

Lindfield Parish Council

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

Parish Clerk: Mr. A. Funnell

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27 April 2018

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, 3 MAY 2018** 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 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 1.03.18.
5. Chairman's announcements.
6. Action List.
7. Grants and donations:
 - i) To note available funds.
 - ii) To consider grant requests received:
 - St Peter & St James Hospice
 - Lindfield Arta Festival
 - Lindfield Branch of the Royal British Legion
 - Lindfield Bonfire Society
 - iii) To note letters of thanks received.
8. Budget 2017/18 (budget progress reports to 31.03.18)
 - i) Finance and General Purposes Committee - to review payments made to 31.03.18
 - ii) Analysis of Administration Budget to 31.03.18
 - iii) Overall Council Budget 2017 / 18: to review expenditure to 31.03.18 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
9. Internal Audit - To receive the Internal Auditors Report of his visit on 25.04.18

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

10. To consider the draft Annual Return and Year End Accounts for the year ending 31.03.18: to be presented for approval by Full Council at the meeting to be held on 10.05.18.
 11. Investment of Funds: Report from Councillor Henton
 12. Barclays Bank: Update
 13. Clock Tower House:
 - i) Property report.
 - ii) Disposal of assets
 14. Village Orderly
 15. General Data Protection Regulations:
 - a) Update from Clerk
 - b) To approve necessary IT changes
 16. Changes to Document Retention Policy
 17. Parish Council Website: Update
 18. Proposed Toilets on the Common: Update
 19. To confirm attendance at training and conference events.
 20. Risk Assessment.
 - i) Update
 - ii) Proposed meeting of Insurance and Risk Management Working Group
 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.
 22. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) 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.
 23. Staffing Matters
 24. Village Orderly
 25. Clock Tower House Lease
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Signed

A Funnell

Andrew Funnell
Clerk to the Council

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

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