

# *Lindfield Parish Council*

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Parish Clerk: Mrs. C. Irwin

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18 September 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, 26 SEPTEMBER 2013** at the **King Edward Hall, Lindfield (LIBRARY)** at **8.00 p.m.** to transact the following business:

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Welcome and emergency announcements.

### **A G E N D A**

1. To receive and 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. 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.*)
4. To confirm and sign the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 18 July 2013 (*previously circulated*).
5. Chairman's announcements.
6. Action List (*attached*).
7. Grants and donations:
  - i) To note remaining available funds (*register attached*)
  - ii) To consider grant applications received (*letter attached*)
    - Victim Support
  - iii) To note letters of thanks received.
8. Budget 2013/14
  - i) Finance and General Purposes Committee - to review payments made to 31.08.13 (*budget progress previously circulated*).
  - ii) Analysis of Administration Budget to 31.08.13 (*previously circulated*).
  - iii) Overall Council Budget 2013 – 14: to review expenditure to 31.08.13 (*previously circulated*).
9. To consider timetable and arrangements for consideration of the budget 2014/15 (*timetable attached*)

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

10. Lindfield Parish Directory and Year Book:
  - i) Bad debt – 2013 edition
  - ii) Progress report on 2014 edition
11. Parish Office matters:
  - i) To consider quotation to install separate electricity meter for the leased accommodation (*attached*)
  - ii) To consider quotation received for work to the clock in the tower (*attached*)
  - iii) To consider recommendation to replace loft ladder
  - iv) To consider proposal to purchase a small refrigerator
12. Public toilets on the Common update.
13. To confirm attendance at training and conference events.
14. Audit: to receive External Auditor's report, if received (*to follow*).
15. Risk management.
16. 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.
17. 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.
18. Staffing matters:
  - i) Office Staff appraisals: report (*to follow*)
  - ii) Office Staff pay: NALC Employment Briefing: Local Government Pay 2013/14 (*attached*)
19. Premises at 6 Denmans Lane: (*report attached*)

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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