

Lindfield Parish Council

6 Denmans Lane
Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs. C. Irwin

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14 July 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, 22 July 2010** 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 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*).
4. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 20 May 2010 (*previously circulated*)
5. Action List / Project Progress Report (*attached*).
6. Chairman's announcements.
7. Grants and donations:
 - i) To consider requests received from
 - West Sussex Mediation Service } letters and list of grants made to date in 2010 /11 (*attached*)
 - Lindfield Bonfire Society }
 - ii) to note any thank you letters received
8. Finance and General Purposes Committee Budget:
 - i) To review payments made in 2010 / 11 (*attached*)
 - ii) Analysis of Administration Budget 2010 / 11 (*attached*).
9. Council Budget:
 - i) To review outstanding projects and reserves, to include recommendation from Environment and Amenities Committee (*minute extract attached*).

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

- ii) To consider financial implications relating to the possible employment of a street sweeper / handyman and to agree a strategy for funding the associated costs from the General Reserve (*paper to follow*).
 - 10. To note completion and approval by Full Council of the Year End Accounts 2009 / 10 and the Annual Return, subsequently submitted to the External Auditor.
 - 11. Internal Audit:
 - i) To receive the Internal Auditor's Report for the 2010 / 11 accounting period (report and covering note from RFO (*attached*)).
 - ii) To note Internal Auditor's schedule of fees for 2010 / 11 accounts (*attached*) and to confirm the appointment of the Internal Auditor.
 - 12. To confirm attendance at training and conference events.
 - 13. Risk management: process for 2010/11.
 - 14. Community Governance of Haywards Heath: to receive report on the briefing meeting held on 13 July by MSDC (*to follow*).
 - 15. 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.
 - 16. 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.
 - 17. 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. Staff Appraisals.
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Signed

Christine Irwin
Clerk to the Council

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