



Petworth Town Council

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21st September 2022

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 27TH SEPTEMBER 2022 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 - 15.08.22.doc)**
To approve and sign the minutes of the meeting held on 15th August 2022.
- 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 Market and Petworth Pages.

8 AUGUST 2022 ACCOUNTS

To review the budget monitoring statement for the 5 months to 31st August 2022.

9 FULL YEAR FORECAST

To review the full year forecast.

10 BANK RECONCILIATION AS AT END OF AUGUST 2022

To approve the bank reconciliation.

11 BALANCE SHEET

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

16 MARKET STALLS

To consider an email received from the Chairman of the Petworth Business Association
(attached).

**17 OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR
APPOINTMENT ARRANGEMENTS**

To consider an email received from the SAAA (attached).

18 APPROVAL TO USE DIRECT DEBITS & BACS PAYMENTS

19 REVIEW OF FINANCIAL PROCEDURES & FINANCIAL REGULATIONS (Attached)

20 ACTION LIST (Attached)

To review progress on the items.

21 DATE OF NEXT MEETING

For information this is scheduled for Tuesday 18th October 2022.

****End of Agenda****