

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 19 NOVEMBER 2015
at 7.30pm in The Council Offices, Golden Square, Petworth

**** This meeting was recorded****

Cllrs Present: Mr Chris Kemp (Chairman)	In Attendance: Town Clerk Mrs Rebecca Knifton
Mr Roger Hanauer (Vice Chairman)	Jenny Mouland - Press
Mrs Juliet Fynes	
Mr Tony Sneller	
Mrs Carry Smith	Apologies:
Mr Hugo Petersens	District Cllr Eileen Lintill
Mrs Liz Singleton	Mr Michael Peet
Dr Rosa Pawsey	Mr Rob Evans
Miss Sam Spriggs	Mr Neville Fox
Mr Tony Rogers	
Mrs Maggie South	Absent: County Cllr Janet Duncton
Mr David Burden	

95/15 Representations
None

96/15 Apologies for absence

Apologies were received from Cllrs Evans and Fox due to annual leave and Cllr Peet due to work commitments.

District Cllr Lintill had sent an apology due to a previous engagement.

County Cllr Duncton had not sent an apology and was absent.

97/15 Declarations of interest

There were no declarations of Pecuniary or 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**.

98/15 District and County Councillors

NOTED that District Councillor Lintill had sent a message with her apology that there was nothing to update from the District Council.

99/15 Chairman's Report and other Announcements on matters requested

- Phone box Leconfield Hall – **Deferred**
- Winter maintenance – **ACTION:** The Clerk had circulated a draft Plan document and it was **NOTED** that it had been taken to the last Open Spaces meeting. Cllr Hanauer stated that Byworth was blessed with 3 RGN Nurses and 3 Operational Land Rovers.

ACTION: A working group is to be set up. The Chairman requested that a Member must pick the issue up and run with it.

- Road Signs – **NOTED** that Cllr Hanauer has undertaken an audit on the finger posts and is in the process of evaluating what costs will be involved with repairs. **AGREED** that PTC will contact the

Clerk at Barlavington who recently secured a Grant for similar works.

ACTION: Cllr Burden to contact SDNPA regarding the signs.

- Farmers Market – The Chairman reported that he had given all the stallholders a letter and that PTC and the PBA wanted to save the Farmer’s Market in the town. CDC had not informed the stallholders what they had informed PTC which was that the Market was losing money and that they would be stopping the Market at the end of the financial year.

It was **NOTED** that there had been rumours that the demise of the Market was the work of the Town Council which was completely untrue.

One of the stall holders has informed the Chairman that he can assist the Town Council in organising a number of stall holders to set up a Market in Market Square as long as PTC can facilitate this. Cllr Peet has been liaising with other Markets with a view to helping with Petworth’s Market’s survival.

- Road Consultant – **NOTED** that the Consultant will be coming for a meeting at Petworth on the 24th of November.
NOTED that the Working Group will consist of Cllrs Smith, Hanauer, Singleton and Kemp.
- Next year’s Budget was discussed as follows:

INCOME	2015/16 Budget	Actual to 30 Oct	Full year Forecast	2016/17 Budget	Budget increase
Precept	81,800	81,800	81,800	105,100	28.5%
Support Grant	4,051	4,051	4,051	4,051	0.0%
Hampers Common Hire	200	100	200	200	0.0%
Interest	20	11	20	20	0.0%
Hampers Common equipment		3,300	0	0	
Petworth Pages to PBA		-620	0	0	
Allotment Rents	2,600	1,751	2,500	2,500	-3.8%
Xmas Event	2,500	230	2,500	2,500	0.0%

Increase in proposed Precept of £23k (28%)
arises mainly from:

Full time clerking	£8k
Full year loan repayments	£4k
Street lighting refurbishment	£10k
Bus shelter	£3k
Sign posts	£1k
Traffic consultancy/works	£3k

offset by
reductions
on:

Rosemary Gardens mtce	£1k
Insurance	£2k
Neighbourhood Plan	£2k
Traffic consultant/works	£3k
War memorial	£2k

Totals 91,171 90,623 91,071 114,371

EXPENDITURE		2015/ 2016 Budget	Actual to 30 Oct	Full year Forecast	2016/ 2017 Budget
Outside	Rosemary Gdns/Hampers Com Contract	6,000	3,483	5,976	6,000
	Rosemary Gardens Maintenance	1,500	60	1,500	500
	Hampers Common Maintenance	1,200	482	1,200	500
	Hampers Common Lease	300	773	800	800
	Waste & Dog Bins	500	591	591	600
	Hanging Baskets - Maintenance	800	973	973	1,200
	Hanging Baskets - Watering	1,500	0	1,800	2,000
	Planters	100	376	376	200
	CCTV	5,000	0	5,000	5,000
	Street Lighting	2,400	1,224	1,800	1,800
	Church clock	200	118	250	250
	General Maintenance	2,000	1,023	1,500	2,000
		<u>21,500</u>	<u>6,051</u>	<u>21,766</u>	<u>20,850</u>

	Allotments Lease	1,000	50	500	500
	Allotments Water	1,000	192	500	500
	Allotments Maintenance	500	71	500	1,500
		2,500	313	1,500	2,500
	Xmas Event - General	1,300	-361	1,300	1,300
	Xmax Event - Lighting	1,000	16	1,000	1,000
		2,300	-345	2,300	2,300
Admin	Office Rent & Service Charges	6,700	4,849	6,700	6,700
	Clerk's Salary	20,000	11,458	19,643	31,000
	Additional Clerk's hours	3,000	0	0	0
	Insurance	3,300	2,531	2,531	1,500
	SALC/SLCC				
	Subscriptions/Contracts	1,100	807	807	900
	Audit Fee	1,000	0	1,000	1,000
	Annual meetings	100	71	71	100
	Office Expenditure	900	448	900	900
	Expenses/Postage	400	37	100	300
	Repayment of £80k loan for playgrounds	6,000	0	4,900	9,800
	Local Election	2,000	0	2,000	2,000
	Training	2,000	1,009	1,500	1,500
	Web Site	300	120	200	200
	Comms/IT	500	375	700	700
	Office Water	150	104	104	110
		47,450	21,809	41,156	56,710
Misc	Grants Awarded	3,000	2,900	2,900	3,000
	Neighbourhood Planning	1,765	0	1,765	0
	Repayment of £10k loan for skatepark	1,000	0	500	1,221
	Traffic & roads consultant	7,500	0	7,500	0
	Traffic consultant recommended works				10,000
	War Memorial	2,000	0	2,000	0
	Street light refurbishment				10,000
	Bus shelter				3,000
	Jubilee walk				500
	Sign posts				1,000
	Queen's 90th birthday celebrations				100
	Chairman's allowance				500
	Petworth Pages net contribution				500
	Clerk's pension from 1/2/2017 @ 3%				126
	Unallocated budget/contingency	2,000	-1,619	2,400	2,000

17,265	1,281	17,065	31,947
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91,015	29,110	83,787	114,307
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Neighbourhood Plan Summary

Approved	Costs:	Nexus	34,667
		clerking	4,800
		stationery	440
		printing	1,600
		website upgrade	300
		traffic & roads consultant	2,500
		postage/envelopes	1,940
		hall hire	1,518
		Total approved cost	47,765

Estimated additional costs:

clerking 2105/16	2,000
clerking 2016/17 Q1	1,700

Total estimated cost to complete 51,465

Funding:	grants received	13,300
	additional grant pre 31/3/15	700
	additional grant during 2015/16	7,000
	reserve set aside at 1/4/14 budget 2014/15	23,000 2,000
	budget 2015/16	1,765

Total funding to 31/3/16 47,765

Funding changes:

2015/16 grant delayed	-7000
Locality grant for 2015/16	8000
SDNPA sustainability grant	6500
budget 2016/17	0

Total funding 55,265

Surplus funding 3,800

BALANCE SHEET

Reserve at 1 April 2015 - general	4,742
Reserve at 1 April 2015 - for allotments	1,408

Reserve at 1 April 2015 - for NP	30,533
NP grant during 2015/16	700
NP grants 2016/17	14,500
Budget 2015/16	1,765
Less forecast NP spend 2015 - 2017	-43,698
Income forecast 2015/16	91,071
Less: Expenditure forecast 2015/16	-83,787
Forecast Prior year VAT refund	6,188
Less: Recoverable VAT forecast	-6,000
Reserve forecast at 31 March 2016	<u><u>13,622</u></u>
2016/17 income budget	114,371
Less 2016/17 expenditure budget	-
	114,307
Reserve budgeted at 31 March 2017	<u><u>13,686</u></u>

It was **AGREED** that members will consider the revised figures and revert back to the next meeting should they have any further recommendations.

- Email addresses for Cllrs – Cllr South will take over the os@petworth-tc.gov.uk email address. Cllr Spriggs is prepared to take over the allotments@petworth-tc.gov.uk email address. Cllr Evans will pick up planning@petworth-tc.gov.uk **NOTED** that the Clerk is now on clerk@petworth-tc.gov.uk email address. The other email addresses are being divvied out. **NOTED** that Cllr Petersens has taken over finance@petworth-tc.gov.uk and Cllr Pawsey has taken over np@petworth-tc.gov.uk
- Skatepark – Cllr Hanauer reported. Cllrs Kemp and Peet had met with Clive Fish. The meeting went well.

Cllr Hanauer has received a rebooted plan which was much better and subsequently has now met with a building surveyor. Cllr Hanauer believes that the quote from ‘Freestyle’ is the best received to date as they are throwing in the fencing free of charge.

The Feasibility Study is with CDC and Cabinet are due to take it to their meeting in December.

Sarah Peyman has spoken to Estates in order to ascertain what would be the best option for PTC to acquire the land.

To be brought back to the next meeting.

- Playgrounds – **NOTED** that the works at Hampers Common are underway and an official opening by Lord Egremont is being organised. The works at Rosemary Gardens are due to commence on the 31st of November.
NOTED that both Parks should be completed by Christmas.
- Pathways, Bins & Roads – **NOTED** that PTC have instructed for 3 litter bins to be taken out of Rosemary Gardens and re-sited. Two to Jubilee Walk. Cllr South has plated some bulbs.
- Grass Cutting – Cllr Kemp has completed the specifications for the Grass Cutting contract which has gone to Open Spaces. A letter will be drafted for approval.
- Concessionary Path – Cllr Kemp has included the concessionary path in the Grass Cutting contract which runs up the north side of the Herbert Shiner playing field which has been overgrown for years. **AGREED** that contact will be made with WSCC to reinstate the Right of Way.
- Christmas – **NOTED** that Cllr Sneller has the posters for the Christmas Event which will take place on Saturday the 5th of December. A list of Stewards is being compiled.
- Community Right to Bid – Cllr Kemp spoke of bidding for the Library. **AGREED** and proposed by Cllr Burden and seconded by Cllr Hanauer. Further investigation to be undertaken.
- Appointing an Internal Auditor – **ACTION**: The Clerk to bring all 3 quotes back to the next meeting.
- Meeting dates – 2016 - With a couple of amendments, the meeting dates were **AGREED**. Proposed by Cllr South and seconded by Cllr Petersens. **RESOLVED**
- Petworth School Grave and Memorial – Cllr Kemp **NOTED** that PTC pay Naldretts to cut around it, CDC pay a contractor to cut round it and so do the Estate but it would appear that it is not being maintained. A complaint had been made on the 29th of October (the memorial date). **AGREED** that the boy's memorial will be added to next year's budget. Proposed by Cllr Burden and seconded by Cllr Spriggs that PTC will take over responsibility for the grave.
RESOLVED

AGREED that the Clerk will contact the War Memorial Grant organisation to see if a Grant can be sought to clean and preserve.

100/15 To confirm the minutes of the previous Council meetings

Minutes of the meeting held on 15 October 2015 were agreed as a true record

Proposed by Cllr Smith and seconded by Cllr Rogers.

RESOLVED

101/15 Matters Arising from previous minutes not already on this agenda

To include:

(a) Defibrillators & Tap on the Leconfield – **NOTED** that the Estate are happy to supply the cabinet but the equipment is still not fitted due to the fact that the De-fib will require its own electricity supply. **NOTED** that the walls of the Leconfield hall are very thick and the quote from the electrician is £400. Cllr Burden proposed that the works are approved. Seconded by Cllr Petersens.

RESOLVED

(b) Councillor's opportunity to raise matters from the previous minutes not already on this agenda. Cllr Kemp reported that Cllr Burden had been commended by SDNPA for all his hard work over many years and has received an award for his service. He is now Freeman of the Park. A round of applause was given to Cllr Burden.

102/15 To receive Reports

(a1) Finance and General Purposes Committee:

Approval of payments & signing of cheques:

Nexus	708.00	Neighbourhood Planning	
Leconfield Estate	750.00	Allotments Lease and Water	
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
CDC	5,000.00	CCTV	
Viking	428.86	Office Expenditure	
Southern Water	172.54	Allotments Lease and Water	
Oldrock	825.60	Contingency	Emergency Office Electrics Reimbursement for TENs
Tony Sneller	21.00	Xmas Event - General	
R Knifton	1,114.38	Clerk's Salary	
R Knifton	43.29	Expenses/Postage	Mileage for training
J Aguilar	549.84	Clerking	
J Aguilar	138.00	Clerking	Shortfall of wages
Post Office Ltd	526.61	Clerk's Salary	Tax and NI
K.Bridle	796.77	Hanging Baskets - Watering	
Michael Peet	29.34	Expenses/Postage	Mileage for training

NOTED that Cllr Pawsey had requested a breakdown of fees from Nexus as their quote had been £34k and yet Nexus have been charging PTC for additional extras such as mileage, additional meetings and additional documents etc.

NOTED that Cllr Kemp would be submitting an expenses form for items purchased on behalf of the Christmas Event at a cost of £40.96 and £33.41 and Steeples for £402 for the digital print mounted boards.

List of payments proposed by Cllr Spriggs and seconded by Cllr Smith.

RESOLVED

Bank Reconciliation

Reserve at 1 April 2015	
- not allocated	4,742
Reserve at 1 April 2015	
- N'hood Plan	30,533
Reserve at 1 April 2015	
- Allotments	1,408
Income to date	90,624
Less: Expenditure to date	-32,161
Less: Recoverable VAT	-9,205
Less: Neighbourhood Plan	-12,458
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049

PWLB loan 79,950

Balance at	30/10/2015	<u><u>154,132.38</u></u>
Nat West Current Account		94,128.41
Nat West Deposit Account		60,003.97
		<u><u>154,132.38</u></u>

Bank Reconciliation proposed by Cllr Sneller and seconded by Cllr Smith.

RESOLVED

(a2) Minutes of the meeting held on 13 October 2015 were proposed to be adopted by Cllr Smith and seconded by Cllr Sneller.

RESOLVED

(b) Highways, Traffic and Planning Committee Minutes had yet to be taken to the Committee for proposal to Council so were merely tabled for information.

(c) Neighbourhood Plan – Cllr Pawsey reported that the NPSG had set up various working groups to deal with specific areas of the Plan.

SDNPA have informed the Steering Group that a Sustainability Appraisal will have to be drafted. This will be an ongoing document.

NOTED that members of the SG had attended a training course on the inclusion of historic elements into the NP.

(d) Open Spaces Committee Minutes of the meeting held on 6 October 2015 were proposed to be adopted by Cllr Hanauer and seconded by Cllr Smith.

RESOLVED

(e) Petworth Business Association – The AGM was held on 31 October and it was **NOTED** that Alex Rees has stood down as Chairman.

(f) Petworth Pages – The PBA are having a few financial problems with regards to getting the advertising to cover the overheads of the Petworth Pages and are currently losing around £500 a year. An agreement for PTC to pay for the distribution for the Newsletter in order for the PBA to reimburse was discussed.

Cllr South proposed that the matter be reviewed after the next 2 or 3 issues.

(g) **Cllr reports** - Cllrs gave a 6 monthly report on their achievements on behalf of their constituents as members of Petworth Town Council as follows:

Two written reports due to absence were read by the Clerk below:

- Cllr Evans –

1. I became an elected Town Councillor in May this year, which has brought me into contact with a number of previously unknown people in Petworth, and I have enjoyed working with everyone on the PTC in trying

to forge ahead with a series of new initiatives to benefit all those living, working and visiting our great Town. There is huge potential for improvements if we can work together as one team in a co-ordinated way.

2. I sit on the Finance and General Purposes Committee.

3. I am the current Chairman of the Highways, Traffic and Planning Committee.

4. I have been involved in the appointment detail of our Transport Consultants, Alan Baxter (Trenton Williams) and will be working closely with them over the term of their contract.

4. I am a member of the Petworth Vision Steering Group and was the Leader of the “Sense of Place” Sub Group + helped produce the “Shaping the Future of Petworth” brochure issued earlier this year.

5. I am involved in the production of the Petworth Neighbourhood Plan and I am the Chairman of the “Getting Around” Working Group.

6. Until October I was on the Petworth Business Association Board.

7. Over the past six months I have been involved in liaising between PTC and CDC on Car Parking and The Farmers Market and I have tried to help with exploring ownership and funding options for the restoration of the Chapel / Graveyard on the Wisborough Green Road.

8. I have attended a Training day for new Councillors with SSALC on 25th June and will be attending a Training evening on Development Management and Enforcement on Monday 23rd November.

9. To a minor degree I have given input and sponsorship to the Petworth Festival and the Petworth Fringe.

10. My wife and I love living in Petworth and look forward to many more years when we can contribute to its development and wellbeing.

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- Cllr Peet – Since being elected on to the Council in May 2015, he has undertaken the following activities:

Skatepark Working Group:

Together with Chris Kemp and Roger Hanauer, I am on the Skatepark Working Group. I have attended various working group meetings related to this project, I arranged a ‘Skatepark Survey’ that was targeted towards residents of Petworth and the surrounding area and collated the survey responses and fed them into the Skatepark ‘Need, Feasibility and Impact Report’ that Roger and I produced ready for submission to CDC.

Farmers Market Working Group Update:

Together with Carry Smith, Liz Singleton and Chris Kemp, I am part of the Farmers Market Working Group. During the past 5 months I have attended meetings and engaged in email correspondence with representatives of CDC regarding the future of the Petworth Farmers Market. The PTC Working Group objective has been to encourage CDC to address the decline in our towns market through relocation to a more visible location and more intensified marketing effort. The goal being to attract higher numbers of consumers to visit the market. Sadly over the past 24-months shopper attendance has steadily declined and this has had a knock-on effect of effectively reducing stall holder numbers by 50%, this in turn has resulted in less local shopper support and interest.

The Farmers Market Working Group, with support from the PBA, attempted to persuade CDC to relocate the market to Market Square for a trial period, the aim being to make the

market more visible to passing traffic. In support of this trail the PBA had agreed to fund attractive, eye catching signage designed signage to encourage through traffic to stop and visit the market and spend time in Petworth. Unfortunately instead of agreeing to the trial CDC instead notified PTC & PBA that it's not financially viable to continue to operate the Farmers Market in Petworth due to losses they are incurring due to insufficient shoppers support over an extended period which has made it difficult to get stall holders to come to Petworth.

I am currently in email correspondence with an independent Farmers Market operator, Hampshire Farmers Markets, regarding the possibility of bringing a farmers market to Market Square, Petworth in the future. This operator currently runs successful markets in several towns including Petersfield, Alton, Hamble, Ringwood, Romsey, Southsea Emsworth, I shall report back to OS as I know more regarding, terms, conditions, requirements and timeframe for when this operator might be willing to run a market in Petworth.

Training:

Since being appointed to PTC to have attended the following Councillor Training/Briefing sessions: 1.) New Councillor Training 3rd July – 2.) Legal & Finance Day, Tuesday 20th October and will be attending the Planning training on the 23rd of November.

General:

Since being voted onto the Council I have made efforts to attend as many meetings as possible, I joined Open Spaces and Finance Committees, I try to contribute and voice opinion where appropriate and to have issues fully debated, for instance on topic such as committing to loans associated with Play Parks. I offered to become a signatory for cheques and payments related to the PTC bank account and have helped facilitate replacement lighting system in the PTC office space. I endeavor to keep PTC updated with news on the activities and initiatives of the PBA and Petworth Film House. I am also PTC representative on the Leconfield Hall board of trustees and now (as of today) liaison with Vision Haslemere.

Cllr Rogers had visited the office and gave a verbal report to the Clerk that he had undertaken new Cllr training and that he would be attending Planning training on Monday the 23rd of November. He was also elected on to the Council in May 2015 and was subsequently elected as the Vice-Chairman of the Highways, Traffic and Planning Committee.

NOTED that Cllr Fox had not submitted a report regarding activities undertaken for the Council in his absence at the meeting.

Cllrs present gave their reports in person as follows:

Cllr Singleton – Also elected in May 2015 and has undertaken new Cllr training and is due to commence planning training on Monday the 23rd of November. She has joined the Highways, Traffic and Planning Committee and looks forward to assisting in future projects. She has also joined the Farmers Market Working Group and is still 'taking it all in'.

Cllr Smith – Also elected in May 2015 and as with cllr Singleton, has undertaken new Cllr training. She too has joined the Highways, Traffic and Planning Committee and hopes to continue being proactive in relation to Highways matters. She has also joined the Open Spaces Committee.

Cllr South – Had been co-opted back in late summer of 2014 and had stated when she joined that she would be in the Council for 18 months. 18 months has now passed and she is still working hard on behalf of the community. She is a member of the Open Spaces committee and is a valued and proactive member and has taken on board the Jubilee Walk and the flower tub planting to name a few projects. She is also a member of the Staffing Group and had facilitated the Clerk’s appraisal in June. She has been the co-ordinator of the administrative side of the proposed 5 year plan and has undertaken SSALC training earlier in the year.

Cllr Sneller – A long-standing member of the Council and also of the Open Spaces Committee. He is also a member of the Finance and General Purposes Committee and was briefly a member of the Highways, Traffic and Planning Committee. He is also on the Christmas Event Working Group and has orchestrated the management plan for the event. He has been the lead on the De-fib project and has also been in charge of the consultation regarding the future of the phone box at Hampers Common. He has been heavily involved with the Farmers Market and has been the organiser of the TENs for PTC events. He also organises the Petworth Fete in the Park and the Petworth Bonfire which are organised through the Petworth Community Association.

Cllr Burden – has been a long-standing Petworth Town Council representative for the SDNPA and has recently received an award for his long service and invaluable contributions. He is on the Neighbourhood Planning Steering Group and the Highways, Traffic and Planning Committee and was elected as Vice-Chairman of the Open Spaces Committee in June.

Cllr Spriggs – Was also elected in May 2015 and is keen to extend her knowledge in order to assist in future projects within the Council. She is a member of the Open Spaces Committee and also sits on the Finance and General Purposes Committee and assisted on the Play Park projects in both Committees. She has undertaken new Cllrs training and would be interested in further training opportunities.

Cllr Pawsey – An integral member of the Neighbourhood Planning Steering Group and now acts as the finance liaison between the SG and PTC and is currently working on obtaining Grants for the project. She is Vice-Chairman of the Finance and General Purposes Committee and has assisted in drafting many compliance documents since June 2015 to include the PTC Asset Register, PTC Risk Assessment and Financial Regulations to name a few. She is on the Staffing Group and assisted in the Clerk’s appraisal in June 2015. She has assisted the Clerk tirelessly in locating all the allotment information in 2015 and has given up her spare time to help in the office. She is currently helping to draft the Grant Policy with the Clerk. She has recently undertaken Legal and Finance training with SSALC and also took a Neighbourhood Planning training session in the last few weeks.

Cllr Fynes – Has been on the Council for many years. She is a PTC representative for the Leconfield Hall and the Vision Steering Group.

Cllr Petersens – Also elected in May 2015. He is looking forward to the learning curve and noted that it was ‘early days’. He has attended new Cllr training and was elected as Chairman of the Finance and General Purposes Committee in June. He was proactively involved with the tender process for both Play Park renovations and more recently, has been involved in the Council’s Budget preparations for 2016/17.

Cllr Hanauer – He had been co-opted on to the Council in October 2014 and has taken an active role in Council business from the start. He was elected as Vice-Chairman of the Council in May 2015 and has also been

elected as Chairman of the Open Spaces Committee in June 2015. He has attended new Cllr training and also attended specific Chairmanship training with SSALC. He is also on the Staffing Group. He has worked tirelessly on the skate park project which is hoped to be completed in 2016. He is also working hard to retain and restore local historic amenities such as the 'finger posts'. He is thoroughly enjoying being part of PTC.

Cllr Kemp – As Chairman, he is involved with all aspects of Town Council business and is on every Committee as ex-officio. He is heavily involved at present with Highways matters, the skate park, the farmers market, the PBA, the Christmas Event, the Neighbourhood Plan and assists the Clerk with urgent administrative duties as and when are needed. He helps in the office on a regular basis and is constantly trying to find ways of benefitting the community for the whole of the Parish. The Clerk mentioned that Cllr Kemp has also been chasing the cleaning projects, grass cutting, contracts, highways matters, CDC, WSCC etc and has also undertaken numerous training over the past two years to include two Legal and Finance training days, Planning training, Chairmanship briefings and networking and has attended other Council's meetings and meetings at both WSCC and CDC as representative of PTC.

The Clerk stated that the Chairman and Vice-Chairman of PTC work above and beyond and that she would not have been able to achieve even half of what she had achieved without their help.

Cllr South wished to propose a heartfelt thank you to both the Chairman and Vice-Chairman for all that they do for the Council and the community at large.

Cllr Petersens also wished to thank Alan Copus.

103/15 Grant Policy and Application
Deferred

104/15 To consider other items at the Chairman's discretion
None

Meeting closed – 9.35pm

Signed.....
Chairman