



Petworth Town Council

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11th April 2018

To All Town Councillors

YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL ON THURSDAY 19th APRIL 2018 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.

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 15th March 2018 (**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 13th March 2018 (**Appendix 2**)

To approve payments, signing of cheques and bank reconciliation

(b) Highways, Traffic and Planning Committee

To accept the Minutes of the meeting 7th March 2018 (**Appendix 3**)

9. 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 following the end of the consultation period for H8 site and the timeline up to the referendum.

c) Traffic Working Party

To receive an update from Cllr Scallon.

d) Skate Park

To receive a recommendation from the working party concerning the proposed future plans following the residents meeting.

10. TERMS of REFERENCE - FINANCE and GENERAL PURPOSES COMMITTEE (Appendix 4)

Members to consider the Finance and General Purpose Committee to be a standing committee.

Recommendation: To approve the motion for the council to delegate statutory powers and functions and other legal responsibilities to it, allowing FGP committee to make its own decisions enabling a quicker response and without having to refer to council.

11. CHURCHYARD CLOSURE (Appendix 5)

On the Closed Orders of Horsham Road and Barton Lane churchyards.

Recommendation: Members to resolve that responsibility for maintaining the churchyards be passed to the District Council.

12. GENERAL DATA PROTECTION REGULATION

To receive information on PTC's situation regarding GDPR.

13. GRANT APPLICATIONS (Appendix 6)

Members to endorse the recommendation from Finance and General Purposes Committee concerning the grant application from Petworth Community Gardens.

14. ASSET REGISTER (Appendix 7)

To approve the asset register as of 31st March 2018.

15. EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: "In accordance with the provisions of section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted".

The excluded session is to consider personnel matters.