



NEIL HITCH
Town Clerk

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The Town Hall
Heath Road
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14 May 2010

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 20 May 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. Election of Deputy Chairman
2. Chairman's Comments
3. To receive apologies for absence.
4. To receive and record Declarations of Interest.
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 approve the minutes of meeting held on 22 April 2010 (copies previously distributed).
7. To consider financial and other recommendations from committees.
8. Grants Panel - to recommend to Council three members to sit on a sub-committee known as the Grants Panel - standing order 69 (q) refers.
9. Staff Panel - to appoint three members plus the Town Clerk to a sub-committee known as the Staff Panel - standing order 69 (p) refers.
10. Appeals Panel - to appoint three members plus 1 stand-in deputy to a sub-committee known as the Appeals Panel who are not members of the Staff Panel - C 0353A Oct 2007 refers.
11. Review of Internal Audit - to receive and consider a report from Town Clerk.
12. To receive, note and approve:
 - a. Final Accounts to year ended 31 March 2010
 - b. Accounting Statements and Annual Governance Statement for the Annual Return
 - c. The Asset Register - to be distributed.



13. To receive and note Financial Report from Town Clerk.
14. To receive and note latest bank reconciliation.
15. To receive and note the Internal Auditors report for the year ending 31 March 2010.

~ End ~