



# Petworth Town Council

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8th January 2020

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 14<sup>TH</sup> JANUARY 2020 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7pm.**

Laura Smith  
Clerk

## AGENDA

- 1. CHAIRMAN'S ANNOUNCEMENTS**  
Reminder about mobile phones and the fire exit.
- 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 (Attached as file: F&GP Minutes - 17.12.20.doc)**  
To approve and sign the minutes of the meeting held on 17<sup>th</sup> December 2019.
- 5. MATTERS ARISING FROM THOSE MINUTES**  
To consider matters arising from the minutes that are not on the agenda.
- 6. 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

**7 DECEMBER 2019 ACCOUNTS (to be presented at the meeting)**

To review the budget monitoring statement for the 9 months to 31<sup>st</sup> December 2019

**8 BANK RECONCILIATION AS AT END DECEMBER 2019**

To approve the bank reconciliation

**9 UPCOMING COSTS**

Including 2 stars for the Christmas Event and the Clerk's participation in the CiLCA training session on 4<sup>th</sup> February 2020

**10 INVOICES FOR APPROVAL**

To approve invoices received for payment

**11 ELECTRONIC PAYMENTS**

To reconcile payments made in December 2019

**12 SALES INCOME**

To review the monies received to date for the Allotments, the Farmers Market, Christmas Event and Petworth Pages

**13 2020/21 BUDGET**

To consider an email received from the Chairman of Tillington Parish Council (attached) and to finalise the budget for 2020/2021

**14 GRANT APPLICATION**

None received to date.

**15 PETWORTH IN BLOOM / PLANTING WORKING GROUP**

To determine the most appropriate legal structure / positioning of the working group

**16 TERMS OF REFERENCE FOR THE VISITORS WORKING GROUP**

To approve the draft terms of reference (to follow)

**17 ACTION LIST (Attached as file: Finance Action List December 2019.docx)**

To review progress on the items.

**18 DATE OF NEXT MEETING**

For information this is scheduled for Tuesday 14<sup>th</sup> January

**\*\*End of Agenda\*\***