

Lindfield Parish Council

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

Parish Clerk: Mrs C Irwin

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19 April 2013

To: Members of the Insurance and Risk Management Sub-Committee

You are hereby summoned to attend a meeting of the **Insurance and Risk Management Sub-Committee** will be held on **Friday, 3 May 2013 at the Parish Office, Clock Tower House, Lindfield Enterprise Park, Lewes Road, Lindfield**, commencing at **9.00 a.m.**, to transact the following business:

A G E N D A

1. To elect a Chairman
2. To accept apologies for absence.
3. To receive Declarations of Interest from Members in respect of any Item on the Agenda.
4. Questions/comments from members of the public. (This Item will be limited to a maximum of 15 minutes).
5. To confirm and sign the Minutes of the meeting of the Insurance Sub-Committee held on 17 May 2010 (*attached*).
6. Risk Management:
 - i. to note any recommended actions, additional controls or insurance cover arising from risk assessments reviewed to date
 - ii. to consider any other issues relating to the Risk Management process.
7. Insurance: to review the insurance schedule (*attached*) and to consider requirement for any additional cover. (*Also attached: - spreadsheets showing breakdown of details in the schedule*).
8. 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.

Christine Irwin
Clerk to the Council

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