

# 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: 3 January 2025

**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 9 January 2025** 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 November 2024 (if available).**
5. **Chair'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 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.
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. **Budget 2025/26** – To consider the report (attached).
11. **Bank arrangements** – To consider the report and matters requiring a decision (to follow)
12. **Toilets on the Common** – To consider any matters (if required)
13. **Plan 23-27** - To consider the report and any matters requiring a decision
14. **Clerk & RFO report.**
15. **Internal Control Checks** – To confirm arrangements (report attached).
16. **Community Events** – To consider the report (attached).
17. **Communications Working Group** – To consider the report (attached).
18. **Clock Tower House** – To consider the report (to follow).
19. **Asset Management** – To consider the report (attached).
20. **Risk Management** – To consider any risk assessments (to follow).
21. **To confirm attendance at training/conference events, and receive any attendance reports (to follow).**
22. **Matters arising after the preparation of this Agenda,** which the Chair agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.

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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

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

The next meeting is scheduled for 6 March 2025.