

# Lindfield Parish Council

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

Tel:  
e.mail:  
Parish Clerk:

01444 484115  
[clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk)  
Mr. A. Funnell

Date: 29 October 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 **THURSDAY 4 November 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 29 September 2021 *(if available)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
  - i) To note available funds.
  - ii) To consider grant requests received.
  - iii) To note letters of thanks received.
8. Budget 2021/22: To note budget progress reports to 30 September 2021.
  - i) Finance and General Purposes Committee.
  - ii) Overall Council Budget 2021/22.
  - iii) General Reserve Expenditure.
9. Financial Monitoring: To note the account records to 30 September 2021.
  - i) Cash and Investment Reconciliation and to note Deposits and Investment Held.
  - ii) Payment Analysis.
  - iii) Summary Income and Expenditure.
10. Budget 2022/2023:
  - i) To consider committee budget proposal for 2022/23.
  - ii) To receive draft budgets from E&A and P&T Committee.
11. To consider raising the unapproved debit card expenditure transaction limit from £50 to £100.
12. To note Claim for VAT Refund Submission for the Period 1 July to 30 September 2021.
13. To consider draft Investment Policy.
14. To confirm Cllr attendance at external event(s).
15. To approve purchase of new laptop
16. To approve Legionnaires testing expenditure.
17. Proposed Public Toilets on the Common – To consider any relevant matters.
18. Vision Statement – Update
19. Welcome Back Fund – To consider any matter relating to correspondence received from Mid Sussex District Council.
20. Clerk & RFO report.

---

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

21. To confirm attendance at training / conference events, and receive any attendance reports.
22. Risk Management.
23. Recruitment of Village Orderly – To consider any matters relating to the recruitment.
24. 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.
25. 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).
26. Staff matters.
27. Clock Tower House. To consider correspondence to estate management company.

---

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: 9 December 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.

---

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