



# Petworth Town Council

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13<sup>th</sup> June 2018

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> JUNE  
2018 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN  
SQUARE, PETWORTH, COMMENCING AT 7pm.**

Melanie Kite  
Clerk

## AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**  
Reminder about mobile phones and fire exit.
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. **APPOINTMENT OF VICE CHAIRMAN.**  
To propose and appoint a vice-chair.
5. **MINUTES OF THE PREVIOUS MEETING (Appendix 1)**  
To approve and sign the minutes of the meeting held on 15<sup>th</sup> May 2018.
6. **MATTERS ARISING FROM THE MINUTES**  
To consider matters arising from the minutes.

- 7. 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

- 8. ELECTRONIC PAYMENTS**  
To approve payments made in May 2018 (presented at the meeting)

- 9. APRIL 2018 ACCOUNTS**  
To receive the budget monitoring statement for May 2018 (presented at the meeting)

- 10. BANK RECONCILIATION AS AT END MAY 2018**  
To approve the bank reconciliation.

- 11. INVOICES FOR APPROVAL**  
To approve invoices received (presented at the meeting)

- 12. RECEIPTS**  
To review monies received to end May 2018 (presented at the meeting)

- 13. INTERNAL AUDIT**  
Initial comments from the internal audit on 13<sup>th</sup> June