

# Lindfield Parish Council

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Parish Clerk: Mr. A. Funnell  
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Date: 1 March 2024

**Members of the Finance & General Purposes Committee (F&GP)** are hereby summoned to attend the meeting of the **Finance & General Purposes Committee** to be held on **Thursday 7 March 2024 at King Edward Hall, Lindfield (Jubilee Room) at 8.00 p.m.** to transact the following business:

## A G E N D A

Welcome and emergency announcements.

1. **To receive and accept apologies and reasons for absence.**
2. **To receive Declarations of Interest by Members in respect of any Item on the Agenda.** *The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.*
3. **Questions/comments from members of the public.** *(This will be limited to a maximum of 15 minutes. In accordance with Standing Orders 3 (e)-(g) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes).*
4. **To confirm and sign the Minutes of the meeting of the F&GP Committee held on 4 January 2024.**
5. **Chairman's announcements.**
6. **Action List** (*attached*).
7. **Grants and donations:**
  - i. To note available funds (*attached*)
  - ii. To consider grant requests received (*if required*)
  - iii. To note letters of thanks received.
8. **Budget 2023/24:** To note the latest budget progress reports (*attached*):
  - i. Finance and General Purposes Committee.
  - ii. Overall Council Budget 2023/24.
  - iii. General Reserve Expenditure.
9. **Financial Monitoring:** To note the latest account records:
  - i. Cash and Investment Reconciliation and to note Deposits and Investment Held.
  - ii. Payment Analysis.
  - iii. To approve/ratify any required payments (*if required*).
10. **Internal Control Check Internal Auditor Arrangements 2023/24** – To consider the report (*to follow*).
11. **Communications** – To consider internal communications report (*attached*).
12. **Toilets on the Common** – To consider any matters (*to follow*).
13. **Plan 23-27** – Allocation of Committee objectives (*to follow*).
14. **Policy documents** – To consider new and updated policies (*to follow*)
15. **Risk Management** – To consider any risk assessments (*to follow*).
16. **Clerk & RFO report.**
17. **To confirm attendance at training/conference events, and receive any attendance reports.**
18. **Matters arising after the preparation of this Agenda**, which the Chairman agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.
19. **Exclusion of the public [and press]:** to consider whether a resolution should be moved under Standing Order No. 3(d) and in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).
20. **Staffing matters** – To consider report.

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**Members of the Public and the Press have a right to attend meetings of the Council and its Committees.**

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Signed:

*Andrew Funnell*

Andrew Funnell  
Clerk to the Council

cc:

All other Parish Cllrs,

WSCC Cllr Garry Wall

MSDC Cllr Anne-Marie Cooke  
Cllr Cavan Wood

The next meeting is scheduled for Thursday 2 May 2024.