

Lindfield Parish Council

Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mrs. C. Irwin

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk

3 December 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 DECEMBER 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 10 September 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)*:
 - Victim Support
 - 4Sight
 - iii) To note letters of thanks received.
8. Budget 2015/16 (budget progress reports to 31.10.15 *previously circulated*) and to 30.11.15 *(to follow if available)*.
 - i) Finance and General Purposes Committee - to review payments made to 31.10.15 *(30.11.15)*
 - ii) Analysis of Administration Budget to 31.10.15 *(30.11.15)*
 - iii) Overall Council Budget 2015 / 16: to review expenditure to 31.10.15 *(30.11.15)* to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget

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9. To note the report of the Internal Auditor following his inspection on 18 November 2015.
10. NALC [National Association of Local Councils] Sector Led Body for the Procurement of External Audit: to consider for recommendation to the Council a response to the invitation to become an opted in authority to the NALC scheme. (*attached: SSALC email 17.11.15, letter from NALC [the future of audit procurement and the Sector Led Body]*).
- Further to the abolition of the Audit Commission, from the start of the 2017/18 financial year, smaller authorities , including parish councils, can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own external auditors, in accordance with regulations, which could add significantly to the Council's workload. NALC, the SLCC [Society of Local Council Clerks] and ADA [Association of Drainage Authorities] are working on the establishment of a 'sector-led body to procure audit for smaller authorities. The opportunity to opt-out must be exercised by 31 January 2016, otherwise the Council will automatically be included in the NALC arrangement for the next five years.*
11. Administration Sub Committee: to receive the Minutes of the meeting held on 9 November 2015 (*previously circulated*).
12. Budget 2016/17:
- i) to consider the recommendations of the Administration Sub Committee, the Environment and Amenities Committee and the Planning and Traffic Committee in respect of the budget requirements and to consider the Finance and General Purposes Committee budget (*papers to follow*).
- Administration budget
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Finance and General Purposes Committee budget
13. Lindfield Parish Directory and Year Book: verbal report on progress on the 2016 edition.
14. VAT return: to note that the twice yearly return has been submitted.
15. Fixed Asset Register: to note advice received about the layout.
16. To confirm attendance at training and conference events.
17. Risk management.
18. 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.

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

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