

# *Lindfield Parish Council*

6 Denmans Lane  
Lindfield  
West Sussex  
RH16 2LB

Parish Clerk: Mrs. C. Irwin

Tel: 01444 484115  
e.mail: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk)

9 May 2012

## **To: Members of Lindfield Parish Council**

You are hereby summoned to attend the meeting of the **Finance and General Purposes Committee** to be held on **Thursday, 17 May 2012** 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.

### **A G E N D A**

1. To elect a Chairman for the Finance and General Purposes Committee.
2. To elect a Vice Chairman for the Finance and General Purposes Committee
3. To accept apologies and reasons for absence.
4. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
5. Questions/comments from members of the public. (*This will be limited to a maximum of 15 minutes*).
6. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 15 March 2012 (*previously circulated*).
7. To appoint Sub Committees and Working Groups and to agree their membership:
  - i) Insurance and Risk Management Sub Committee
  - ii) Administration Sub Committee
  - iii) Directory Working Group
  - iv) Liaison Group with Lindfield Rural Parish Council
  - v) Grants Panel
  - vi) Public Toilets Working Group
  - vii) Office Accommodation Working Group
8. Bank Mandate: to agree recommendation to Full Council regarding authorised signatories.
9. To note list of Direct Debits and Standing Orders (*to follow*)
10. Chairman's announcements.
11. Action List (*attached*).

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

12. Grants and donations:
  - i) Grant applications received (*letters attached*):
    - Request from Police Community Support Officer for funding for Night Vision Binoculars
    - West Sussex Mediation Service
  - ii) To note letters of thanks received.
13. Budget 2011/12
  - i) Finance and General Purposes Committee - to review payments made to 31.03.12 (*budget progress previously circulated.*)
  - ii) Analysis of Administration Budget to 31.03.12 (*previously circulated*).
  - iii) Overall Council Budget 2011 – 12: to review expenditure to 31.03.12 (*previously circulated*)
  - iv) Environment and Amenities Committee budget: to confirm the recommendation of the E&A Committee on the reallocation of outstanding funds and transfers to reserves (*attached*).
14. Budget 2012 / 13 (*analyses to follow*)
  - i) Finance and General Purposes Committee - to review payments made to 30.04.12
  - ii) Analysis of Administration Budget to 30.04.12
  - iii) Overall Council Budget 2012 – 13: to review expenditure to 30.04.12
15. External Audit: to note the timetable for completion of accounts and approving the Annual Return (letter from Mazars dated 26 March 2012).
16. Review of the effectiveness of internal audit and internal control procedures.
17. Insurance policy – renewal documents (*report attached*).
18. Project: Public Toilets on the Common.
19. To confirm attendance at training and conference events.
20. Risk management.
21. 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.
22. On conclusion of this part of the meeting a further period of 15 minutes will be set aside to allow members of the public to ask questions/make comments.
23. To consider whether a resolution should be moved under Standing Order No. 35(a) “that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”. 18.
24. Staffing matters.

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Signed

c.c. All other Parish Councillors  
WSSC Cllr. Mrs. C. Field  
MSDC Cllr. Mr. A. Lea

Christine Irwin  
Clerk to the Council

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