



# Petworth Town Council

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11th December 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 17<sup>TH</sup> DECEMBER 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 - 19.11.19.doc)**  
To approve and sign the minutes of the meeting held on 19<sup>th</sup> November 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 NOVEMBER 2019 ACCOUNTS (to be presented at the meeting)**

To review the budget monitoring statement for the 8 months to 30<sup>th</sup> November 2019

**8 BANK RECONCILIATION AS AT END NOVEMBER 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 November 2019

**12 SALES INCOME**

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

**13 2020/21 DRAFT BUDGET**

To finalise the draft budget for 2020/2021

**14 GROUNDS MAINTENANCE CONTRACT**

To approve the Open Spaces Committee's recommendation for the 2020 – 2023 grounds maintenance contract

**15 GRANT APPLICATION**

None received to date.

**16 TERMS OF REFERENCE FOR PETWORTH IN BLOOM WORKING GROUP**

To approve the draft terms of reference

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

To approve the draft terms of reference

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

To review progress on the items.

**19 DATE OF NEXT MEETING**

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

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