

# Lindfield Parish Council

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Parish Clerk: Mrs. C. Irwin

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23 February 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 MARCH 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 12 January 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)*:
    - St Catherine's Hospice
    - Mid Sussex Older People's Council
    - Lindfield Arts Festival
    - Mid Sussex RED
    - Citizens Advice Horsham
    - Kent Surrey and Sussex Air Ambulance
  - iii) To note letters of thanks received.
8. Village Day Programme: to confirm Parish Council advert.
9. Budget 2016/17 (budget progress reports to 31.01.17 *(previously circulated)*).
  - i) Finance and General Purposes Committee - to review payments made to 31.01.17
  - ii) Analysis of Administration Budget to 31.01.17
  - iii) Overall Council Budget 2016 / 17: to review expenditure to 31.01.17 to include:
    - Environment and Amenities Committee budget


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- Planning and Traffic Committee budget
  - Reserves
- iv) To note that the periodic check of the cash book, bank statements and petty cash etc was carried out on 20 February.
10. Investment of funds: update and to consider further recommendations to Full Council (*to follow*).
11. To note the arrangements for the Annual Review of the Effectiveness of Internal Audit and Internal Controls.
12. Lindfield Parish Directory and Year Book 2017 edition: report (*attached*).
13. Parish Office: to authorise purchase of replacement office chair and disposal of faulty chair.
14. Parish Council website community page: to note the resignation of the Community Editor.
15. To confirm attendance at training and conference events.
16. Local Government Pension Scheme:
- i) to note the requirement for scheme employers to review their discretions policy annually and notify the administrators by 28 February.
17. Risk assessments
- i) Financial Management, Cash handling / transportation, Parish Office, display screen equipment (*attached*).
- ii) To note that employees who habitually use display screen equipment as a significant part of their normal day to day work are entitled to ask their employers to provide a free eye test and provide spectacles if special ones are needed.
18. "Operation 'London Bridge'": to note MSDC's adopted protocol for marking the death of a senior national figure or local holder of high office and to consider whether the Parish Council should adapt the protocol as appropriate, with particular reference to parts 3 and 4 (*attached*).
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) 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.
21. Renewal of licence fee re: 21 Denmans Lane and to consider the fee for 2018/19.
22. To review LGPS contribution bandings for 2017/18 (employees' contributions) (*attached*).

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Signed



Christine Irwin  
Clerk to the Council

c.c. All other Parish Councillors  
WSCC Cllr. Mrs. C. Field  
MSDC Cllr. Mr. A. Lea  
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