



Petworth Town Council

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7th October 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 OCTOBER 2019 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 - 17.09.19.doc)**
To approve and sign the minutes of the meeting held on 17th September 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 SEPTEMBER 2019 ACCOUNTS (to be presented at the meeting)

To review the budget monitoring statement for the 6 months to 30th September 2019

8 BANK RECONCILIATION AS AT END SEPTEMBER 2019

To approve the bank reconciliation.

9 UPCOMING COSTS

10 INVOICES FOR APPROVAL

To approve invoices received for payment.

11 ELECTRONIC PAYMENTS

To reconcile payments made in September 2019

12 SALES INCOME

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

13 FINANCIAL REGULATIONS (Attached as file 2019-October-financial-regs-update)

To review the proposed changes to our financial regulations

14 EXTERNAL AUDIT

To review the 2018/19 external review

15 GRANT APPLICATION

None received

16 ACTION LIST (Attached as file: Finance Action List October 2019.docx)

To review progress on the items.

17 DATE OF NEXT MEETING

For information this is scheduled for Tuesday 19th November

****End of Agenda****