

Lindfield Parish Council

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Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mrs. C. Irwin

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2 July 2015

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, 9 JULY 2015** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements.

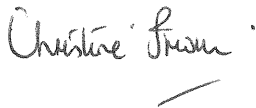
A G E N D A

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 28 May 2015 *(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 Peter and St James Hospice
 - West Sussex Mediation Service
 - iii) To note letters of thanks received *(letter attached)*:
8. Budget 2015/16 *(budget progress reports to 31.05.15 previously circulated)*
 - i) Finance and General Purposes Committee - to review payments made to 31.05.15
 - ii) Analysis of Administration Budget to 30.05.15
 - iii) Overall Council Budget 2015 / 16: to review expenditure to 30.05.15 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
9. To agree recommendation to Full Council on the appointment of the Internal Auditor for the 2015/16 financial year.
10. Arrangements for review of the financial reserves.

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

11. To consider draft procedures, further to recommendations of the Internal Auditor
 - i) Documented procedures for document receipt, circulation, response, handling and filing (*to follow*).
 - ii) Documented procedures to deal with consultation requests (*attached*)
 - iii) Procedures for dealing with and monitoring grants or loans made or received (*attached*)
 12. Proposed public conveniences on the Common: update.
 13. Parish Office:
 - i) update on the outstanding matters.
 - ii) to consider a report from the Clerk regarding Business Rates (*to follow*).
 14. To confirm attendance at training and conference events.
 15. Risk management (*standing item*)
 16. 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