

Lindfield Parish Council

6 Denmans Lane
Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs. C. Irwin

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10 March 2010

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, 18 March 2010** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

A G E N D A

1. Welcome and emergency announcements.
2. To accept apologies for absence.
3. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
4. Questions/comments from members of the public. (*This will be limited to a maximum of 15 minutes*).
5. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 14 January 2010 (*previously circulated*)
6. Action List / Project Progress Report (*to follow*).
7. Chairman's announcements.
8. Grants and donations:
 - i) To consider requests received from:
 - 4 Sight } (*letters attached*)
 - Holiday @ Home } (*letters attached*)
 - Streetmate }
 - ii) to note thank you letters received
 - iii) to consider review of grants policy to include provision for grants to be made in two tranches.
9. Finance and General Purposes Committee Budget (current year):
 - i) To review payments made to date in 2009/10 (*budget progress to follow*)
 - ii) Analysis of Administration Budget (*to follow*).
 - iii) To confirm the purchase of a new cupboard for secure storage of financial documents and an office desk and drawer pedestal for the RFO and a new laser printer.
10. To receive and consider the report from the Internal Auditor (*attached*). Note from RFO (*attached*).

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

11. To confirm attendance at training and conference events
12. Administration Sub Committee:
 - i) to receive the Minutes of the meeting held on 7 January 2010, *(previously circulated)*.
 - ii) Report by Administration Sub Committee Chairman on any issues arising from the meeting held on 7 January not itemised elsewhere on the agenda.
13. Insurance and Risk Management Sub Committee
 - i) to receive the Minutes of the meeting held on 10 March 2010 (if available) *(to follow)*
 - ii) report by Chairman of the Insurance and Risk Management Sub Committee
 - iii) to consider recommendations of Insurance and Risk Management Sub Committee regarding insurance provision and risk management.
14. Risk Management for F&GP functions.
15. Communications Forum
 - i) to note the minutes of the meeting held on 2 March 2010 - report by Forum Chairman.
 - ii) to consider the recommendations of the Communications Forum regarding the Lindfield Parish Directory and Year Book:
 - a) that a consultation be arranged by the Forum in late Spring (late April/May) between representatives of the Parish Councils, the Preservation Society, schools, churches and other interested local organisations to undertake a thorough review of the publication of a Parish Directory and Yearbook, with or without a diary included and to make appropriate recommendations to the Parish Councils
 - b) that both Parish Councils be asked to raise the matter at their forthcoming Parish Meetings for the public to express their opinions for consideration at the consultation
 - c) that the Secretary write to the editor of "*Lindfield Life*" inviting public comment to be fed into the consultation process.
16. Lindfield Parish Directory and Year Book 2010: update.
17. To confirm renewal of Licence for 21 Denmans Lane for 2010 -11
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.

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.
19. To consider whether a resolution should be moved under Standing Order No. 35(a) "that in view of the [special] [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".
20. Staffing Issues:
Local Government Pension Scheme

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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