

# Lindfield Parish Council

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Parish Clerk: Mrs. C. Irwin

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27 April 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, 4 MAY 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 2 March 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 Country Market Ltd
    - St Peter and St James Hospice and Continuing Care Centre
  - iii) To note letters of thanks received.
8. Budget 2016/17 (budget progress reports to 31.03.17 *(previously circulated)*).
  - i) Finance and General Purposes Committee - to review payments made to 31.03.17
  - ii) Analysis of Administration Budget to 31.03.17
  - iii) Overall Council Budget 2016 / 17: to review expenditure to 31.03.17 to include:
    - Environment and Amenities Committee budget
    - Planning and Traffic Committee budget
    - Reserves

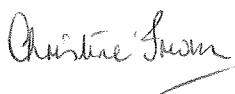
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**Members of the Public and the Press have a right to attend meetings of the Council and its Committees.**

9. Budget 2017/18: to note arrangements for the annual review of the unspent balances and transfers to reserves: agenda item at the 6 July meeting for a recommendation to Full Council.
10. Internal Audit:
  - i) To receive the Internal Auditor's Report of the Interim Visit on 15 March and the Clerk's response as presented to the Auditor on 26 April (*attached*)
  - ii) To receive the Internal Auditor's Report of his Final Visit on 26 April (*attached*).
11. To consider the draft Annual Return and Year End Accounts for the year ending 31.03.17: to be presented for approval by Full Council at the meeting to be held on 11 May 2017 (*to follow*).
12. Insurance and Risk Management Working Group:
  - i) To receive the note for the record of the meeting held on 24 April (*to follow*)
  - ii) To note the list of actions arising from Risk Assessments and inspections carried out in 2016 / 17 Risk assessments (*attached*).
  - iii) To consider the recommendations in respect of the review of the Insurance provision (*attached*).
13. Investment of funds: report by Councillor Henton (*to follow*).
14. Parish Office: to note purchase of a replacement office chair under delegated action.
15. Proposed public toilets on the Common: update (*Councillor Plass*).
16. To confirm attendance at training and conference events.
17. 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.

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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  
MSDC Cllr. Mrs. A. Lea