

# Lindfield Parish Council

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Parish Clerk: Mr. A. Funnell  
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Date: 30 August 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 **5 September 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 2 July 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 and consider any correspondence regarding previous grants.
8. **Budget 2023/24:** To note the latest budget progress reports *(attached)*:
  - 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 *(attached)*:
  - i. Cash and Investment Reconciliation and to note Deposits and Investment Held.
  - ii. Payment Analysis.
  - iii. To approve/ratify any required payments or transfers *(if required)*.
  - iv. To note the internal control check (April to June 2024).
10. **Budget 2025/26** – Proposed timetable and skeleton budget *(attached)*
11. **IT equipment** – To consider existing provision and upgrade options *(attached)*.
12. **Toilets on the Common** – To consider any matters *(if required)*
13. **Risk Management** – To consider any risk assessments *(to follow if required)*.
14. **Plan 23-27** – To consider any updates
15. **Communications** – To consider any reports or updates from the Working Group
16. **Policy Documents** – To consider any proposed or updated documents *(attached)*.
17. **Clerk & RFO report.**
18. **To confirm attendance at training/conference events, and receive any attendance reports.**
19. **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.

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 7 November 2024.

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