

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: 22 May 2019

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, 30 MAY 2019** at the **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 Chairman for the Finance and General Purposes Committee.
2. To elect a Vice Chairman for the Finance and General Purposes 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 Finance and General Purposes Committee held on 7 March 2019 *(previously circulated)*.
7. Groups To appoint Sub Committees and Working Groups, review terms of reference (attached) and to agree their membership:
 - i) Insurance and Risk Management Working Group
 - ii) Administration Sub Committee
 - iii) Directory Working Group
 - iv) Grants Panel
 - v) Public Toilets Working Group
8. Bank Mandate: to confirm signatories subject to any change in Chairman or Vice Chairman under items 1 and 2 above.
9. Chairman's announcements.
10. Action List *(attached)*.
11. Grants and donations:
 - i) To note available funds
 - ii) To consider grant requests received:
 - a. Lindfield Branch of the Royal British Legion
 - b. St Peters & St James Hospice
 - c. Lindfield Bonfire Society
 - d. Lindfield Arts Festival
 - iii) To note letters and emails of thanks received.
12. Budget 2019/20 (budget progress reports to 30.04.19)
 - i) Finance and General Purposes Committee - to review payments made to 30.04.19
 - ii) Analysis of Administration Budget to 30.04.19

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

- iii) Overall Council Budget 2019 / 20: to review expenditure to 30.04.19 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
- iv) General Reserve Expenditure.

- 13. Review of the unspent balances and transfers to reserves
- 14. Barclays Bank – Update.
- 15. VAT Reclaim – To note refund claim dated 16th May 2019.
- 16. To consider SSALC visioning / business plan service.
- 17. Proposed Public Toilets on the Common - Update.
- 18. Clerk's report.
- 19. To confirm attendance at training and conference events.
- 20. 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.
- 21. 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).
- 22. Clock Tower House Lease.
- 24 Staffing matters

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
Cllr. Mr J. Ash-Edwards – MSDC