

Lindfield Parish Council

Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mrs. C. Irwin

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk

15 May 2013

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, 23 MAY 2013** 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 7 March 2013 *([previously circulated]).*
7. To appoint Sub Committees and Working Groups review terms of reference and to agree their membership:
 - i) Insurance and Risk Management Sub Committee
 - ii) Administration Sub Committee
 - iii) Directory Working Group
 - iv) Grants Panel
 - v) Public Toilets Working Group
 - vi) Office Accommodation Working Group
8. Bank Mandate: to confirm signatories.
9. To note list of Direct Debits and Standing Orders *(attached)*
10. Chairman's announcements.

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

11. Action List (*attached*).
12. Grants and donations:
 - i) To note remaining available funds (*register attached*)
 - ii) To consider grant applications received (*letters attached*):
 - 1st Lindfield Scout Group
 - West Sussex Mediation Service
 - iii) To note letters of thanks received.
13. Budget 2012/13.
 - i) Finance and General Purposes Committee - to review payments made to 31.03.13 (*budget progress previously circulated.*)
 - ii) Analysis of Administration Budget to 31.03.13 (*previously circulated*)
 - iii) Overall Council Budget 2012 – 13: to review expenditure to 31.03.13 (*previously circulated*).
14. Budget 2013/14
 - i) Finance and General Purposes Committee - to review payments made to 30.04.13 (*budget progress to follow if available*).
 - ii) Analysis of Administration Budget to 30.04.13 (*to follow if available*).
 - iii) Overall Council Budget 2013 – 14: to review expenditure to 30.04.13 (*to follow if available*)..
15. To receive and consider Internal Auditor's report (*attached*).
16. To receive and consider a report on the effectiveness of the Council's Internal Audit and Internal Control Procedures (*to follow*).
17. To consider Year End Accounts and Annual Return for year ending 31.03.13. (*to follow*).
18. Insurance and Risk Management Sub Committee
 - i) To receive the Minutes of the meeting held on 3 May (*attached*).
 - ii) Insurance policy renewal documents: to confirm the schedule of cover for 2013/14 (*attached*).
19. Parish Office:
 - i) To consider arrangements regarding the renewal of the tenant's lease.
 - ii) Photocopier lease contract: to consider quotations received (*to follow*).
20. Public toilets on the Common: to consider sketch proposals received from Surveyor (*to follow*).
21. Lindfield Parish Directory and Year Book - quotations for printing the 2014 edition (*to follow*).
22. To confirm attendance at training and conference events.
23. Risk management.
24. Local Government Pension Scheme (report *to follow*).
25. 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.

26. 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.
27. Matters relating to property at 6 Denmans Lane.

Signed

Christine Irwin
Clerk to the Council

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