

Forest Row Parish Council

Clerk: Mr David O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 2pm)

To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Christie, Cocks, Eichner, Evans, Gilbert,
Harvey, Hugo, Jaffay, La Djoï, T Lewin, Scott,

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Dear Sir/Madam,
Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 6th JUNE 2023 in the Garden Room at the
Community Centre at **7.30 PM**.

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Date: 31st May 2023

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND
REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY
AND OBSERVE THE REST OF THE MEETING

AGENDA

1. PRELIMINARIES

1. Declaration with respect to the Annual Meeting of 16th May 2023
2. To receive apologies for absence
3. Records of previous meetings
 - 3.1 To approve the minutes of the Meetings of Council held on 4th April & 16th May 2023
 - 3.2 To consider any objections to deletion of the digital transcript of those meetings
4. Clarification of any actions from the above previous meetings
5. To receive any declarations of interest/request for dispensation

2. RESOLUTION OF ITEMS DEFERRED FROM THE ANNUAL MEETING

1. To approve & adopt the Committee structure
2. To appoint members to the Committees & Planning Group
3. To appoint Chairs of Committees
4. To appoint Vice-Chairs of Committees
5. To appoint any required additional member(s) to the Finance & Policy Committee
6. To appoint the members of the Personnel & Grievance Committee
7. To authorise any necessary amendments to the 2022 Scheme of Delegation
8. To approve Standing Orders subject to any necessary amendments
9. To approve Financial Regulations subject to any necessary amendments
10. To approve the 2022 Code of Conduct
11. To approve the standing policies & risk assessments

12. To appoint representatives to outside bodies.
13. To appoint the internal auditor.

14. To consider revision of the asset register.
15. To approve the schedule of Council's subscriptions.
16. To approve the schedule of Council's Direct Debits
17. To approve the insurances schedules
18. To consider the issue of Members' allowances & resolve as appropriate
19. To approve the mileage allowance.
20. To confirm the bank account signatories.

21. To note the revenue budget for this year 2023-24
22. To consider the reserves budget and resolve as appropriate.
23. To defer consideration of staff terms & conditions to a future meeting.

3. ADDITIONAL BUSINESS OF THE MEETING

1. To note and approve the Annual Governance Statement
2. To note and approve the Annual Financial Return
3. To note the dates for public inspection
4. To consider two deferred grant applications
5. To consider and resolve on a renewal of the public library lease
6. To consider a request from Forest Row Festival

4. CONCLUSIONS

1. Notices, consultations & correspondence
2. Items for future consideration by Committee or Full Council