



Petworth Town Council

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8th March 2017

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 14 MARCH 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 14 February 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. Internet Banking

To review the first month's operation

6. Data Protection

To consider the draft policy document which has been issued separately

7. Document Retention

To consider the draft policy document which has been issued separately

8 Display Boards

To retrospectively approve the purchase of 10 1000 x 700mm Boards plus mounting poles/base kit and carry bag urgently required for the 31st March Public Consultation. Total cost (exc VAT) is £824 of which SDNPA has already contributed £270

9. Accounts – February 2017

To be presented at the meeting.

10. Bank reconciliation

To be approved and recommended for adoption at full Council.

11. Invoices for approval

To be presented at the meeting

12. Receipts

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

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