



## LINGFIELD PARISH COUNCIL

Parish Clerk: Catherine Fitzgerald  
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22<sup>nd</sup> May 2025

### TO MEMBERS OF THE COUNCIL

Dear Members,

You are summoned to a meeting of Lingfield Parish Council, at Lingfield and Dormansland Community Centre on Wednesday 28th May at 7.00pm. The meeting will consider the items set out below.

Council is asked to note that in the exercise of their functions they must take note of the following:

- Equal opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Lingfield to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting.

Members of the public are asked to restrict their comments, and/or questions to three minutes. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk email Lingfield Parish Council at least 24 hours before the meeting so that every effort may be made to provide access.

Yours sincerely

Catherine Fitzgerald, Parish Clerk

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### Public Participation Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person) Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

## **AGENDA**

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence
4. To receive any declarations of interest from Members
5. To approve the minutes of the meeting held on 26<sup>th</sup> March 2025 and 23 April 2025 (LGA 1972 Sch 12 para 41(1))
6. To approve and adopt the Standing Orders for Lingfield Parish Council.
7. To approve and adopt the Financial Regulations for Lingfield Parish Council.
8. To appoint an Internal Auditor.
9. To review Committee Structures and to appoint members to serve on the under mentioned Committees:
  - (a) Planning
  - (b) Pond
  - (c) Allotments
  - (d) Finance and General
10. To review the Committee terms of reference.
11. To appoint members, including Convenors, to serve on the under-mentioned Working Groups as required.
  - a) Lingfield Nature Reserve
  - b) Lingfield Library
  - c) Gatwick
12. To appoint members, including the Chairman, to serve on the Staffing Panel
13. To appoint members, including the Chairman, to serve on the Appeals Committee
14. To appoint representatives on the under mentioned bodies as required:
  - a) Community Hall Management/Steering Committee (2 Members)
15. To review the Council asset register
16. To review the Council insurance policy and discuss/decide on alterations

17. To review and make arrangements to reaffirm eligibility for the General Power of Competence

18. To review and decide on amendments to Council policies –

- a) Annual Leave Policy
- b) Anti-Bullying and Harassment Policy
- c) Carer's Leave Policy
- d) Compassionate Leave Policy
- e) Data Protection Policy
- f) Dignity at Work Policy
- g) Disciplinary Policy
- h) Emergency Dependants Leave Policy
- i) Equality and Diversity Policy
- j) Expenses Policy
- k) Flexible Working Policy
- l) Grievance Policy
- m) Home Working Policy
- n) Information Technology Policy Guidance
- o) Internal Control Policy
- p) Lone Working Policy
- q) Maternity Leave and Pay Policy
- r) Paternity Leave and Pay Policy
- s) Sickness Absence Policy
- t) Training and Development Policy
- u) Whistleblowing Policy

19. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

Catherine Fitzgerald Parish Clerk 22th May 2025

Note to Councillors: Please ensure that your Declaration of Interest forms are delivered back to the office before the end of May. Until this meeting has been held Councillors will not know what outside committees or organisations they may be appointed to.