

Lindfield Parish Council

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

Parish Clerk: Mr. A. Funnell

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk

30 December 2020

To: Members of the Finance and General Purposes Committee

You are hereby summoned to attend the virtual meeting of the **Finance and General Purposes Committee** to be held on **THURSDAY, 7 JANUARY 2021 at 7.00 p.m. (using Microsoft Teams)** to transact the following business:

AGENDA FOR VIRTUAL MEETING

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, where possible please email us any questions in advance).*
4. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 10 December 2020 *(previously circulated)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
 - i) To note available funds and any issues relating to issued grants.
 - ii) To consider grant requests received
 - iii) To note letters and emails of thanks received.
8. Budget 2020/21 (budget progress reports to 30.11.20 or 31.12.20 if available)
 - i) Finance and General Purposes Committee - to review payments made to 30.11.20.
 - ii) Overall Council Budget 2020/21: to review expenditure to 30.11.20.
 - iii) General Reserve Expenditure.
 - iv) To approve the use of the debit card or any other expenditure.
9. Budget 2021/22: To note that final approval of budget will be submitted to Full Council on 14 January 2021
10. Banking Arrangements – Update.
11. Clock Tower House – Expenditure (air con maintenance & toilet)
12. West Sussex Association of Local Council's value for money review of Surrey & Sussex Association of Local Councils – Update & to consider any matter relevant to the Councils position
13. Clerk & RFO report.
14. Toilets on Lindfield Common – Update and to confirm expenditure.
15. Village Directory and Yearbook 2021 – Update.
16. To confirm attendance at training and conference events.
17. Risk Management.
18. Matters 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.

Signed

Andrew Funnell

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

Andrew Funnell
Clerk to the Council

c.c. All other Parish Councillors
Cllr. Mr. A. Lea - WSCC and MSDC
Cllr. Mrs. A. Lea – MSDC
Cllr. Mr. J.A. Edwards – MSDC

This meeting will be conducted using Microsoft Teams.

If you would like to receive an invite to the meeting please email: clerks@lindfieldparishcouncil.gov.uk

Please email no later than 3pm on Thursday 7 January 2021.

Once your email request has been received, we will then email you an invitation to join the meeting.

You do not need to have registered for Microsoft Teams to attend the meeting.

For more information regarding Microsoft Teams please see the following links:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>