

# Lindfield Parish Council

Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
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RH16 2LH

Parish Clerk: Mr. A. Funnell  
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Date: 27 October 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 2 November 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 7 September 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 (*attached*)
  - iii. To note letters of thanks received.
8. **Budget 2023/24:** To note budget progress reports to 30 September 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 30 September 2023 (*attached*):
  - i. Cash and Investment Reconciliation and to note Deposits and Investment Held.
  - ii. Payment Analysis.
10. **Budget 2024/25** – To consider the report (*to follow*).
11. **VAT Reclaim** – Update from RFO.
12. **Members Allowances** – To consider the report (*attached*)
13. **Lindfield Village Day** – Sponsorship request for medical cover (*attached*).
14. **Proposed Public Toilets on the Common** – Update
15. **Accounting, Allotments, and Asset Management Software** – To consider switching to the cloud version (*report to follow*).
16. **Clerk & RFO report.**
17. **Policy & Strategic Documents** – To consider the reports (*attached & some to follow*).
18. **Risk Management** – To consider any risk assessments (*to follow*).
19. **To confirm attendance at training/conference events, and receive any attendance reports.**
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. **Staffing matters – To consider the report.**
23. **Proposed Public Toilets on the Common** – To consider lease agreement.
24. **Clock Tower House Lease**

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

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 7<sup>th</sup> December 2024.