

# Lindfield Parish Council

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Parish Clerk: Mr. A. Funnell  
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Date: 25 June 2024

**Members of the Finance & General Purposes Committee (F&GP)** are hereby summoned to attend the meeting of the **F&GP Committee** to be held on **Tuesday 2 July** 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 Elect Committee Chair.**
2. **To Elect Vice Committee Chair.**
3. **To receive and accept apologies and reasons for absence.**
4. **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.*
5. **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).*
6. **To confirm and sign the Minutes of the meeting of the F&GP Committee held on 2 May 2024** *(if available).*
7. **Chairman's announcements.**
8. **Action List** *(attached).*
9. **Appointment of Working Groups.**
10. **Grants and donations:**
  - i. To note available funds *(attached)*
  - ii. To consider grant requests received *(if required)*
  - iii. To note letters of thanks received.
11. **Budget 2024/25:** To note the latest budget progress reports *(attached)*:
  - i. Finance and General Purposes Committee.
  - ii. Overall Council Budget 2024/25.
  - iii. General Reserve Expenditure.
12. **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)*.
  - iv. Year-end 2023/24.
13. **Banking Arrangements – To consider any changes**
14. **Plan 23-27-** To consider the report *(to follow)*.
15. **Communications –** To consider the creation of a Working Group *(attached)*.
16. **Policy Documents –** To consider updated Financial Regulations and Pensions Discretion Policy *(to follow)*.
17. **Toilets on the Common –** To consider the report *(to follow)*.
18. **Clerk & RFO report.**
19. **Risk Management –** To consider any risk assessments *(to follow)*.
20. **To confirm attendance at training/conference events, and receive any attendance reports.**
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. **Staffing matters**

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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 5 September 2024.

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