



Petworth Town Council

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9th May 2019

To All Town Councillors

YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF THE PETWORTH TOWN COUNCIL ON WEDNESDAY 15th MAY 2019 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7:30PM

**CHRIS KEMP
CHAIRMAN**

AGENDA

- 1. ELECTION OF CHAIRMAN**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. ELECTION OF VICE-CHAIRMAN**
To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office
- 3. DECLARATIONS OF ACCEPTANCE OF OFFICE**
To receive Declarations of Acceptance of Office from Members who have not been able to make their declaration in advance of the meeting. To agree that those Members who are absent and have been unable to make their Declarations of Acceptance of Office should make that declaration before 31 May 2019.
- 4. CHAIRMAN'S ANNOUNCEMENTS**
Reminder about mobile phones, the fire exit and the meeting is being recorded
- 5. APOLOGIES FOR ABSENCE**
- 6. DECLARATIONS OF INTEREST**
Councillors are reminded of their responsibility to declare any disclosable pecuniary and nonpecuniary 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.

7. MINUTES OF LAST MEETING

To approve and sign minutes of the meeting held on 12th April 2019 **Appendix 1**

8. MATTERS ARISING

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

9. APPOINTMENT OF AN RFO

To appoint a Responsible Financial Officer.

10. APPOINTMENT TO COMMITTEES - 2019/20

To appoint Members to the following three committees:

- Finance and General Purposes - minimum 5 members
- Traffic and Planning – minimum 5 members
- Open Spaces - minimum 5 members

11. APPOINTMENT TO WORKING PARTIES - 2019/20

To appoint the membership of the following working parties:

- Staffing Group
- Farmers Market
- Petworth Tourism
- Wheeled Sports
- Christmas Event
- New Premises
- Traffic Group

12. APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2019/20

To appoint representatives (or nominate trustees, as appropriate) to the following outside bodies:

- Petworth Business Association
- Petworth Park Sports Association
- Leconfield Hall

13. 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

14. REPORT FROM DISTRICT AND COUNTY COUNCILLORS

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

- 15. ANNUAL GOVERNANCE STATEMENT 2018/19**
To consider and agree the Annual Governance Statement 2018/19 **Appendix 2**
- 16. STATEMENT OF ACCOUNTS 2018/19**
To consider and agree the Statement of Accounts 2018/19
- 17. FINANCE AND GENERAL PURPOSES COMMITTEE.**
To accept the Minutes of the meeting of 10 April 2019 and to receive the Chairman's report. **Appendix 3**
- 18. HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**
To accept the Minutes of the meeting of 30th April 2019 and to receive the Chairman's report.
- 19. OPEN SPACES COMMITTEE**
To accept the Minutes of the meeting of 25th April 2019 and to receive the Chairman's report. **Appendix 4**
- 20. TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**
To receive reports from working parties and outside groups as indicated by the Chairman.
- 21 To consider and propose a nominee for a Parish Representative to The SDNPA Appendix 5**

NEXT FULL COUNCIL MEETING (Information Only)

The next meeting of the Town Council is scheduled to be held on Thursday 20th June 2019