

# 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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5<sup>th</sup> January 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, 11 JANUARY 2018** 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 2 November 2017.
5. Chairman's announcements.
6. Action List.
7. Grants and donations:
  - i) To note available funds
  - ii) To consider grant requests received:
    - Open Spaces Society
    - Campaign to Protect Rural England, Sussex Branch
  - iii) To note letters of thanks received.
8. Budget 2017/18 (budget progress reports to 30.11.17 or 31.12.17 (if available))
  - i) Finance and General Purposes Committee - to review payments made to 30.11.17 (31.12.17 if available)
  - ii) Analysis of Administration Budget to 30.11.17 (31.12.17 if available)
  - iii) Overall Council Budget 2017 / 18: to review expenditure to 30.11.17 (31.12.17 if available) to include:
    - Environment and Amenities Committee budget
    - Planning and Traffic Committee budget
    - Reserves
9. Budget 2018/19:
  - i) To receive and consider the budget recommendations of the Planning and Traffic Committee.
  - ii) To receive and consider the budget recommendations of the Environment and Amenities Committee.
  - iii) To receive and consider the budget recommendations of the Finance and General Purpose Committee.

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iv) To consider and agree the recommendations to be made to Full Council on:

- the Council's budget for 2018 / 19  
the precept.

10. To Note that the VAT refund has been received.
11. Investment of Funds: Report from Councillor Henton
12. To review proposed Sickness and Absence policy.
13. Clock Tower House: Property report.
14. Parish Office:
  - a. Authorisation purchase of plastic storage crates,
  - b. Office Cleaning: Update.
  - c. Purchase of additional components for the office PC Security Software
15. Data Protection - Update from the Clerk.
16. Parish Council Website - To consider updating or replacing.
17. Proposed Toilets on the Common: To note any update.
18. To confirm attendance at training and conference events.
19. Risk Assessment - To note the following Risk Assessments will need to be conducted:
  - Cash Handling & Transportation,
  - Display Screen Equipment / Workstations,
  - Parish Office,
  - Financial Management.
20. 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.
21. 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.
22. To consider a matter relating to the Clock Tower House tenancy

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Signed

*A Funnell*

Andrew Funnell  
Clerk to the Council

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

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