

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: 26 April 2024

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 May 2024 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 March 2024 (if available).**
5. **Chairman's announcements.**
6. **Action List (attached).**
7. **Grants and donations:**
 - i. To note available funds (attached)
 - ii. To consider grant requests received (if required)
 - iii. To note letters of thanks received.
8. **Budget 2023/24:** To note the latest budget progress reports:
 - i. Finance and General Purposes Committee.
 - ii. Overall Council Budget 2023/24.
 - iii. General Reserve Expenditure.
9. **Financial Monitoring:** To note the latest account records:
 - i. Cash and Investment Reconciliation and to note Deposits and Investment Held.
 - ii. Payment Analysis.
 - iii. To approve/ratify any required payments (if required).
10. **Annual Review of the Effectiveness of the Overall Internal Audit 2023/24 and Internal Control System 2023/24** – to note the reports.
11. **Budget 2024/25: a) Earmarked Reserves & b) Changes to regular payments** - To consider the reports.
12. **Toilets on the Common** – To consider the report.
13. **Barclays Bank – Proposed addition for view-only online access.** To consider the report.
14. **Clerk & RFO report.**
15. **Risk Management** – To consider any risk assessments (to follow).
16. **To confirm attendance at training/conference events, and receive any attendance reports.**
17. **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.
18. **To consider quotes for Changing Places cubicle equipment (if available).**
19. **Clock Tower House Lease – Update**

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 4 July 2024.

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