



NEIL HITCH  
Town Clerk

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Dear Councillor,

*The Town Hall  
Heath Road  
Petersfield  
Hampshire  
GU31 4EA*

12 February 2010

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 18 February 2010 at 6.30 pm.

Yours sincerely,

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 21 January 2010 (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 consider financial and other recommendations from committees.
7. To receive and note Financial Report from Town Clerk.
8. To receive and note latest bank reconciliation.
9. To receive and consider Internal Auditors report, year ending 31 March 2010.
10. To review the grants policy.
11. To receive and consider details of an official calendar for the Town Council from Local Authority Publishing.

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12. To receive and consider draft lease for Suite 2 Festival Hall Offices.

~ End ~



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QUALITY  
TOWN  
COUNCIL