

Lindfield Parish Council

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Lindfield
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Parish Clerk: Mr. A. Funnell

Date: 17 September 2021

Members of the Finance and General Purposes Committee are hereby summoned to attend the meeting of the **Finance and General Purposes Committee** to be held on **WEDNESDAY, 29 September 2021** at **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

A G E N D A

Welcome and emergency announcements.

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).*
4. To confirm and sign the Minutes of the meeting of the Finance and General Purposes Committee held on 4 March 2021 *(if available)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
 - i) To note available funds.
 - ii) To review the draft grants policy.
 - iii) To agree purchase of wreath to mark Remembrance Sunday.
8. Budget 2021/22 (budget progress reports to 31.08.21)
 - i) Finance and General Purposes Committee - to note payments made to 31.08.21.
 - ii) Analysis of Administration Budget to 31.08.21.
 - iii) Overall Council Budget 2021/22: to note expenditure to 31.08.21.
 - iv) General Reserve Expenditure.
 - v) To authorise the use of the debit card for expenditure.
 - vi) To note unspent balances as at 31 March 2021.
9. Budget 2022/2023 – To consider arrangements.
10. To consider a report on Financial Services Compensation Scheme.
11. To note VAT refunds for the period January to March 2021 and April to June 2021.
12. To consider the appointment of an internal auditor for 2021/22.
13. Proposed Public Toilets on the Common – To consider any relevant matters.
14. Parish Directory and Year Book – To consider the future of the product.
15. Electricity Contracts – To consider delegating authority to negotiate new contracts to the Clerk & RFO in conjunction with the Committee Chairman, Committee Vice-Chair and Cllr Grace.
16. Welcome Back Fund – To consider any matter relating to correspondence received from Mid Sussex District Council.
17. Business plan – Update
18. Clerk & RFO report.
19. To confirm attendance at training / conference events, and receive any attendance reports.
20. Risk Management – To consider Autumn Clean risk assessment.

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

21. Recruitment of Village Orderly – To consider any matters relating to the recruitment.
22. 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.
23. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) and in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).
24. Staff matters.

Signed

Andrew Funnell

Andrew Funnell
Clerk to the Council

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

Next meeting: 4 November 2021

Covid-19 meeting attendance advice:

- do not attend the meeting following a positive test / if required to isolate.
- a reminder that the government recommends twice-weekly Rapid Lateral Flow testing is undertaken if you do not have symptoms.
- face coverings to be worn upon entering the building until seated, whenever seats are vacated and until outside the building.
- WC blocks are limited to one user at a time (with face coverings being worn).
- we recommend that Smart Phone users check in to the KEH using the QR codes displayed and that attendees will be required to provide contact details which will be retained for three weeks for NHS Track and Trace purposes.

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