



Dear Councillor

9th May 2023

You are invited to the Annual Meeting of **LINGFIELD PARISH COUNCIL** to be held on **MONDAY 15th MAY 2023 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 consider apologies for absence**
- 3. To elect a vice-Chairman**
- 4. To appoint the Planning Committee and approve Terms of Reference**
- 5. To consider changing the designation of 'Friends of Lingfield Pond' from a committee to a working party and approve Terms of Reference**
- 6. To elect a Chairman of the Planning Committee**
- 7. 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)
 - Conservation Area Appraisal (Cllr Lockwood and Cllr Hearnden)
 - Allotments (Cllr Downing)
 - Finance (Cllr Hearnden)
 - Lingfield Community Library (Cllr Jecks)
- 8. To complete and sign the Declaration of Interests**
- 9. Financial Matters**
 - 9.1 To approve the following contracts and agreements:-
 - Lingfield & Dormansland Community Centre – Parish Office Rent - £1656 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 at each site
 - 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 until 2039
Centenary Fields Management – Lingfield Nature Reserves – leased until 2047

- 9.2 To approve the Schedule of Assets
- 9.3 To approve the following grants, subscriptions and affiliations provided in the 2023/24 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 – £1500

Meals on Wheels – £800

Community News - £800

Subscriptions and affiliations:

Surrey Association of Local Councils (including NALC) £1500.09

Society of Local Council Clerks - £187

Tandridge Voluntary Action - £20

GAGNE - £10

- 9.4 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.
- 9.5 Mileage allowance
To approve an amount of 45p per mile for pre approved journeys.
- 9.6 General Power of Competence
To confirm LPC still qualifies to use the General Power of Competence.
- 9.7 Allotment Rents
To review allotment rents for 2025 (we are contracted to give at least 12 months notice of any increase). Current rent is £25.

10. Procedures and Policies

- 10.1 Standing Orders
To confirm Standing Orders are still fit for purpose.
- 10.2 Financial Regulations
To confirm Financial Regulations are still fit for purpose.

11. Internal Auditor

To approve appointment of Mike Platten as internal auditor for 2023/24

12. Insurance

To approve insurance renewal with Zurich at a cost of £2870.41 for the year (or £2607.16 per year if we commit to 3 years).

13. Date of next meeting – 31st May 2023