



Petworth Town Council

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7th February 2017

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 14 FEBRUARY 2017** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Alan Copus

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 17 January 2017

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

5. Hampers Common Letting Agreement

To consider a proposed updated Agreement which has been issued separately

6. Allotment Letting and Tenancy Agreements

To consider updated Agreements (to implement annual rather than six monthly lets and rents) which have been issued separately

7 Office fixed wire testing

To consider the 3 quotations obtained for this work which will be issued as a room document

8. Accounts – January 2017

To be presented at the meeting.

9. Bank reconciliation

To be approved and recommended for adoption at full Council.

10. Invoices for approval

To be presented at the meeting

11. Receipts

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

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