

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

18 May 2016

To: Members of the Finance and General Purposes Committee

You are hereby summoned to attend the meeting of the **Finance and General Purposes Committee** to be held on **THURSDAY, 26 MAY 2016** at the **King Edward Hall, Lindfield (Library)** at **8.15 p.m.** (or on conclusion of the **Extraordinary Full Council meeting**) to transact the following business:

Welcome and emergency announcements.

AGENDA

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.
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.
5. Questions/comments from members of the public. *(This will be limited to a maximum of 15 minutes. In accordance with Standing Orders 3 (e)-(g) 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 and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 3 March 2016 *(previously circulated)*.
7. To appoint Sub Committees and Working Groups, to review their 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, subject to any change in Chairman or Vice Chairman under items 1 and 2 above.
9. To note the list of direct debits and regular contracts *(attached)*.
10. Chairman's announcements.
11. Action List *(attached)*.
12. Grants and donations:

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

- i) To note available funds (*register attached*)
 - ii) To consider grant requests received (*attached*):
 - St Catherine's Hospice
 - St Peter and St James Hospice
 - Home Start
 - iii) To note letters of thanks received.
13. Budget 2015/16 (budget progress reports to 31.03.16 *previously circulated*).
- i) Finance and General Purposes Committee - to review payments made to 31.03.16
 - ii) Analysis of Administration Budget to 31.03.16.
 - iii) Overall Council Budget 2015 / 16: to review expenditure to 31.01.16 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
14. Budget 2016/17 (budget progress reports to 30.04.16)
- i) Finance and General Purposes Committee - to review payments made to 30.04.16
 - ii) Analysis of Administration Budget to 30.04.16.
 - iii) Overall Council Budget 2016 / 17: to review expenditure to 30.04.16 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
15. To consider the allocation of unspent balances and transfers to reserves.
16. To note and consider actions arising from Council's consideration of the Review of the Effectiveness of Internal Audit and Internal Control Procedures.
17. Parish Office:
- i) Photocopier – contract review: report from Clerk (*to follow*)
18. To confirm attendance at training and conference events.
19. Risk management.
20. Local Government Pension Scheme to note and consider letter from Capita Pensions regarding Employer Discretions (*attached*),
21. 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.
-

Signed



Christine Irwin
Clerk to the Council

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