

Lindfield Parish Council

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Lindfield
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Parish Clerk: Mrs. C. Irwin

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16 September 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, 24 September 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 23 July 2009 (previously circulated).
6. Action List / Project Progress Report (attached).
7. Chairman's report.
8. Grants and donations:
 - Poppy Appeal donation
9. Finance and General Purposes Committee Budget:
 - i) To review payments made to date in 2009/10 (budget progress previously circulated, Administration breakdown to follow).
 - ii) To consider the Committee's budget requirements for 2010/11 financial year.
10. To note recent purchase of the latest edition of "Local Council Administration" and to consider purchase of a paper shredding machine, a guillotine and an up to date Clerk's Manual.
11. Issues relating to road closure for Christmas Festival Night.

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

12. To confirm attendance at training and conference events
13. Communications Forum:
 - to receive minutes of meeting held on 22 September 2009 (if available)
 - report by Councillor Gomme
14. To consider any issues relating to additional accommodation at Denmans Court; to include update on lease of premises.
15. Risk Management: update (check list attached).
16. Grievance and Discipline procedures (Society of Local Council Clerks model procedures attached).
17. 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.

Signed

Christine Irwin
Clerk to the Council

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