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Dear Councillor 19th May 2020

You are invited to a virtual meeting of **LINGFIELD PARISH COUNCIL** on **TUESDAY 26th May 2020 at 11am** via the Zoom platform (as permitted by emergency legislation which came into force on 4th April 2020 ‘The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020’). Instructions for joining the meeting will be supplied.

Please note that Public Questions, Surrey County Councillor and Tandridge District Councillors’ Reports will be taken at the start of the meeting.



Mrs Fay Elwood

Clerk to Lingfield Parish Council

**A G E N D A**

**1 PROCEDURAL MATTERS**

* 1. Apologies for absence
	2. To receive declarations of interest

*All members present are required to declare, at this point in the meeting or as soon as possible thereafter:*

*(i) any Disclosable Pecuniary Interests (DPIs) and/or*

*(ii) other interests arising under the Code of Conduct*

*in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Parish Clerk prior to the meeting*

*(iii) any changes to their circumstances which should be recorded on their Register of Interests.*

* 1. To sign as a correct record, minutes of meeting held on Tuesday 25th

 February 2020\*

**2 FINANCE AND ADMINISTRATION**

2.1 To receive Financial Report and approve cheques for payment

2.2 To approve the use of Internet Banking noting the clerk will have sole access to

 the account (with conditions)

2.3 To approve expenditure of £140 for a skip at Centenary Fields allotments

2.4 To approve accounts for year ending 31st March 2020

2.5 To note Internal Auditor’s report

2.6 To approve Section 1 of the Annual Return

2.7 To approve Section 2 of the Annual Return

2.8 To note the cancellation of public meetings until the end of July

2.9 To approve renewal of our insurance policy with Zurich Municipal at a cost of

 £2385.67

2.10 To note the postponement of the Annual Meeting until later in the year (date to

 be agreed)

2.11 To approve payment of grants provided for in the 2020/21 budget:-

 St Peter and St Paul’s Church £3500

 Lingfield Wildlife Area £2000

 Community News £800

Meals on Wheels £800

2.12 To note the grant application received from TDC for £1000 for use in our response to the Covid 19 pandemic (subsequently paid to Geoff Ledden)

2.13 To approve £400 to be paid to Nigel Hinton who is co-ordinating the Church’s

 response to the pandemic (if required) – conditions to be agreed in advance

2.14 To approve the following policies to be published on our web site:-

Code of Conduct

Disciplinary and Grievance Policy

Document Retention Policy

Information Data Protection Policy

LPC Risk Management Policy

Media and Communications Policy

Standing Orders

Financial Regulations

2.15 To approve extension of delegated powers to the clerk (in discussion with the chairman) to spend up to £500 on items considered necessary for the smooth operation of the parish council without prior approval (until regular meetings are resumed)

**3 GRANT APPLICATIONS**

* 1. To consider grant application from Lingfield Marathon for £270
	2. To consider request from Cagne for £1000 towards a funds to oppose a 2nd

 runway at Gatwick Airport

**4 PARISH FACILITIES**

4.1 To approve removal of planters from outside Sote and Coughlans to make way for the floral cubes included as part of our display for Summer 2020

1. **TO APPROVE PLANNING COMMENTS SUBMITTED TO TANDRIDGE DISTRICT COUNCIL ON 25TH MARCH, 22ND APRIL, 7TH MAY AND 19TH MAY 2020**
2. **DATE OF NEXT MEETING**

Meeting via Zoom to be held on 28th July 2020 at 11am

**If any member of public wishes to join the meeting, please contact the clerk for instructions.**

Parish Clerk: Mrs Fay Elwood

Email: lingfieldpc@gmail.com