



Petworth Town Council

The Old Bakery
Golden Square
Petworth
West Sussex
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11th April 2017

E: clerk@petworth-tc.gov.uk

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 18th APRIL 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 March 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. Social Media and Email Policy
To consider the draft policy which has been issued separately
6. Fire extinguishers
To consider the quotations received which will be presented at the meeting
7. Accounts – March 2017
To be presented at the meeting.

8 Bank reconciliation

To be approved and recommended for adoption at full Council.

9. Invoices for approval

To be presented at the meeting

10. Receipts

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

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