

Lindfield Parish Council

6 Denmans Lane
Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs. C. Irwin

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15 July 2009

To: Members of Lindfield Parish Council

You are hereby summoned to attend the meeting of the Finance and General Purposes Committee to be held on Thursday 23 July 2009 at the King Edward Hall, Lindfield (Jubilee Room) at 8.00 p.m. to transact the following business:

A G E N D A

1. Welcome and emergency announcements.
2. To accept apologies for absence.
3. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
4. Questions/comments from members of the public. (This will be limited to a maximum of 15 minutes).
5. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 28 May 2009 (previously circulated).
6. Action List / Project Progress Report (attached).
7. Chairman's report.
8. Grants and donations:
 - i) To agree placing advertisement in Lindfield Bonfire Society Programme (letter attached)
9. Finance and General Purposes Committee Budget:
 - i) To review payments made in 2008/09 (already circulated)
 - ii) To agree amounts to be carried forward as outstanding projects or to be transferred into designated reserves (paper by RFO attached)
 - iii) To review payments made to date in 2009/10 (to follow).
10. To note contracts for the financial year 01.04.09 to 31.03.10 (attached)
11. To note Direct Debits and Standing Orders in force for the financial year 01.04.09. to 31.03.10 (attached).
12. To consider report from Internal Auditor, following audit visit on 18 May 2009 (attached)

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

13. To confirm attendance at training and conference events.
 14. Refurbishment of the Denmans Lane public toilets: to agree final payment of sum retained for 3 month maintenance period, due for payment 12 August.
 15. To consider any issues relating to additional accommodation at Denmans Court.
 16. To agree the remits of the Insurance and Risk Management Sub Committee and the Administration Sub Committee (to follow).
 17. Risk Management: to note progress.
 18. 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.

On conclusion of this part of the meeting a further period of 15 minutes will be set aside to allow members of the public to ask questions/make comments.
 19. To consider whether a resolution should be moved under Standing Order No. 35(a) "that in view of the special nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw".
 20. Staffing issues:
 - i) Written Statement of Particulars of Employment for the Deputy Parish Clerk (draft attached)
 - ii) Local Government Pension Scheme
 21. Alternative/Additional Accommodation.
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Signed

Christine Irwin
Clerk to the Council

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

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