



Petworth Town Council

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15th May 2020

To All Town Councillors

YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD VIA VIDEO LINK ON THURSDAY 21ST MAY 2020 COMMENCING AT 7PM

Laura Smith
Clerk

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. CHAIRMAN'S ANNOUNCEMENTS**
Reminder about mobile phones and request Councillors review their declaration of interest forms and if necessary, update them no later than 31st May 2020.
- 4. APOLOGIES FOR ABSENCE**
- 5. DISCLOSURE OF INTERESTS**
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.
- 6. MINUTES OF LAST MEETING**

To approve and sign minutes of the meeting held on 16th April 2020 (**Appendix 1**)

7. MATTERS ARISING

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

8. APPOINTMENT OF AN RFO

To appoint a Responsible Financial Officer.

9. APPOINTMENT TO COMMITTEES - 2020/21

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

10. APPOINTMENT TO WORKING PARTIES - 2020/21

To appoint the membership of the following working parties:

- Staffing Group
- Farmers Market
- Petworth Visitors
- Wheeled Sports
- Christmas Event
- New Premises
- Traffic Group
- Community Hub
- Planting & Horticulture

11. APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2020/21

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

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

12. 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

13. REPORT FROM DISTRICT AND COUNTY COUNCILLORS

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

14. FINANCE AND GENERAL PURPOSES COMMITTEE.

Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 19th May 2020 and to seek Council approval for any required unbudgeted expenditure.

15. HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 13th May 2020.

16. OPEN SPACES COMMITTEE

Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 6th May 2020.

17. TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) Petworth Business Association - Cllr Desai
- b) Traffic Calming working group - Cllr Scallon
- c) Petworth Sports - Cllr Thorpe, Cllr Peet
- d) Petworth Visitors - Cllr Singleton
- e) New Premises – Update
- f) Community Hub – Cllr Thorpe
- g) Planting & Horticulture – Cllr Hewlett

18. FINANCIAL PROCEDURES POLICY

To consider and adopt the Council's Financial Procedures Policy (**Appendix 2**).

19. PLAY AREA RISK MANAGEMENT POLICY

To consider and adopt the Council's Play Area Risk Management Policy (**Appendix 3**).

20. RISK REGISTER

To consider and adopt the Council's Risk Register (**Appendix 4**).

21. STANDING ORDERS

To consider and adopt the Council's Standing Orders (**Appendix 5**).

22. FINANCIAL REGULATIONS

To consider and adopt the Council's Financial Regulations (**Appendix 6**).

NEXT FULL COUNCIL MEETING (Information Only)

The next meeting of the Town Council is scheduled to be held on Thursday 18th June 2020