

# Lindfield Parish Council

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Parish Clerk: Mr. A. Funnell  
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Date: 1 July 2022

**Members of the Finance & General Purposes Committee (F&GP)** are hereby summoned to attend the meeting of the **Finance & General Purposes Committee** to be held on **Thursday 7 July 2022** 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 elect a Chair for the F&GP Committee.
2. To elect a Vice-Chair for the F&GP Committee.
3. To receive and accept apologies and reasons for absence.
4. 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.*
5. 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).*
6. To confirm and sign the Minutes of the meeting of the F&GP Committee held on 5 May 2022.
7. Chairman's announcements.
8. Action List (attached).
9. Grants and donations:
  - i. To note available funds.
  - ii. To consider grant requests received.
  - iii. To note letters of thanks received.
10. Budget 2022/23: To note budget progress reports to 30 June 2022 *(if available)*.
  - i. Finance and General Purposes Committee.
  - ii. Overall Council Budget 2022/23.
  - iii. General Reserve Expenditure.
11. Financial Monitoring: To note the account records to 30 June 2022.
  - i. Cash and Investment Reconciliation and to note Deposits and Investment Held.
  - ii. Payment Analysis.
12. Unspent Balances 2021/22 (report to follow).
13. Review of Balances in relation to the Financial Services Compensation Scheme (report to follow).
14. Bank Signatories – to confirm arrangements for 2022/23.
15. VAT Reclaim – to note VAT reclaim payment.
16. Proposed Public Toilets on the Common – Update.
17. Photocopier – To consider any matters relating to the procurement of a new contract.
18. Clerk & RFO report.
19. Policy & Strategic Documents – To consider any new or updated documents.
20. Risk Management – To consider any risk assessments.
21. To confirm attendance at training/conference events, and receive any attendance reports.
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.

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Signed: *Andrew Funnell*  
Andrew Funnell Clerk to the Council

cc: All other Parish Cllrs, WSCC Cllr Garry Wall, MSDC Cllr Jonathan Ash-Edwards (Leader), Cllr Andrew Lea and Cllr Anthea Lea,

The next meeting is scheduled for Thursday 1 September 2022.

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