

# Lindfield Parish Council

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Parish Clerk: Mrs. C. Irwin

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23 September 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, 29 SEPTEMBER 2016** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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Welcome and emergency announcements.

### AGENDA

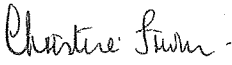
1. To receive and accept apologies and reasons for absence.
2. To receive Declarations of Interest by Members in respect of any Item on the Agenda.  
*The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.*
3. 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).*
4. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 28 July 2016 *(previously circulated)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
  - i) To note available funds *(register attached)*
  - ii) To consider grant requests received *(attached)*:
    - Victim Support
  - iii) To note letters of thanks received.
8. Budget 2016/17 *(budget progress reports to 31.08.16 (previously circulated))*.
  - i) Finance and General Purposes Committee - to review payments made to 31.08.16
  - ii) Analysis of Administration Budget to 31.08.16.
  - iii) Overall Council Budget 2016 / 17: to review expenditure to 31.08.16 to include:
    - Environment and Amenities Committee budget
    - Planning and Traffic Committee budget
    - Reserves
9. Budget 2017/18: to note the timetable for considering and approving the budget for the next financial year.

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

10. Proposed public conveniences on the Common: to consider any matters arising from the Liaison Meeting with MSDC Officers on 28 September (report to follow).
  11. Lindfield Parish Directory: verbal update from Clerk on progress with 2017 edition and to confirm an editorial decision to reduce the number of pages.
  12. Review of Financial Procedures: report from RFO on research into Accounting Software (*attached*)
  13. Local Government Pension Scheme: to consider whether to remain in the pooling arrangement (*documents attached*)
  14. To confirm attendance at training and conference events.
  15. Risk management: to note that a risk assessment has been carried out for the cleaning of the Parish Office.
  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.
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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  
MSDC Cllr. Mrs. A. Lea