

Lindfield Parish Council

6 Denmans Lane
Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs. C. Irwin

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12 May 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, 20 May 2010** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements – Chairman of Council.

A G E N D A

1. To elect Chairman of Finance and General Purposes Committee
2. To elect Vice Chairman of Finance and General Purposes Committee
3. To accept apologies and reasons 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 18 March 2010 (*previously circulated*)
6. To confirm membership of Sub Committees and Working Groups:
 - i) Insurance and Risk Management Sub Committee
 - ii) Administration Sub Committee
 - iii) Directory Working Group
 - iv) Liaison Group with Lindfield Rural Parish Council
7. To consider whether to amend the Bank Mandate (if change of Chairman is agreed).
8. Action List / Project Progress Report (*attached*).
9. Chairman's announcements.
10. Grants and donations:
 - i) To note list of grants made in 2009 / 10 (*attached*)
 - ii) To consider requests received from:
 - Sussex Crimestoppers } (*letters attached*)
 - Just Different ("learning about disability and difference") } (*letters attached*)
 - Starlight Children's Foundation } (*letters attached*)
 - ("brightening the lives of seriously and terminally ill children")
 - Open Spaces Society ("Re-opening the gates") }

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

- ii) to note thank you letters received
 - 11. To consider supporting the Lindfield Bonfire Society by placing an advertisement in the 2010 event programme
 - 12. Finance and General Purposes Committee Budget:
 - i) To review payments made in 2009 / 10 (*budget progress previously circulated*)
 - ii) Analysis of Administration Budget 2009 / 10 (*attached*).
 - 13. To receive report on progress of year end accounts 2009 / 10 (*to follow*)
 - 14. To note list of Direct Debits and Standing Orders (*attached*)
 - 15. To consider appointment of Internal Auditor for 2010 / 11 accounting period.
 - 16. To confirm attendance at training and conference events.
 - 17. Insurance and Risk Management Sub Committee
 - i) to receive Minutes of meeting held on 18 May 2010 (*to follow*)
 - ii) to consider recommendations of the Insurance and Risk Management Sub Committee:
 - a) Risk Management
 - b) Insurance provision
 - c) Emergency Plan
 - 18. To review risk management for F&GP functions.
 - 19. To consider quotations received for replacement of Parish Office photocopier (1 attached, 1 to follow).
 - 20. Lindfield Parish Directory and Year Book:
 - i) to note responses received to letter in Lindfield Life from the Secretary of the Communications Forum
 - ii) to consider quotations received from printing houses (*attached*) and alternative proposals from GC Publishing and to make a decision about the placing of the contract (Section 137 expenditure).
 - 21. To confirm minor amendment to staff contracts – date of payment of salaries, according to WSCC procedure.
 - 22. Any issues relating to provision of additional accommodation.
 - 23. 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.
- 24. 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”.
 - 25. Any issues relating to provision of additional accommodation (if deferred from item 19).

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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