



NEIL HITCH
Town Clerk

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The Town Hall
Heath Road
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11 December 2009

Dear Councillor,

I hereby summon you to attend a meeting of the Finance and General Purposes Committee to be held at the Town Hall, Petersfield on Thursday 17 December 2009 at 6.30 pm.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Neil Hitch", written over a horizontal line.

Neil Hitch
Town Clerk

N.B. ANY MEMBERS WHO ARE UNABLE TO COME TO THE TOWN COUNCIL OFFICE TO READ CORRESPONDENCE MAY, UPON REQUEST TO THE TOWN CLERK, HAVE RELEVANT PAPERWORK COPIED AND SENT.

AGENDA

1. Chairman's Comments
2. To receive apologies for absence.
3. To receive and record Declarations of Interest.
4. To approve the minutes of meeting held on 19 November 2009 (copies previously distributed).
5. Public Representation - Councillors to receive representation (including items that appear on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
6. To receive and note Financial Report from Town Clerk.
7. To receive and note latest bank reconciliation.
8. To give consideration to a suggestion from a member of public that the Town Flag be included on the masthead of future editions of PTC News.
9. To receive report from Town Clerk and to carry out the Annual Review of the Internal Audit.
10. To receive the notes of the Solar Working Party Meeting held on 9 December 2009.
11. To receive correspondence seeking the comments of the Town Council from the Audit Commission regarding the appointment of a new District Auditor as part of the Audit Commission's policy of rotation every 5 years.

~ End ~



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QUALITY
TOWN
COUNCIL