

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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Tel: 01444 484115

Date: 30 June 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 6 July 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 30 May 2023.
5. Chairman's announcements.
6. Action List (attached).
7. Grants and donations:
 - i. To note available funds (attached).
 - ii. To consider grant requests received.
 - iii. To note letters of thanks received.
8. Budget 2023/24: To note budget progress reports to 30 June 2023(*reports to follow*).
 - 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 30 June 2023(*reports to follow*).
 - i. Bank, Cash and Investment Reconciliation and to note Deposits and Investment Held.
 - ii. Payment Analysis.
10. Unspent Balances from Budget 2022/23 – To note the unspent balance figure (*report to follow*)
11. Review of bank arrangements – To review & consider additional savings product (*report to follow*).
12. Proposed Public Toilets on the Common – Update.
13. Clock Tower House – Authorisation for Expenditure on emergency lighting and smoke detectors (*report to follow*).
14. Clerk & RFO report.
15. Policy & Strategic Documents:
 - a. Draft Plan 2022-27 – Report on progress (*reports to follow*).
 - b. Communications Policy – To undertake initial research by conducting internal communications survey (*report to follow*).
16. Risk Management – To consider any risk assessments.
17. To confirm attendance at training/conference events, and receive any attendance reports.
18. 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.
19. 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).
20. Clock Tower House – To consider the report on lease negotiations (*report to follow*).

Signed:

Andrew Funnell

Andrew Funnell
Clerk to the Council

cc:

All other Parish Cllrs,

WSCC Cllr Garry Wall

MSDC Cllr Anne-Marie Cooke

MSDC Cllr Cavan Wood

The next meeting is scheduled for Thursday 7th September 2023.

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