

Lindfield Parish Council

6 Denmans Lane
Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs. C. Irwin

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11 July 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, 19 July 2012** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements.

A M E N D E D A G E N D A

1. To accept apologies and reasons for absence.
2. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
3. Questions/comments from members of the public. (*This will be limited to a maximum of 15 minutes. In accordance with Standing Order 1 (f) 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 17 May 2012 (*previously circulated*).
5. Chairman's announcements.
6. Action List (*attached*).
7. Grants and donations:
 - i) Grant applications received (*letters attached*):
 - The Queen Alexandra Hospital Home
 - Open Spaces Society – "Octavia Legacy Appeal"
 - Lifecentre
 - ii) To note letters of thanks received.
8. Budget 2012/13.
 - i) Finance and General Purposes Committee - to review payments made to 30.06.12 (*budget progress previously circulated.*)
 - ii) Analysis of Administration Budget to 30.06.12 (*previously circulated*).
 - iii) Overall Council Budget 2012 – 13: to review expenditure to 30.06.12 (*previously circulated*)

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

9. Audit
 - i) Update on External Audit
 - ii) Internal Auditor's Report (*attached*)
 - iii) To confirm the appointment of the Internal Auditor for 2012/13 (*fees attached*)
10. To confirm attendance at training and conference events.
11. Risk management.
12. Update on project: public toilets on the Common.
13. 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.
14. 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.
15. To confirm and sign the Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 17 May 2012 (*previously circulated*).
16. Deputy Parish Clerk
 - i) Contract (*draft to follow*)
 - ii) Pension
 - iii) Oral report by Chairman of Council on the exit interview with the former post holder
17. Parish Office Accommodation.

Signed

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

Christine Irwin
Clerk to the Council