

Lindfield Parish Council

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Lindfield
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RH16 2LH

Parish Clerk: Mrs. C. Irwin

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14 May 2014

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, 22 MAY 2014** 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 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 receive and 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. 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.*
6. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 6 March 2014 *(previously circulated)*.
7. To appoint Sub Committees and Working Groups review terms of reference and to agree their membership:
 - i) Insurance and Risk Management Working Group
 - ii) Administration Sub Committee
 - iii) Directory Working Group
 - iv) Grants Panel
 - v) Public Toilets Working Group
8. Bank Mandate: to confirm signatories.
9. To note list of Direct Debits and Standing Orders *(attached)*
10. Chairman's announcements.
11. Action List *(attached)*.
12. Grants and donations:
 - i) To note remaining available funds *(register attached)*
 - ii) To consider grant applications received *(letters attached)*:
 - St Catherine's Hospice
 - Outset Youth Action

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

- Queen Elizabeth II Bells Project (All Saints Church)
- West Sussex Mediation Service

iii) To note letters of thanks received.

13. Budget 2013/14.

- i) Finance and General Purposes Committee - to review payments made to 31.03.14 (*budget progress previously circulated.*)
- ii) Analysis of Administration Budget to 31.03.14 (*previously circulated*)
- iii) Overall Council Budget 2013 – 14: to review expenditure to 31.03.14 (*previously circulated*).

14. Budget 2014/15

- i) Finance and General Purposes Committee - to review payments made to 30.04.14 (budget progress to follow if available).
- ii) Analysis of Administration Budget to 30.04.14 (to follow if available).
- iii) Overall Council Budget 2013 – 14: to review expenditure to 30.04.14 (to follow if available).
- iv) To consider allocation of unspent funds and transfers to reserves - to include the recommendation of the E&A and P&T Committees (*to follow*).

15. To receive and consider the Internal Auditor's report (*attached*).

16. To agree the appointment of the Internal Auditor for the Financial Year 2014 / 15.

17. Arrangements for reviewing Standing Orders and Financial Regulations.

18. Arrangements for reviewing policies.

19. Parish Office matters.

20. Public toilets on the Common: update.

21. To confirm attendance at training and conference events.

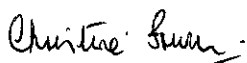
22. Risk management.

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.

24. 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.

25. Property at 6 Denmans Lane: update.

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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