



Petworth Town Council

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13th August 2018

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 21st
AUGUST 2018 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY,
GOLDEN SQUARE, PETWORTH, COMMENCING AT 7pm.**

Melanie Kite

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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. **VICE CHAIRMAN**
To appoint a vice-chairman
5. **MINUTES OF THE PREVIOUS MEETING (Appendix 1)**
To approve and sign the minutes of the meeting held on 17th July 2018.
6. **MATTERS ARISING FROM THE MINUTES**
To consider matters arising from the minutes.

- 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 July 2018
- 9. JULY 2018 ACCOUNTS (Appendix 2)**
To receive the budget monitoring statement for July 2018
- 10. BANK RECONCILIATION AS AT END JULY 2018**
To approve the bank reconciliation.
- 11. INVOICES FOR APPROVAL**
To approve invoices received for payment in August.
- 12. RECEIPTS**
To review monies received to 15th August 2018
- 13. INTERNAL AUDIT REPORT**
To review the internal auditor's report for the year ending March 2018.
- 14. GRANT APPLICATIONS (Appendix 3 & 4)**
To discuss applications from:
- St Mary's Church - Bell ringers
 - Victim Support