



Petworth Town Council

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11th May 2018

To All Town Councillors

YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF THE PETWORTH TOWN COUNCIL ON THURSDAY 17th MAY 2018 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7:30PM

MELANIE KITE
CLERK

AGENDA

1. **APPOINTMENT OF CHAIRMAN AND CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE - 2018/19**
2. **APPOINTMENT OF VICE-CHAIRMAN AND VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE - 2018/19**
3. **CHAIRMAN'S ANNOUNCEMENTS**
Telephones, fire exits and recording of meeting.
Councillor vacancy
Councillors to review their interest forms and if necessary update them.
4. **APOLOGIES FOR ABSENCE**
5. **DISCLOSURE OF INTERESTS**
Councillors are reminded of their responsibility to declare any disclosable pecuniary and non-pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest

as defined by regulations made by the Secretary of State under the **Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

6. MINUTES OF LAST MEETING

To approve and sign minutes of the meeting held on 19th April 2018 (**Appendix 1**)

7. MATTERS ARISING

To consider matters arising from the meeting not already on this agenda

8. APPOINTMENT TO COMMITTEES - 2018/19

- Finance and General Purposes - 7 members
- Traffic and Planning - 10 members
- Open Spaces - 7 members

9. ELECTION OF COMMITTEE CHAIRS and VICE-CHAIRS

- Finance and General Purposes
- Traffic and Planning
- Open Spaces

10. APPOINTMENT TO WORKING PARTIES - 2018/19

- Staffing Group - 5 members
- Farmers Market - 4 members plus Leesa Barrett and the Clerk
- Skate Park - 4 members plus the Clerk
- Petworth Tourism – To establish a new working group to further develop, shape and promote sustainable tourism in the town. To work with partners enabling it to benefit from its position of being within the South Downs National Park and its close relationship with the National Trust, Petworth House
- The Hub – New working group to undertake a feasibility study on establishing a ‘Hub’, a support and services centre for the community centred at the library. Background information attached. (**Appendix 2a, 2b**)

11. APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2018/19

- PBA
- Petworth Vision

12. PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions.

Public Questions.

Members of the public may ask the Chairman for permission to address Council with respect to:

(a) items not on the agenda.

Please be advised that a request should be submitted no less than 48 hours prior to the meeting.

(b) about business on the agenda at the discretion of the Chairman.

Meeting re-convened

13. REPORT FROM DISTRICT AND COUNTY COUNCILLORS

To receive reports from West Sussex County Councillor, Cllr Janet Duncton and District Councillor, Cllr Eileen Lintill.

- 14. ANNUAL RETURN SECTION 1 - GOVERNANCE STATEMENT 2017/18**
To decide and minute a response to each question on the governance statement
- 15. ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2017/18**
To approve the Annual Return Accounting Statement
- 16. TO RECEIVE REPORTS FROM THE COMMITTEES**
(a) Finance and General Purposes Committee.
To adopt the Minutes of the meeting on 17th April 2018 (**Appendix 3**)
- (b) Highways, Traffic and Planning Committee**
To accept the Minutes of the meeting 5th April 2018 (**Appendix 4**)
- 17. TO RECEIVE UPDATES FROM WORKING PARTIES AND GROUPS**
a) Petworth Business Association
To receive a report from Cllr Kemp
- b) Neighbourhood Development Plan**
To receive an update from Cllr Kemp and a reminder of the referendum date of 7th June.
- c) Petworth Vision**
To receive a report from Cllr Kemp following the meeting with CDC and the publication of the Vision newsletter.
To consider the councils future involvement with the Vision.
- Motion: should a councillor represent the PTC on the Vision
- d) Skate Park**
To receive a follow up from the meeting with CDC in May.
- 18. DATES OF MEETINGS 2018/19 (Appendix 5)**
To approve the schedule of meetings.
- 19. GRANT APPLICATIONS**
Petworth Festival
Members to endorse the recommendation from Finance and General Purposes Committee on the grant award sum to the Petworth Festival.
- Petfringe Grant Application**
To consider and approve amount of grant award.
- 20. RISK ASSESSMENT (Appendix 6)**
To approve the Risk Assessment, amended 30th April 2018.

End of Agenda