

Lindfield Parish Council

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West Sussex
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Parish Clerk: Mrs. C. Irwin

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18 November 2009

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 November 2009** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

AGENDA

1. Welcome and emergency announcements.
2. To accept apologies for absence.
3. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
4. Questions/comments from members of the public. (*This will be limited to a maximum of 15 minutes*).
5. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 24 September 2009 (*previously circulated*).
6. Action List / Project Progress Report (*attached*).
7. Chairman's report.
8. Grants and donations:
 - i) Victim Support (*letter attached*)
 - ii) Neil's Club (*letter attached*)
9. Finance and General Purposes Committee Budget (current year):
 - i) To review payments made to date in 2009/10 (*budget progress previously circulated*)
 - ii) Analysis of Administration Budget (*attached*).
 - iii) To note the quarterly Receipts and Payments Summary 04.04.09 – 30.09.09 (*previously circulated*)
 - iv) To review the Council's reserves
10. To confirm attendance at training and conference events

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

11. Administration Sub Committee:
 - i) to receive the Minutes of the meeting held on 25 November 2009 if available (*to follow*).
 - ii) Report by Sub Committee Chairman on any issues arising from the meeting held on 25 November not itemised elsewhere on the agenda.
 12. To consider any issues relating to additional accommodation at Denmans Court; to include update on lease of premises.
 13. Risk Management: update (*check list attached*).
 14. Annual review of:
 - Spending limits and thresholds for tenders and contracts and the petty cash float (Financial Regulations) (*paper attached*)
 - Grants and donations normal maximum award (£250).
 15. Lindfield Parish Directory and Year Book
 - i) update on 2010 edition
 - ii) outstanding debts – advertising 2009 edition.
 16. To consider F&GP Committee's budget for 2010/11 financial year (*paper to follow*)
 17. 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.

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.
 18. To consider whether a resolution should be moved under Standing Order No. 35(a) "that in view of the [special] [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".
 19. To consider recommendation of the Administration Sub Committee relating to two minor amendments to the RFO's Statement of Particulars of Employment
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Signed

Christine Irwin
Clerk to the Council

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

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