



Petworth Town Council

The Old Bakery
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Dear Cllr

I HEREBY GIVE NOTICE that the **ANNUAL** meeting of **PETWORTH TOWN COUNCIL** will be held on **THURSDAY 18 MAY 2017** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7.30pm**.

Yours sincerely

Chris Kemp

Chair of the council

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. Co-option of councillor.
5. To confirm the minutes of the previous meeting 19.4.17
6. Matters Arising from previous minutes not already on this agenda
7. Committee Membership and Representatives **Appendix A** (current committee list).
8. Bank Signatories - to agree the list of Bank Signatories **Appendix A** (current committee list).
9. Annual Return – to Approve Annual Governance Statement
- Consider and Approve the Annual Accounting Statements
- Meeting Chair to sign the Accounting Statements **Appendix B** (to follow)
10. District and County Councillors - To receive reports from District and County Councillors

11. Approve the Lease with National Trust for the Sports Ground **Appendix C** (to follow)
12. Approve the formation of Petworth Sports Association CIC **Appendix D**
13. Chairman's report and other announcements on matters requested
 - Annual Meeting – Cllr South to provide an update
 - NP update – Cllr Kemp
 - Vision Update – Cllr Fynes
 - WSCC highways – Cllr Kemp to report on current situation regarding Lorries
 - Skatepark – Cllrs Hanauer, Peet and Kemp to provide an update
 - Training – To consider the training schedule for 2017
 - Winter Maintenance – we have an offer of a meeting to discuss future requirements
 - Farmers Market Leconfield hall market – Cllrs Smith and Peet to report
 - Seaford College – final decision on where help is needed
 - Hampers Common – reminder that Hampers Common is let for 31st May, Bounce World.
 - Poster and banner agreement **Appendix E**
 - Lorry survey quotes – Cllr Kemp to discuss quotes received thus far
14. To receive Reports
 - (a1) Finance and General Purposes Committee, to include approval of payments, signing of cheques and bank reconciliation.
 - (a2) Adopt minutes of the previous meetings 14.3.17, 18.4.17 **Appendix F**
 - (a3) Grant approvals as per F&GP recommendations
 - (a4) Insurance –to appoint PTC's Insurer **Appendix G** (to follow)
 - (b) Adopt minutes of the previous Highways, Traffic and Planning Committee 11/4, 27/4 **Appendix H**
 - (c1) Adopt minutes of the Open Spaces Committee 22.3.17 **Appendix I**
 - (c2) To adopt the Grounds Maintenance Contract – **Appendix J** (to follow)
15. To consider other items at the Chairman's discretion