

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: 30 October 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 6 November 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 4 September 2025.**
5. **Chair's announcements.**
6. **Action List & Committee Work Schedule.**
7. **Grants and donations:**
 - i. To note available funds.
 - ii. To consider grant requests received.
 - iii. To note letters of thanks received.
 - iv. To note the update on the grants leaflet.
8. **Budget 2025/26:** To note the latest budget progress reports
 - i. Finance and General Purposes Committee.
 - ii. Overall Council Budget 2025/26.
 - iii. General Reserve Expenditure.
9. **Financial Monitoring:** To note the latest account records:
 - i. Cash and Investment Reconciliation and to note Deposits and Investments Held.
 - ii. Payment Analysis.
 - iii. To approve/ratify any required payments and/or internal transfers *(if required)*.
10. **Budget 2026/27** – To consider the committee and council budget for 2026/27.
11. **Bank arrangements** – To consider the report.
12. **Procurement** – To consider a change to an existing contract.
13. **Internal Control and Audit Arrangements for 2025/26** – To consider the report.
14. **Toilets on the Common** – To note any updates.
15. **Plan 23-27** - To consider the report and any matters requiring a decision.
16. **Policy Documents** – To consider the report.
17. **Working Groups** – To consider any updates.
18. **Clerk & RFO report** – To note the report.
19. **Risk Management** – To consider three risk assessments.
20. **To confirm attendance at training/conference events, and receive any attendance reports.**
21. **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.
22. **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).
23. **Clock Tower House** – To consider the report.

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 11 December 2025.

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