

# *Lindfield Parish Council*

6 Denmans Lane  
Lindfield  
West Sussex  
RH16 2LB

Parish Clerk: Mrs. C. Irwin

Tel: 01444 484115  
Fax: 01444 484918  
e.mail: [lindpc@gotadsl.co.uk](mailto:lindpc@gotadsl.co.uk)

20 May 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 28 May 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. Chairman of Council: welcome and emergency announcements.
2. To elect a Chairman for the Finance and General Purposes Committee
3. To elect a Vice Chairman for the Finance and General Purposes Committee
4. To accept apologies for absence.
5. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
6. Questions/comments from members of the public. (This will be limited to a maximum of 15 minutes).
7. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 19 March 2009 (previously circulated).
8. To agree the composition of Sub Committees or Working Groups of the Finance and General Purposes Committee:
  - i) Office Workload Working Group
  - ii) Insurance and Risk Management Sub Committee
  - iii) Public Toilets Working Group
  - iv) Directory Editorial Group
9. Action List / Project Progress Report (attached).
10. Chairman's report.
11. Grants and donations:
  - i) To consider requests from:

---

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

- Open Spaces Society (attached)
- Streetmate (attached)
- Tiger Cubs Pre-School (attached)

- ii) To note any letters of appreciation for grants made.
12. Finance and General Purposes Committee Budget 2008/09:
- i) To review payments made in 2008/09 (previously circulated)
  - ii) Analysis of Administration Budget 2008/09 (for deferral to next meeting)
  - iii) To agree amounts to be carried forward as outstanding projects or to be transferred into designated reserves (for deferral to next meeting)
  - iv) To review the budget for 2009-10 and agree a plan of action (for deferral to next meeting)
13. To note contracts for the financial year 01.04.09 to 31.03.10 (to follow)
14. To consider report from Internal Auditor, if available, following audit visit on 18 May 2009 (report to follow )
15. Insurance and Risk Management Sub Committee:
- i) to receive minutes of the meeting of the Sub Committee held on 21 May 2009 (to follow)
  - ii) to consider any recommendations relating to matters discussed at the meeting of the Insurance and Risk Management Sub Committee on 21 May 2009, including:
    - the renewal of the Parish Council's insurance policy
    - risk management
16. To consider purchase of an external hard drive back up device for the Parish Office computers.
17. Liaison with Lindfield Rural Parish Council - update
18. Communications Forum: to receive the notes of the meeting held on 28 April 2009 (attached)
19. Update on Parish Council Newsletter and to nominate a Member to oversee the July Newsletter.
20. To confirm attendance at training and conference events.
21. Refurbishment of the Denmans Lane public toilets: progress report.
22. To consider any issues relating to additional accommodation at Denmans Court to include:
- i) lease
  - ii) arrangements for furnishings and equipment
23. To consider for adoption: Discipline Procedures based on the NALC Model Procedures (to follow).
24. Staffing issues:
- i) To note and agree the rates notified by NJC for travelling and subsistence applicable from 1 April 2009 (attached).
  - ii) Arrangements for the appointment of Deputy Parish Clerk

---

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

- iii) Local Government Pension Scheme: review Contribution Bandings.
25. Emergency Plan: update (Cllrs. Allen and Willcox)
26. 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.
27. 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".
28. Staffing issues:
- i) Report on Chairman's exit interview with former Deputy Clerk.
  - ii) Any issues deferred from item 25.
29. Land to the south of 21 Denmans Lane: to agree licence fee for the period 01.04.09 to 31.03.10.
- 

Signed

Christine Irwin  
Clerk to the Council

c.c. All other Parish Councillors  
WSCC Cllr. Mrs. M. Johnson  
MSDC Cllr. Mr. A. Lea

---

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