

Lindfield Parish Council

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

Parish Clerk: Mr. A. Funnell

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk

28 February 2020

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 **THURSDAY, 5 MARCH 2020** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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 9 January 2020 *(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. Citizens Advice in West Sussex (North, South, East)
 - b. Fairer World Lindfield
 - iii) To note letters and emails of thanks received.
8. Budget 2019/20 (budget progress reports to 31.01.20)
 - i) Finance and General Purposes Committee - to review payments made to 31.01.20
 - ii) Analysis of Administration Budget to 31.01.20
 - iii) Overall Council Budget 2019 / 20: to review expenditure to 31.01.20 to include:
 - Environment and Amenities Committee budget
 - Planning and Traffic Committee budget
 - Reserves
 - iv) General Reserve Expenditure.
 - v) Internal Control Update
9. Debit Card – To preauthorise expenditure (if required)
10. Barclays Bank – Update.
11. Annual Review of the Effectiveness of Internal Audit and Internal Controls – To note that this was carried out on 10 February 2020 by Cllr Plass
12. Business Plan – Update
13. Policies documents:
 - a. Suggest changes to Document Retention Policy
 - b. Update on reviews of Standing Orders and Financial Regulations
14. Proposed Public Toilets on the Common - Update.
15. Insurance renewal – To confirm arrangements for insurance renewal.

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

16. Local Government Pension Scheme – to confirm the following policies:
 - a. Discretions Policy.
 - b. Internal Dispute Resolution Policy.
17. Clock Tower House
 - a) To review quote for LED lighting replacement.
 - b) General update.
18. Clerk & RFO report.
19. To confirm attendance at training and conference events.
20. Risk Management
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).
23. Clock Tower House Lease.

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