

# Lindfield Parish Council

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

Parish Clerk: Mr. A. Funnell

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1 March 2019

## To: Members of the Finance and General Purposes Committee

You are hereby summoned to attend the meeting of the **Finance and General Purposes Committee** to be held on **7 THURSDAY, MARCH 2019** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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Welcome and emergency announcements.

### AGENDA

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 10 January 2019 *(previously circulated)*.
5. Chairman's announcements.
6. Action List *(attached)*.
7. Grants and donations:
  - i) To note available funds
  - ii) To consider grant requests received:
    - a. St Catherine's Hospice.
    - b. Citizens Advice.
  - iii) To note letters and emails of thanks received.
8. Budget 2018/19 (budget progress reports to 31.01.19)
  - i) Finance and General Purposes Committee - to review payments made to 31.01.19
  - ii) Analysis of Administration Budget to 31.01.19
  - iii) Overall Council Budget 2018 / 19: to review expenditure to 31.01.19 to include:
    - Environment and Amenities Committee budget
    - Planning and Traffic Committee budget
    - Reserves
  - iv) General Reserve Expenditure.
  - v) To note the Internal Control for the period October to December 2018 was carried out on 31<sup>st</sup> January 2019.
9. Debit Card – To preauthorise expenditure relating to:
  - a. The Village Orderly
  - b. Stationary

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10. Barclays Bank – Update.
11. VAT Reclaim – Update on claim submitted 13 December 2018 for £7,421.02 for the period 24 March 2018 to 30 September 2018.
12. Annual Review of the Effectiveness of Internal Audit and Internal Controls – Update.
13. Office Equipment:
  - a. Printer – To consider arrangements for replacement.
  - b. Phone system – To consider potential upgrade.
14. Village Directory and Year Book - To note the results of public feedback and report of meeting of the working group.
15. Proposed Public Toilets on the Common - Update.
16. Local Government Pension Scheme:
  - a. To confirm the review of the Discretions Policy.
  - b. To consider the proposed Internal Dispute Resolution Policy.
17. Clerk's report.
18. To confirm attendance at training and conference events.
19. 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.
20. 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).
21. To consider commercial advice received in relation to the Village Directory and Year Book.
22. Clock Tower House Lease.
23. Office staff - to review:
  - a) Staff Salaries scales for 2019/20
  - b) Local Government Pension Scheme contribution bandings for 2019/20 (if available)

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Signed

*Andrew Funnell*

Andrew Funnell  
Clerk to the Council

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

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