



# Petworth Town Council

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10<sup>th</sup> November 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 15<sup>TH</sup> NOVEMBER 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 - 18.10.22.doc)**

To approve and sign the minutes of the meeting held on 18<sup>th</sup> October 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 OCTOBER 2022 ACCOUNTS**

To review the budget monitoring statement for the 7 months to 31<sup>st</sup> October 2022.

**9 FULL YEAR FORECAST**

To review the full year forecast.

**10 BANK RECONCILIATION AS AT END OF OCTOBER 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**

Petworth Fair (previously circulated)

**16 2023/2024 BUDGET**

To review the draft budget for 2023/2024 (to follow)

**17 INTERIM INTERNAL AUDIT**

To review the 2022/23 interim internal audit and consider the recommendations (to follow)

**18 ACTION LIST (Attached)**

To review progress on the items.

**19 DATE OF NEXT MEETING**

For information this is scheduled for Tuesday 20<sup>th</sup> December 2022.

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