



Petworth Town Council

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12th October 2021

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 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH ON TUESDAY 19TH OCTOBER 2021 COMMENCING AT 7pm.

Laura Smith
Clerk

AGENDA

- 1. CHAIRMAN'S ANNOUNCEMENTS**
Reminder about mobile phones.
- 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 - 14.09.21.doc)**
To approve and sign the minutes of the meeting held on 14th September 2021.
- 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 Christmas Event, Allotments, the Farmers Market and Petworth Pages

8 SEPTEMBER 2021 ACCOUNTS (Attached)

To review the budget monitoring statement for the 6 months to 30th September 2021

9 FULL YEAR FORECAST (Attached)

To review the full year forecast

10 BANK RECONCILIATION AS AT END OF SEPTEMBER 2021 (Attached)

To approve the bank reconciliation

11 BALANCE SHEET (Attached)

To review the balance sheet

12 UPCOMING COSTS

13 INVOICES FOR APPROVAL

To approve invoices received for payment

14 BARCLAYCARD EXPENDITURE

To approve spend on the Council's credit card

15 GRANT APPLICATION

Petworth Bowls & Tennis Clubs (Attached)

16 GRANT APPLICATION FORM

To review the proposed changes to the Council's grant application form (Attached)

17 PETWORTH PAGES 2022

To review a proposal received from the Editor of Petworth Pages (Attached)

18 EXTERNAL AUDIT

To review the 2020/21 external audit (Attached)

19 FARMERS MARKET CONTRACT

To review the draft contract for the management and operation of the Farmer's Market (Attached)

20 ACTION LIST (Attached)

To review progress on the items.

21 DATE OF NEXT MEETING

For information this is scheduled for Tuesday 16th November 2021

****End of Agenda****