



Petworth Town Council

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11th March 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 17TH MARCH 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 - 18.02.20.doc)**
To approve and sign the minutes of the meeting held on 18th February 2020.
- 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 FEBRUARY 2020 ACCOUNTS (to be presented at the meeting)

To review the budget monitoring statement for the 11 months to 29th February 2020

8 BANK RECONCILIATION AS AT END FEBRUARY 2020

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 February 2020

12 SALES INCOME

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

13 GRANT APPLICATION

None received to date.

14 FINANCIAL PROCEDURES DOCUMENT (Attached)

To approve the draft financial procedures document

15 INVESTMENT STRATEGY (Attached)

To approve the draft investment strategy

16 ACTION LIST (Attached as file: Finance Action List 9th March 2020.docx)

To review progress on the items.

17 DATE OF NEXT MEETING

For information this is scheduled for Tuesday 14th April

****End of Agenda****