

HEATHFIELD AND WALDRON PARISH COUNCIL

To: Chairman and Members of the Council

92 HIGH STREET
HEATHFIELD
EAST SUSSEX
TN21 8JD
Tel: 01435 865700

10 May 2011

**NOTE TO MEMBERS: PLEASE ATTEND AT 7.15 PM. TO ENABLE
DECLARATIONS OF ACCEPTANCE OF OFFICE TO BE SIGNED**

Dear Sir/Madam

Your attendance is requested at the Annual General Meeting of the HEATHFIELD & WALDRON PARISH COUNCIL to be held in the Ian Price Room, Heathfield Community Centre, Sheepsetting Lane, Heathfield on **TUESDAY 17 MAY 2011** at 7.30 p.m.

Yours faithfully

Diana Francis
Clerk to the Council

A G E N D A

1. Public Question Time (**not more than 15 minutes**)
2. Reports on matters of interest from County and District Councillors – if any (not more than 15 minutes)
3. Apologies for Absence
4. Election of Chairman and Vice-Chairman (Nominations in writing sent to the Clerk prior to the meeting please) – Declarations of Acceptance of Office then to be

5. Disclosure of interests in matters on the Agenda
6. To receive and sign Minutes of the Council Meeting held on Tuesday 8 March 2011 (unadopted) (attached herewith) and the Annual Parish Assembly held on Tuesday 19 April 2011 (unadopted) (attached herewith)
7. Matters Arising
8. To confirm delegated powers to Committees and adopt new Standing Orders and Financial Regulations as recommended by the Finance and General Purposes Committee
9. To approve Code of Conduct as attached together with Register of Interests and the 10 principles form
10. Appointment of Parish Council representatives on Outside Bodies :-
(Current/previous representative shown in italics)

Emergency Co-ordinator – *Mr A Baker*

Emergency Co-ordinator – Assistants – *Mrs D Kentish-Barnes and Mrs J Holmwood*

Mr R Wood and Mrs L Plant – Assistant radio co-ordinators

Heathfield and Waldron Twinning Association – *Mr P Newnham*

The Heathfield Charities – *Mr P Newnham and Mrs A Muddle*

The Heathfield Partnership – *Mr P Newnham and Mrs A Muddle*

Joint Action Group – *Mrs J Holmwood*

Tree Warden – *Mr R Wood*

Citizens Advice Bureau – *Mr P Newnham*

Wealden District Association of Local Councils – *Mr J H Smith*
and *Mrs P Clark*

Local Action Team – *Mrs P Clark*

Hardy Roberts Playing Fields Association – *Mrs L Plant and Mr P Newnham*

Cross in Hand Village Hall – *Mr P Newnham and Mrs A Muddle*

Punnetts Town Village Hall Committee – *Mrs P Clark 1 vacancy*

Goward Hall Management Committee – *1 vacancy*

Heathfield and Waldron Millennium Green – *Mrs L Plant*

Lucas Hall Shadow Management Committee – *Mr J Chambers*

The Cattam Project – *Mr J Chambers*

Heathfield Partnership IT Committee – *Mrs J Holmwood*

Heathfield Partnership Transport Committee – *1 vacancy*

To consider appointment of Rights of Way Officer for the Council
– nomination – Mr Bowdler

11. Chairman's Report

- Co-option of new Councillors – 3 vacancies in Heathfield Ward
- 1 April Mrs M Hatcher Funeral
- 10 April Peter Goodwin Memorial Service
- 10 April Film Premiere Heathfield Youth Centre
- 16 April Cuckoo Fair – escorting Dame Heffle

12. Clerk's Report
 - Correspondence List as at 10 May 2011 (attached herewith)
13. Councillors' questions (to raise matters of interest only)
14. To receive and approve Reports of Committees as follows:-
 - a. Finance and General Purposes – Minutes of Meeting held 14 March 2011 (unadopted) (attached herewith)
 - b. Highways, Planning and Street Lighting - Minutes of Meetings held 21 March, 4 and 18 April 2011 and 3 May 2011 (unadopted), (to follow)
 - c. Burial Grounds – Next meeting of Burial Grounds and Amenities - 24 May 2011
 - d. Recreation Grounds and Properties – Minutes of meeting held on 15 March 2011 (unadopted) (attached herewith). Next meeting of Leisure, Environment and Recreation Committee to be held on 18 May 2011. Next meeting of Waldron Recreation Ground Management Subcommittee to be held on 8 June 2011

Note to Members: The Council is asked to adopt these Minutes by formal Resolution

15. List of payments made by the Parish Council for the period 1 January to 31 March 2011 (attached herewith)
16. To approve the published accounts for the 2010/2011 financial year, including Sections 1 and 2 and 4 of the Annual Return (to follow)
17. Internal Audit to receive and approve the Internal Auditor's report for the year ending 31 March 2011 (to follow)
18. To consider appointment of new Authorised Signatories to bank accounts – Mr Baker and Mrs Holmwood
19. To consider Members' Allowances (report attached)
20. CCTV cameras – to consider provision of additional camera and to note technical problems with existing cameras – report to follow
21. Power of Well Being – report attached
22. New Office – to approve appointment of Appleby Petfield (fee proposal attached)

23. Crime & Disorder Act 1998 Section 17 - to consider effects (if any) arising from items on the Agenda
24. Risk Management - to consider effects (if any) arising from decisions taken at the Meeting.
25. To consider Motions
(None received)

Note to Members: Motions must be made in writing to the Clerk at least 10 days before the next meeting of the Council

26. Date Time and Place of Next Meeting – **Tuesday 12 July 2011**, at 7.30 pm in the Ian Price Room, Heathfield Community Centre, Sheepsetting Lane, Heathfield.