

Lindfield Parish Council

Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mr. A. Funnell

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25 October 2017

To: Members of the Finance and General Purposes Committee

You are hereby summoned to attend the meeting of the **Finance and General Purposes Committee** to be held on **THURSDAY, 2 NOVEMBER 2017** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements.

AGENDA

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 Finance and General Purposes Committee held on 7 September 2017 *(previously circulated)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
 - i) To note available funds *(register attached)*.
 - ii) To consider grant requests received: *(attached)*.
 - iii) To note letters of thanks received *(attached)*.
8. Budget 2017/18 (budget progress reports to 30.09.17 *(attached)*)
 - i) Finance and General Purposes Committee - to review payments made to 30.09.17
 - ii) Analysis of Administration Budget to 30.09.17
 - iii) Overall Council Budget 2017 / 18: to review expenditure to 30.09.17 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
9. Budget 2018/2019 - to note the discussions between the Committee Chairman, Clerk, & RFO. To consider the budget paper *(to follow)*.
10. Clock Tower House: property repairs - report from the Clerk *(to follow)*

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

11. Data Protection - to note and consider the report previously circulated by the Clerk (*attached*)
12. Parish Office: to authorise the purchase of:
 - i) Key safe (*attached*)
 - ii) PDF editing software that allows the redaction of confidential details (*attached*)
13. Document Retention Policy: to consider draft policy previously circulated by the Clerk (*attached*)
14. Lindfield Parish Directory - update on 2018 edition (*to follow*).
15. Proposed Public Toilets on the Common - to note any update.
16. Investment of funds: update.
17. To confirm attendance at training and conference events.
18. Risk Management
19. Any Other Business, 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.
20. 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 and legal matters).
21. Clock Tower House: lease.

Signed

Andrew Funnell

Andrew Funnell
Clerk to the Council

c.c. All other Parish Councillors
Cllr. Mr. A. Lea - WSCC and MSDC
Cllr. Mrs. A. Lea - MSDC