



Petworth Town Council

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8th December 2017

To All Town Councillors

YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL ON THURSDAY 14th DECEMBER 2017 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7:30PM

MELANIE KITE
CLERK

AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**
Telephones, fire exits & recording of the meeting.
2. **APOLOGIES FOR ABSENCE**
3. **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.
4. **MINUTES OF LAST MEETING**
To approve and sign minutes of the meeting held on 16th November 2017 (**Appendix 1**)
5. **MATTERS ARISING**
To consider matters arising from the meeting not already on this agenda

6. 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

7. REPORT FROM DISTRICT AND COUNTY COUNCILLORS

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

8. TO RECEIVE REPORTS FROM THE COMMITTEES

(a) Finance and General Purposes Committee.

To adopt the Minutes of the meeting on 14th November 2017 (**Appendix 2**)

To approve payments, signing of cheques and bank reconciliation

To approve the 2018/2019 Budget

9. TO RECEIVE UPDATES FROM WORKING PARTIES AND GROUPS

(a) Town Traffic

To receive an update from the Chairman, Cllr Scallon

(b) Vision Group

To receive a report from Cllr Fynes

(c) Petworth Business Association

To receive a report from Cllr Kemp

10. INTERNAL AUDIT REPORT (Appendix 3)

To review and decide what actions should be taken.

11. ACCOUNTS SOFTWARE PACKAGE

To decide and approve using an accounting software package.

RBS Software, dedicated town and parish council accounting package

12. BOY'S SCHOOL PUBLIC ART

To receive an update from Cllr Kemp.

13. STREET NAMING: DEVELOPMENT AT FORMER LAUNDRY COTTAGE

To propose a name or to decide on which name to put forward following a request from the developer to consider the naming of the development.

To decide if the families should be consulted.

The following names have been proposed by the developer: Maple Way or Laundry Walk

14. STATION ROAD (FRED'S) BANK

To agree funding for the clearance of Fred's Bank following HJS Landscapes' quotation.

15. SKATE PARK

To receive an update following the meeting with Canvas.

To receive an update on appointing a consultant.

CDC car parks meeting update.

16. 2018 MEETING DATES (Appendix 4)
To consider dates for 2018

17. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION