



# Petworth Town Council

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3<sup>rd</sup> December 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 14<sup>TH</sup> DECEMBER 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 - 16.11.21.doc)**

To approve and sign the minutes of the meeting held on 16<sup>th</sup> November 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 NOVEMBER 2021 ACCOUNTS (Attached)**

To review the budget monitoring statement for the 8 months to 30<sup>th</sup> November 2021

**9 FULL YEAR FORECAST (Attached)**

To review the full year forecast

**10 BANK RECONCILIATION AS AT END OF NOVEMBER 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 INTERIM INTERNAL AUDIT (Attached)**

To review the 2021/22 interim internal audit and consider the recommendations

**16 2022/2023 BUDGET (Attached)**

To review the draft budget.

**17 GRANT APPLICATION**

**18 ACTION LIST (Attached)**

To review progress on the items.

**19 DATE OF NEXT MEETING**

For information this is scheduled for Tuesday 18<sup>th</sup> January 2022

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