



Petworth Town Council

Melanie Kite
Petworth Town Clerk
clerk@petworth-tc.gov.uk

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP
T: 01798 344883

17th October 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 23rd OCTOBER 2018 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. **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 18th September 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 September 2018
- 9. SEPTEMBER 2018 ACCOUNTS (Appendix 2)**
To receive the budget monitoring statement for July 2018
- 10. BANK RECONCILIATION AS AT END SEPTEMBER 2018**
To approve the bank reconciliation.
- 11. INVOICES FOR APPROVAL**
To approve invoices received for payment in September.
- 13. FARMER'S MARKET RECEIPTS**
To review monies received to 23rd October 2018
- 14. PREMISES LICENCE**
To discuss the application and amendments.
- 15. WINTER & SPRING PLANTING (Appendix 3a,b,c)**
Motion: To approve the costs received for additional planters, bulbs and flowers
- 16. CHRISTMAS LIGHTS**
To agree costs and purchase of new Christmas lights
- 17. BUDGET 2019/20 – FIRST DRAFT**
To discuss the first draft.
- 18. GRANT APPLICATION (Appendix 4)**
Petworth Primary School Book Club