



Petworth Town Council

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11th December 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 VIA VIDEO LINK ON TUESDAY 15TH DECEMBER 2020 COMMENCING AT 7pm.

Laura Smith
Clerk

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

Reminder about mobile phones and muting microphones.

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 - 17.11.20.doc)

To approve and sign the minutes of the meeting held on 17th November 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 SALES INCOME

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

8 NOVEMBER 2020 ACCOUNTS

To review the budget monitoring statement for the 8 months to 30th November 2020

9 FULL YEAR FORECAST

To review the full year forecast

10 BANK RECONCILIATION AS AT END OCTOBER 2020

To approve the bank reconciliation

11 UPCOMING COSTS

12 INVOICES FOR APPROVAL

To approve invoices received for payment

13 2021/2022 BUDGET

To finalise the 2021/2022 budget

14 EXTERNAL AUDIT

To review the 2019/20 external audit

15 INTERIM INTERNAL AUDIT

To review the 2020/21 interim internal audit and consider the recommendations

16 GRANT APPLICATION

None

17 ACTION LIST (Attached)

To review progress on the items.

18 DATE OF NEXT MEETING

For information this is scheduled for Tuesday 19th January 2021

****End of Agenda****