

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** (here in F&GP) held on **THURSDAY 3 JULY 2025** at King Edward Hall, Lindfield.

The meeting began at 20.00 hours.

### **Present:**

Committee Members:	Mr. W. Blunden	Mrs. V. Upton
	Mrs. A. Beecroft (Committee Chair)	Mr. T. Webster*
	Mrs. L. Grace (Vice-Chair)	Mr. C. Wood*

**In attendance:** Mr A. Funnell (Parish Clerk)  
Mrs T. Ely (RFO)

\*Denotes absence.

The Chairman opened the meeting, welcomed those present and announced the emergency procedure for the King Edward Hall.

### **292. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE.**

292.1 Apologies for absence were received from Councillors Webster and Wood and their reasons were accepted.

### **293. TO RECEIVE DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEM ON THE AGENDA.**

293.1 There were no declarations of interest from members regarding any items on the agenda.

### **294. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

294.1 There were no members of the public present.

### **295. TO CONFIRM AND SIGN MINUTES OF THE MEETING OF THE F&GP COMMITTEE HELD ON 29 MAY 2025.**

295.1 The Chair called for approval of the Minutes of the meeting of the F&GP Committee held on Thursday 29 May 2025. These were **AGREED** and the Chair **SIGNED** the Minutes as being a true record of that meeting.

### **296. CHAIR'S ANNOUNCEMENTS.**

296.1 The Chair made no announcements.

### **297. ACTION LIST AND COMMITTEE WORK SCHEDULE.**

297.1 The Chair referred to the Action List which had been circulated with the agenda, and this was **NOTED**.

### **298. GRANTS AND DONATIONS.**

298.1 Grants budget. It was **NOTED** that funds of £2,000 were available to spend from a budget of £2,500.

298.2 To Consider Grant Requests. Cllr Blunden reported on behalf of the Grants Panel and advised that no grant requests had been received.

298.3 To Note Letters of Thanks Received.  
It was **NOTED** that a letter of thanks had been received from Friends of Lindfield Playgrounds.

### **299. BUDGET 2025/26: TO NOTE THE LATEST BUDGET PROGRESS REPORTS.**

299.1 It was **NOTED** that budget progress reports for May 2025 were currently being prepared and would be circulated to members as soon as possible. Reports for April 2025 had been noted by the F&GP committee at their meeting held on 29 May 2025.

### **300. FINANCIAL MONITORING: TO NOTE THE ACCOUNT RECORDS.**

300.1 It was **NOTED** that account records for May 2025 were currently being prepared and would be circulated to members as soon as possible. Records for April 2025 had been noted by the F&GP committee at their meeting held on 29 May 2025.

### **301. BANKING ARRANGEMENTS: LATEST UPDATES AND ANY REQUIRED CHANGES.**

## LINDFIELD PARISH COUNCIL

- 301.1 The Chair referred to a report that had been prepared by the Clerk dated 3 July 2025 and circulated with the agenda. Members **NOTED** updates relating to banking arrangements for the following items:
- a) Authorised Signatories – removal of Cllr Pickett as an authorised signatory.
  - b) Nationwide Building Society (NBS) – an annual review of the account had been requested by NBS. A change in terms and conditions had been received and Lindfield Parish Council had been asked to complete and return a Business Savings automatic Exchange of Information form.
  - c) Unity Trust Bank – notification of a change in terms and conditions.
  - d) New Direct Debit Mandate Instruction with Kipper Creative Ltd – confirmation was currently awaited regarding the setting up of the new DDM arrangement.
  - e) BT. – notification of a change of name for DDM payments commencing 30 June 2025 to BT GROUP PLC.
  - f) Current savings account interest rates.
- 302. CO-OPTION: TO CONSIDER APPLICATION FORM TEMPLATES FOR THE VACANCY.**
- 302.1 Members were reminded that the Council now had a casual vacancy following the resignation of Councillor Pickett and the notice of vacancy that had been published by Mid Sussex District Council. A co-option policy was in place. Members had received copies of the following draft documents for consideration and had been asked to share their thoughts:
- a) Application form for co-option.
  - b) Co-option eligibility form.
  - c) Person specification.
- It was generally felt that a more friendly, less formal approach should be adopted. Consideration should be given towards the candidate being invited to share their skills and experience at the application stage and reference towards the role of a parish councillor should be included.
- The above was **NOTED**, and it was **AGREED** that the Clerk would review the draft documents taking into consideration the points raised. Revised draft copies would be circulated to members for consideration.
- 303. COMMUNICATIONS AND COMMUNITY ENGAGEMENT: TO CONSIDER THE REPORT.**
- 303.1 The Chair reported that discussions were ongoing with Breakthrough Communications to agree on a date in respect of the proposed training session. Full support from members and staff was of a priority.
- The above was **NOTED**.
- 304. TOILETS ON THE COMMON: TO CONSIDER ANY MATTERS.**
- 304.1 It was **NOTED** that the working group was in the process of arranging to meet and it was hoped that a report would be available to share at the next F&GP committee meeting.
- 305. PLAN 23-27: TO CONSIDER THE REPORT AND ANY MATTERS REQUIRING A DECISION.**
- 305.1 The Chair reported that progress was ongoing and that there were no updates to share at present.
- The above was **NOTED**.
- 306. PROCUREMENT: TO CONSIDER ANY MATTERS/UPDATES.**
- 306.1 The Chair referred to a report that had been prepared by the Clerk dated 3 July 2025 and circulated with the agenda. Members had been asked to consider arrangements for the procurement of a new photocopier. The existing three-year lease agreement was due to expire in December 2025 and the option to either replace this with a new lease contract or to purchase a photocopier outright had been explored. The Clerk had recommended that a new lease agreement be considered, for which quotations had been received with varying contractual terms.
- The above was **NOTED**, and it was **AGREED** that the Clerk, in conjunction with the Committee Chair and Vice Chair, would review the quotations received with a view to awarding a lease contract for a photocopier.
- 307. WORKING GROUPS: TO CONSIDER ANY UPDATES.**
- 307.1 The Chair reported that there were no updates to share at present.

## LINDFIELD PARISH COUNCIL

The above was **NOTED**.

### **308. CLERK AND RFO REPORT.**

308.1 The Chair referred to a report that had been prepared by the Clerk dated 3 July 2025 and circulated with the agenda. Members **NOTED** updates relating to the following items:

a) Clerk.

- i) AGAR 2024/25 – this had been submitted to the external auditor on 30 June 2025. Public rights period 1 July to 11 August 2025.
- ii) MSDC Grant – a grant application for funds to support the planned VJ 80 event had been submitted to MSDC.
- iii) IT Contract - a new twelve-month contract had been agreed to with the existing provider.
- iv) Utilities – a new three-year energy supply contract had been agreed to with E. ON in respect of Clock Tower House. This was due to commence 1 January 2026.

b) RFO.

All items had been covered by earlier agenda item reports.

The above was **NOTED**.

### **309. RISK MANAGEMENT: TO CONSIDER ANY RISK ASSESSMENTS.**

309.1 Whilst there were no risk assessments to consider, the Clerk reported on an assessment that was required relating to equipment in the parish office. A request had been received from the Deputy Clerk to upgrade his monitor with a higher refresh rate for health reasons.

The above was **NOTED**, and it was **AGREED** to delegate authority to the Clerk to purchase a high refresh rate monitor. This item of expenditure would be met from the Office Equipment budget heading.

### **310. TO CONFIRM ATTENDANCE AT TRAINING AND EVENTS, AND TO RECEIVE ANY ATTENDANCE REPORTS.**

310.1 Members had been presented with a Summary of Training and Meeting Attendance since January 2025, which had included future training sessions that had been booked.

The above was **NOTED**.

### **311. 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.**

311.1 There were no matters arising.

The public part of the meeting ended at 20.30 hours.

### **312. 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).**

312.1 It was **PROPOSED** by the Cllr Blunden and **SECONDED** by Cllr Upton to exclude the press and the public. It was **AGREED** to exclude the press and public.

### **313. STAFFING MATTERS: TO CONSIDER THE REPORT.**

313.1 The RFO had been asked to withdraw from the meeting and had agreed to this request.

313.2 Members noted the report and **AGREED** to the recommendations.

The meeting concluded at 20.36 hours.

## **LINDFIELD PARISH COUNCIL**

### **DISCLAIMER**

Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in these minutes, their status will remain that of a draft until they are confirmed as a correct record at the subsequent meeting.