



Petworth Town Council

Town Clerk: Mrs Rebecca Knifton ACILEx
H: 01428 607782
M: 07917 663167

The Old Bakery
Golden Square
Petworth
West Sussex
GU28 0AP
Tel: 01798 344883
E: clerk@petworth-tc.gov.uk
10/5/2016

Dear Cllr

I HEREBY GIVE NOTICE that the **ANNUAL** meeting of **PETWORTH TOWN COUNCIL** will be held on **THURSDAY 19 MAY 2016** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7.30pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEx
TOWN CLERK

Agenda

1. ELECTION OF CHAIRMAN

2. ELECTION OF VICE-CHAIRMAN

3. Declarations of interest

To receive from Members declarations of Pecuniary and non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**. All interest forms to be returned to the Clerk.

4. To confirm the minutes of the previous meeting

APPENDIX A

5. Matters Arising from previous minutes not already on this agenda

6. Bank Signatories

To agree the list of Bank Signatories

Current signatory list to be circulated to Members

7. Committee Membership and Representatives

To be circulated to Members

8. Annual Return

To agree the Annual Return Figures in s1 and to adopt s2 of the Annual Return

To be tabled

9. District and County Councillors

To receive reports from District and County Councillors

10. Chairman's Report and other Announcements on matters requested

- * Skills Register – Cllr South – Update to be reported
- * NP update – Cllr Pawsey to update Council on recent meetings and progress to date
- * Vision Update – Cllr Fynes to report on recent developments
- * Queen’s Birthday – Cllr Kemp/Clerk to report on Grants received and applied for
- * Hampers Common Play area – Cllr Kemp/Cllr Fox to report on recent developments
- * Car parks – Cllr Kemp to report on recent improvements and ongoing matters
- * WSCC highways – Cllr Kemp to report on recent correspondence
- * Skatepark – Cllrs Hanauer, Peet and Kemp - To formally recognise the conclusion reached by the Petworth Skatepark Tender Committee and approve the appointment of the chosen contractor
- * Five year plan – Cllr South to provide an update
- * Training – To consider the training schedule for 2016
- * Watershed – To consider the quotes for drainage in order to apply for the Grant
- * Winter Maintenance – Cllr Petersens to report on the updated Emergency Plan
- * Farmers Market – Cllrs Kemp, Peet and Evans to report

11. To receive Reports

(a1) Finance and General Purposes Committee, to include approval of payments, signing of cheques and bank reconciliation. **To be tabled**

(a2) Minutes of the previous meeting **Available upon request**

(a3) Grant approval **As per F&GP recommendation**

(a4) Insurance – To appoint PTC’s Insurer **Quotes as previously circulated**

(b) Highways, Traffic and Planning Committee **Available upon request**

(c1) Open Spaces - Minutes **Available upon request**

(c2) To adopt the Grounds Maintenance Contract **As previously circulated**

(d) Petworth Business Association.

(e) Petworth Pages – To include **Memorandum of Understanding**

12. To consider other items at the Chairman's discretion