

# PETWORTH TOWN COUNCIL

Town Clerk: Mrs Rebecca Knifton ACILEx

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7 November 2016

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Dear Cllr

**I HEREBY GIVE NOTICE** that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 15 NOVEMBER 2016** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Alan Copus

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## Agenda

1. Apologies for absence
2. 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**.
3. Minutes of the previous meeting held on 18 October 2016  
To approve and sign the minutes of the last meeting which have been issued separately
4. Matters Arising  
To consider any matters arising from the previous minutes including consideration of the proposed Terms of Reference for the Staffing Management Group which have been issued separately
5. Accounts – October 2016  
To be presented at the meeting.
6. Bank reconciliation  
To be approved and recommended for adoption at full Council.

7. Invoices for approval

To be presented at the meeting

8. Receipts

To be presented at the meeting. To review the monies received so far in November

9. Budget 2017/18

To consider the first draft budget for next year which will be presented at the meeting

10. Matters to be discussed at the Chairman's discretion