



Petworth Town Council

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9th January 2019

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 15th JANUARY 2019 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7pm.

Melanie Kite

Melanie Kite
Clerk

AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**
Reminder about mobile phones, the fire exit and the meeting is being recorded.
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. **MINUTES OF THE PREVIOUS MEETING (Appendix 1)**
To approve and sign the minutes of the meeting held on 18th December 2018.
5. **MATTERS ARISING FROM THE MINUTES**
To consider matters arising from the minutes that are not on the agenda.
6. **ACTION LIST (Appendix 2)**
To review task list
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 reconcile payments made in December 2018

9. DECEMBER 2018 ACCOUNTS (Appendix 3)

To receive the budget monitoring statement for December 2018

10. BANK RECONCILIATION AS AT END DECEMBER 2018

To approve the bank reconciliation.

11. INVOICES FOR APPROVAL

To approve invoices received for payment in December.

12. FARMER'S MARKET RECEIPTS

To review monies received to 14th January 2019

13. VAT ON ADVERTISING INCOME

Paper from Cllr Copus on why the Town Council should not be charging VAT on Petworth Pages advertising.

Motion – to agree that Petworth Pages advertising is exempt from VAT.

14. GROUNDS MAINTENANCE CONTRACT

To approve a contractor for the 3 year contract beginning March 1st 2019.

15. DATE OF NEXT MEETING

Tuesday 19th February 2019