

# Lindfield Parish Council

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

Parish Clerk: Mrs. C. Irwin

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31 August 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, 7 SEPTEMBER 2017** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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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 6 July 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)*.
    - Lindfield Bonfire Society
    - Citizens Advice, Horsham
    - Victim Support
  - iii) To note letters of thanks received.
  - iv) To confirm donation for Remembrance Sunday Wreath (Chairman's Fund).
8. Budget 2017/18 (budget progress reports to 30.07.17 *(previously circulated)* or 31.08.17 *(to follow, if available)*
  - i) Finance and General Purposes Committee - to review payments made to 30.07.17 (31.08.17)
  - ii) Analysis of Administration Budget to 30.07.17 (31.08.17)
  - iii) Overall Council Budget 2017 / 18: to review expenditure to 30.07.17 (31.08.17) to include:

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- Environment and Amenities Committee budget
  - Planning and Traffic Committee budget
  - Reserves
9. Water and Waste Water Services: to consider a report from the RFO regarding the change to waste water services and to consider the placement of a contract (*to follow*).
  10. Asset register: to consider report and draft policy from the Responsible Financial Officer (*attached*).
  11. Clock Tower House: property repairs - report from Councillor Plass (*to follow*).
  12. Data Protection: to note forthcoming changes in regulations which may require a review of policies and procedures.
  13. Investment of funds: update.
  14. Remembrance Sunday Service and Parade: to consider an approach from the President of the Lindfield Branch, Royal British Legion, requesting the Parish Council's involvement in the direction of the stewards and marshals. (*email attached*).
  15. Proposed Public Toilets on the Common - update.
  16. Staffing matters: update on the recruitment of a Deputy Parish Clerk.
  17. To confirm attendance at training and conference events.
  18. 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.
  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 and legal matters).
  20. Staffing matters.
  21. Clock Tower House: lease.

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Signed



Christine Irwin  
Clerk to the Council

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

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