

# 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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Date: 1 September 2023

**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 September 2023 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 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 6 July 2023 (previously circulated).**
5. **Chairman's announcements.**
6. **Action List (attached).**
7. **Grants and donations:**
  - i. To note available funds (attached).
  - ii. To consider grant requests received (attached).
  - iii. To note letters of thanks received.
8. **Budget 2023/24: To note budget progress reports to 31 July 2023 (attached).**
  - i. Finance and General Purposes Committee.
  - ii. Overall Council Budget 2023/24.
  - iii. General Reserve Expenditure.
9. **Financial Monitoring: To note the account records to 31 July 2023 (attached).**
  - i. Cash and Investment Reconciliation and to note Deposits and Investments Held.
  - ii. Payment Analysis.
10. **Budget 2024/25 – To agree on the procedure for setting the budget (to follow).**
11. **Banking Arrangements – Updates and to consider any matters relating to existing or prospective accounts.**
12. **Internal Auditor Arrangements 2023/24 – Update and to consider a three-year agreement (attached).**
13. **Internal Control Check Arrangements for 2023/24 (to follow).**
14. **VAT Reclaim – Update.**
15. **Village Orderly – To consider the provision of a vehicle (to follow).**
16. **Proposed Public Toilets on the Common – To consider proposed fees and next stages (attached)**
17. **Clerk & RFO report.**
18. **Policy & Strategic Documents – Update.**
19. **Risk Management – To consider any risk assessments.**
20. **To confirm attendance at training/conference/association events, and receive any attendance reports (attendance table attached).**
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. **Staffing matters (if required)**
24. **Clock Tower Houses Lease – Update**

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

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Signed:

*Andrew Funnell*

Andrew Funnell  
Clerk to the Council

cc:

All other Parish Cllrs,

WSCC Cllr Garry Wall

MSDC Cllr Anne-Marie Cooke  
Cllr Cavan Wood

The next meeting is scheduled for Thursday 2<sup>nd</sup> November 2023.