



**To All Councillors**

**A Meeting of Chailey Parish Council, which you are summoned to attend, will be held on Tuesday 19<sup>th</sup> November 2013 in the Reading Room, Chailey Green, following the meeting of the Planning and Environs Committee.**

Members of the public have a right to and are welcome to attend, and an opportunity will be made available to them to speak at the beginning of the meeting, after which they may remain, but must not speak unless invited to do so.

**Signed:.....Clerk**

**Date: 13<sup>th</sup> November 2013.**

**AGENDA**

- 1. Apologies for absence.**
- 2. Declarations of Interest.**
- 3. Questions/comments from members of the public.** (This item to be limited to 15 minutes).
- 4. Items not on the agenda which the Chair is of the opinion should be considered as a matter of urgency.**
- 5. To agree the Minutes of the Council Meeting held on Tuesday 15<sup>th</sup> October 2013.**  
(Previously circulated).
- 6. To receive reports from Council Representatives on Village Organisations to include:**
  - A review of Councillors responsibilities as representatives on outside bodies (report circulated)
  - Chailey Sports Club – To review Parish Council representation and responsibilities
- 7. To confirm procedure to fill Casual Vacancy for Parish Councillor** (information circulated).
- 8. To receive Financial Reports including:**
  - Financial summaries for October 2013 (reports circulated)
  - Approval of items of expenditure
  - To consider draft of 2014/2015 budget and precept (further report to follow)
- 9. To review progress of refurbishment of Parish Assets to include:**
  - Pump House (information circulated), Play Area Equipment (information to follow)
- 10. To consider the preparation of Chailey Neighbourhood Plan**
- 11. To review allotment charges for 2014/2015** (report circulated)
- 12. To consider items for information and future discussion.**
- 13. To consider correspondence for noting and response to include:**
  - Consideration of grant requests (information circulated)
- 14. To note Risk Implications.**
- 15. To note implications to Crime and Disorder Act 1998 Section 17.**
- 16. Confidential Information- Exempt Matters**  
To consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (admission to Meetings) Act 1960, s1 in order to discuss items 16 and 17 due to the confidential nature of these items.
- 17. To review progress of relocation of Parish Office** (Correspondence circulated)
- 18. To review Annual Staff Appraisal**
- 19. Date of next meeting: Full Council Tuesday 17<sup>th</sup> December 2013.**