

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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2 November 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, 8 NOVEMBER 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 6 September 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. West Sussex Mediation Service
 - iii) To note letters and emails of thanks received
 - iv) To confirm donation for Remembrance Sunday Wreath (Chairman's Fund)
8. Budget 2018/19 (budget progress reports to 30.09.18)
 - i) Finance and General Purposes Committee - to review payments made to 30.09.18
 - ii) Analysis of Administration Budget to 30.09.18
 - iii) Overall Council Budget 2018 / 19: to review expenditure to 30.09.18 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
9. Budget 2019/20 – Update.
10. Annual Return – Update.
11. Internal Auditor – To note visit of the internal auditor in November.

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12. Barclays bank – Update.
13. Village Directory and Year Book
 - i) To agree that a leaflet be distributed regarding the future of the Village Directory and Year Book.
 - ii) To agree expenditure
14. Policies & procedures:
 - i) Pension - Internal Dispute Resolution Procedure (IDRP)
 - ii) Data Breach
 - iii) Lone Working
15. Proposed public toilets on the Common - Update.
16. To agree to replace the office computer security software which is due to expire in January 2019.
17. IT: to consider the purchase of the following software
 - i) Accounting
 - ii) Asset management
 - iii) Allotment management
18. Village Orderly:
 - i) To note appointment
 - ii) To approve additional expenditure for consumables
19. Clerk's report:
20. To confirm attendance at training and conference events.
21. Matters 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) 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).
23. 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

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