

# Lindfield Parish Council

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Parish Clerk: Mrs. C. Irwin

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3 September 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, 10 SEPTEMBER 2015** at the King Edward Hall, Lindfield (Jubilee Room) at 8.05 p.m. (or on conclusion of the Extraordinary Meeting of Full Council commencing 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 9 July 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)*:
    - Mid Sussex Older People's Council
  - iii) To note letters of thanks received.
8. Budget 2015/16 *(budget progress reports to 31.07.15 previously circulated)* and to 31.08.15 *(to follow if available)*.
  - i) Finance and General Purposes Committee - to review payments made to 31.07.15 *(31.08.15)*
  - ii) Analysis of Administration Budget to 31.07.15 *(31.08.15)*
  - iii) Overall Council Budget 2015 / 16: to review expenditure to 31.07.15 *(31.08.15)* to include:
    - Environment and Amenities Committee budget
    - Planning and Traffic Committee budget
  - iv) To note receipt of refund of £1,332.00 from UK Power Networks in respect of contracted work on street lights in Brookway.

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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 2016/17: to agree timetable.
10. Lindfield Parish Directory and Year Book: verbal report on progress on the 2016 edition.
11. To consider draft procedure for document receipt, circulation, response, handling and filing further to recommendations of the Internal Auditor (*attached*)
12. Proposed public conveniences on the Common: report of meeting with MSDC representatives held on 15.07.15 (*to follow*).
13. Parish Office update, to include:
  - i) Revised quotation for the tower clock (*to follow if available*)
  - ii) Business Rates
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.
17. Exclusion of the public and press: to consider whether a resolution should be moved under Standing Order No. 1(c) 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.
18. Staffing matters.

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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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