

Lindfield Parish Council

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

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk
Parish Clerk: Mr. A. Funnell

Date: 24 March 2022

Members of the Finance & General Purposes Committee are hereby summoned to attend the meeting of the **Finance & General Purposes Committee** to be held on **Thursday 31 March 2022** at **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

AGENDA

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 F&GP Committee held on 16 December 2021.
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 28 February 2022.
 - 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 28 February 2022.
 - i. Cash and Investment Reconciliation and to note Deposits and Investment Held.
 - ii. Payment Analysis.
10. Direct Debits – To note new direct debits and amendments.
11. VAT Refund - to note refund of £4,516.45 for the period October to December 2021.
12. Annual Review of the Effectiveness of Internal Audit and Internal Controls 2021/22.
13. Proposed Public Toilets on the Common – Update
14. Welcome Back Fund – Update.
15. Asset Register – Disposal of Asset(s).
16. Accounting Software - To ratify 36 Month Year End Loyalty Scheme contract.
17. Clerk & RFO report.
18. Policy Documents – To consider any new or updated policies.
19. Risk Management – To consider report.
20. To confirm attendance at training / conference events, and receive any attendance reports.
21. 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.
22. 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)*

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

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: 5 May 2022

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.