



# Petworth Town Council

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13 February 2019

To Finance and General Purpose Committee Members and all other Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF PETWORTH TOWN COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD ON TUESDAY 19<sup>th</sup> FEBRUARY 2019 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7pm.**

*Melanie Kite*

Melanie Kite  
Clerk

## AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**  
Reminder about mobile phones, the fire exit and the meeting is being recorded.
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**  
To receive from Members declarations of Pecuniary and non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
4. **MINUTES OF THE PREVIOUS MEETING (Appendix 1)**  
To approve and sign the minutes of the meeting held on 15<sup>th</sup> January 2019.
5. **MATTERS ARISING FROM THE MINUTES**  
To consider matters arising from the minutes that are not on the agenda.
6. **PUBLIC PARTICIPATION SESSION**  
Adjournment of the meeting for public questions.  
Public Questions.  
To allow members of the public to address the Committee with respect to items not on the agenda but relating to matters for which the F&P Committee have responsibility.

Public Participation. To allow members of the public to address the Committee about business on the agenda at the discretion of the Chairman.

Meeting re-convened

7. **FGP ACTION LIST (Appendix 2)**  
To review task list
8. **CCTV (Appendix 3)**  
To consider reply from CDC and recommendation to Full Council
9. **JANUARY 2019 ACCOUNTS (Appendix 4)**  
To receive the budget monitoring statement to January 2019
10. **BANK RECONCILIATION AS AT END JANUARY 2019**  
To approve the bank reconciliation.
11. **INVOICES FOR APPROVAL**  
To approve invoices received for payment in January.
12. **ELECTRONIC PAYMENTS**  
To reconcile payments made in January 2019
13. **FARMER'S MARKET**  
To review monies received to 13<sup>th</sup> February 2019  
To approve expenditure of £2,500 for the purchase of carrier bags. (No quotations to attach).
14. **WEBSITE (Appendix 5)**  
To consider:  
(a) a 'quick fix' on the platform problems, quotation of £420.00  
or  
(b) to have a clean version of Wordpress enabling additional content, update the current site, including making it security safe, £920.00  
Motion – to accept work and quotation of either (a) or (b)
15. **TOURISM WORKING PARTY**  
To agree Terms:  
Members and numbers; Roles and functions; Powers; Reporting procedure
16. **DATE OF NEXT MEETING – For information only**  
Tuesday 19<sup>th</sup> March 2019

**\*\*End of Agenda\*\***