

MINUTES OF AN EXTRAORDINARY MEETING OF PETWORTH TOWN COUNCIL  
HELD ON TUESDAY 4 AUGUST 2015  
at 7pm in The Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)  
Mr David Burden  
Dr Rosa Pawsey  
Mr Roger Hanauer (Vice Chairman)  
Mr Hugo Petersens  
Mrs Carry Smith  
Mr Michael Peet  
Mrs Maggie South  
Mr Rob Evans  
Mr Tony Rogers  
Mrs Liz Singleton

In Attendance: Town Clerk Mrs Rebecca Knifton

Apologies: Mr Tony Sneller  
Mrs Juliet Fynes  
Miss Sam Spriggs

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63/15 Apologies for absence

Apologies were received from Cllrs Sneller, Fynes and Spriggs.

64/15 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**.

65/15 Compliance Documents

- Freedom of Information – Proposed by Cllr Pawsey and seconded by Cllr Evans. **RESOLVED** that this document is adopted.
- CoC – Employees – Proposed by Cllr South and seconded by Cllr Smith. **RESOLVED** that this document is adopted.
- Grievance Procedure – Amendment to Bullet 3 – mediation will be sought from appropriate bodies, i.e. SSALC, SLCC etc. Amend Staffing Committee to Staffing Management Group. Proposed by Cllr Hanauer and seconded by Cllr Peet. **RESOLVED** that this document is adopted.
- Disciplinary Procedure – Remove ‘to’. Proposed by Cllr South and seconded by Cllr Smith. **RESOLVED** that this document is adopted.
- Risk Assessment – **AGREED** that this will be reviewed annually. Proposed by Cllr Smith and seconded by Cllr Peet. **RESOLVED** that this document is adopted.
- Complaints Procedure – Bullet 4 – at a mutually agreed time. Bullet 6 – The Council shall make the decision to exclude the public prior to the meeting. Proposed by Cllr Burden and seconded by Cllr Rogers. **RESOLVED** that this document is adopted.

**NOTED** the list of additional compliance procedure documents required below, and the list supplied by Cllr Pawsey.

- Developing systems of performance measurement.

- Procedures for dealing with and monitoring grants or loans made or received.
- Documented procedures to deal with enquiries from the public.
- Documented procedures to deal with responses to consultation requests.
- Documented procedures for document receipt, circulation, response, handling and filing.
- Procedures in place for recording and monitoring Members’ interests and Gifts and Hospitality received.

66/15 Play Park Contracts

PWLB – **NOTED** that for both Parks, the Council must borrow £70k. Cllr Kemp had spoken with Cllr Copus and it had been agreed that PTC can borrow this year and add the repayments into next year’s budget.

**AGREED** that the loan cannot exceed the life of the equipment.

Cllr Pawsey proposed that the figures should go back to the F&GP Committee.

**ACTION:** The Clerk to send out all information relating to the PWLB.

Meeting closed – 8.10pm

Signed.....  
Chairman