

Lindfield Parish Council

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Parish Clerk: Mr. A. Funnell
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Date: 22 May 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 29 May 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 Elect Committee Chair**
2. **To Elect Committee Vice 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 6 March 2025 (if available).**
7. **Chair's announcements.**
8. **Action List & Committee Work Schedule**
9. **Appointment of Working Groups**
10. **Grants and donations:**
 - i. To note available funds.
 - ii. To consider grant requests received.
 - iii. To note letters of thanks received.
11. **Budget 2025/26:** To note the latest budget progress reports
 - 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 Investments Held.
 - ii. Payment Analysis.
 - iii. To approve/ratify any required payments and/or internal transfers *(if required)*.
13. **Bank arrangements** – Latest update and proposed additional direct debit and changes to bank mandate..
14. **Communications & Community Engagement** – To consider the report *(to follow)*.
15. **Toilets on the Common** – To consider any matters *(if required)*.
16. **Plan 23-27** - To consider the report and any matters requiring a decision *(to follow)*.
17. **Governance** – To note the latest internal checks and annual reviews.
18. **Procurement** – To consider the report on IT services, website and solar panels.
19. **Working Groups** – To consider any updates *(to follow)*.
20. **Policy Documents** – To confirm updates to Standing Orders and Financial Regulations.
21. **Clerk & RFO report.**
22. **Risk Management** – To consider any risk assessments *(to follow)*.
23. **To confirm attendance at training/conference events, and receive any attendance reports (to follow).**
24. **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.
25. **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).
26. **Staffing matters** – To consider the report. *(to follow)*.

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 1 July 2025.

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