

Lindfield Parish Council

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RH16 2LH

Parish Clerk: Mrs. C. Irwin

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30 June 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, 6 JULY 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 4 May 2017 *(previously circulated)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
 - i) To note available funds *(register attached)*. (No requests received).
 - ii) To note letters of thanks received.
8. Budget 2017/18 (budget progress reports to 31.05.17 *(previously circulated)*).
 - i) Finance and General Purposes Committee - to review payments made to 31.05.17
 - ii) Analysis of Administration Budget to 31.05.17
 - iii) Overall Council Budget 2017 / 18: to review expenditure to 31.05.17 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
9. Review of the unspent balances and transfers to reserves *(to follow)*
10. To note that the VAT return has been submitted.

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

11. Internal Auditor: to consider making a recommendation to Full Council regarding the appointment of the Internal Auditor for the Financial Year 2017 / 18.
12. Investment of funds: update.
13. Proposed public toilets on the Common - update.
14. To confirm attendance at training and conference events.
15. 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.
16. 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).
17. Staffing matters:
 - i) To note / consider any further matters in respect of the appointment of a new Parish Clerk
 - ii) To consider approval of draft contract of employment for Parish Clerk
 - iii) To consider the matters concerning the recruitment of a Deputy Clerk.

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