



ISFIELD PARISH COUNCIL

Clerk & RFO: Lee Dunkley BA (Hons), MPhil, FSLCC
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8th May 2024

TO MEMBERS OF THE COUNCIL

Dear Members,

I hereby give you notice that Annual Meeting of Isfield Parish Council will be held on Monday 13th May at **Isfield Village Hall, TN22 5XG** at 19:30. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Lee Dunkley, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public.

AGENDA

1. Election of Chair

To **ELECT** the Chair of the Council for 2024/25 and to **RECEIVE** the declaration of acceptance of office.

2. Election of Vice Chair

To **ELECT** the Vice Chair of the Council for 2024/25 and to **RECEIVE** the declaration of acceptance of office.

3. Apologies for absence

To **RECEIVE** any apologies.

4. Declarations of interest/Request for dispensations

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

5. Public Participation

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The Council are happy to receive comments but responses will be made outside meetings should they be necessary.

6. District and County Councillors' reports

To **NOTE** as above.

7. Full Council meeting minutes: 22nd April 2024

To **RESOLVE** that the [minutes](#) of the meeting as above having been previously circulated, be taken as read and approved. To **NOTE** any matters arising not appearing on the agenda.

8. Schedule of Payments

To **RESOLVE** to authorise payments on the [schedule](#).

9. Appointment of representatives to outside bodies

To **APPOINT** Cllrs to the following:

- Wealden District Association of Local Councils
- East Sussex Association of Local Councils
- Parish Cluster meetings
- Strengthening Local Relationships/Highways (East Sussex County Council)
- Isfield Village Hall
- Any other

10. Risk Assessment 2024/25

To **RESOLVE** to approve [as above](#).

11. Annual Governance and Accountability Return section one – Governance Statements

To **RESOLVE** to approve [as above](#).

12. Annual Governance and Accountability Return section two – Accounting Statements

To **RESOLVE** to approve [as above](#).

13. Internal Audit report

To **NOTE** [as above](#).

14. Banking

To **RESOLVE** to add the new Clerk as a signatory, to remove the former Clerk, to register for online banking and online payments, and to obtain a credit or debit card.

15. Meeting calendar 2024/25

To **CONSIDER** the normal meeting dates and start times for the following 12 months and to **RESOLVE** a course of action.

16. Grass Cutting arrangements at the play area

To **DISCUSS** as above.

17. Financial Contribution towards posters/SABRE

To **DISCUSS** as above. To **RESOLVE** a course of action.

18. Notification of meeting/Suggested items for next agenda

To **NOTE** any suggested items for the next meeting: Internal auditor for 2024/25.

19. Reports from Council representatives

To **NOTE** verbal reports from Councillors – e.g. Recreation Ground, Village Hall.

20. Public Bodies (Admissions to Meetings) Act 1960

To **RESOLVE** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Staffing.

21. Local Government Pension Scheme

To **RESOLVE** to designate the role of Clerk/RFO to the Local Government Pension Scheme.