Fields – up to £3000 per year
    - British Telecom – broadband and phone for Parish Office
    - EDF Energy – electricity for the war memorial
  
  - Lingfield and Dormansland Community Centre and The Jennings Hall – leased on peppercorn rent
  - Centenary Fields Management Agreement – currently being renewed for 25 years

- 10.2 To approve the Schedule of Assets
- 10.3 To approve the following grants, subscriptions and affiliations provided in the 2022/23 budget:
- Grants:  
St Peter and St Paul's Church – burial grounds and donation to lighting costs - £3500  
Lingfield Nature Reserves - £2000 towards maintenance  
Christmas Lights – £1750  
Meals on Wheels – £800  
Community News - £800
- Subscriptions and affiliations:  
Surrey Association of Local Councils (including NALC) £1468.16  
Society of Local Council Clerks - £171  
Tandridge Voluntary Action - £20  
GAGNE - £4
- 10.4 Allowances  
To consider whether to continue with the provision of Members' Allowances:- £25 to compensate for telephone calls, £25 to compensate for computer consumables.  
This amount is doubled for the chairman and chairman of planning committee.
- 10.5 Mileage allowance  
To approve an amount of 45p per mile for pre approved journeys.
- 10.6 General Power of Competence  
To confirm LPC still qualifies to use the General Power of Competence.
- 10.7 Allotment Rents  
To review allotment rents for 2024 (we are contracted to give at least a years notice of any increase). Current rent is £25.

## **11. Procedures and Policies**

- 11.1 Standing Orders  
To approve any changes needed to Standing Orders
- 11.2 Financial Regulations  
To approve any changes needed to Financial Regulations

## **12. Internal Auditor**

To approve appointment of Mike Platten as internal auditor for 2022/23

## **13. Insurance**

To approve renewal of insurance with Zurich at a cost of £2713.13.

## **14. Date of next meeting – 25<sup>th</sup> May 2022**