

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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30 August 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, 6 SEPTEMBER 2018** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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 5 July 2018 *(previously circulated)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
 - i) To note available funds
 - ii) To consider grant requests received:
 - a. Victim Support (Sussex Area)
 - b. Kent, Surrey and Sussex Air Ambulance Trust
 - iii) To note letters and emails of thanks received
 - a. Mid Sussex Older Peoples Council
 - b. 4Sight
8. Budget 2018/19 *(budget progress reports to 31.07.18 (previously circulated))*.
 - i) Finance and General Purposes Committee - to review payments made to 31.07.18.
 - ii) Analysis of Administration Budget to 31.07.18.
 - iii) Overall Council Budget 2018 / 19: to review expenditure to 31.07.18 to include:
 - Environment and Amenities Committee budget.
 - Planning and Traffic Committee budget.
 - Reserves.
9. Budget 2019/20 – To note preparations for next financial year's budget.

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

10. To note that the VAT refund has been received into the Barclays Business Premium Account.
11. Annual Return – Update.
12. Barclays Bank - Update.
13. To note amendment to the transfer of surplus funds to the General Reserve.
14. Village Directory and Year Book 2019.
15. Proposed public toilets on the Common - Update.
16. Clerk's Report:
 - i) Financial Software – To note that the Clerk and RFO, in conjunction with the Committee Chairman have been investigated various software packages.
 - ii) Website – To note that work is progressing on the new Parish Council website.
 - iii) Clock Tower House Report
17. To confirm that the Clerk will be undertaking CiLCA training.
18. To confirm attendance at training and conference events.
19. 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.
20. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) and in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2), 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 (staffing matters).
21. Village Orderly.
22. Clock Tower House Lease.

Signed

Andrew Funnell

Andrew Funnell
Clerk to the Council

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