



Petworth Town Council

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13th May 2021

To All Town Councillors

YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD ON THURSDAY 20th MAY 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH AND VIA VIDEO CONFERENCING, 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 2021.
- 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 22nd April 2021 (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 - 2021/22

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 - 2021/22

To appoint the membership of the following working parties:

- Staffing Group
- Farmers Market
- Petworth Visitors
- Wheeled Sports
- Christmas Event
- New Premises
- Traffic
- Community Hub
- Planting & Horticulture
- Infrastructure Business Plan
- Sports & Physical Activity

11. APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2021/22

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

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

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 Dunton and District Councillor, Cllr Eileen Lintill.

- 14. ANNUAL INTERIM AUDIT REPORT**
To receive and note the annual internal audit report (To follow)
- 15. ANNUAL GOVERNANCE STATEMENT 2020/21**
To consider and approve the annual governance statement 2020/21 (To follow)
- 16. ACCOUNTING STATEMENTS 2020/21**
To consider and approve the accounting statements 2020/21 (To follow)
- 17. FINANCE AND GENERAL PURPOSES COMMITTEE.**
To accept the minutes of the meeting of 20th April 2021 (Appendix 2). Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 18th May 2021 and to seek Council approval for any required unbudgeted expenditure.
- 18. HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**
To accept the minutes of the meeting of 14th April 2021 (Appendix 3). Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 12th May 2021.
- 19. OPEN SPACES COMMITTEE**
To accept the minutes of the meeting of 7th April 2021 (Appendix 4). Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 5th May 2021.
- 20. TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**
 - a) **Petworth Business Association** - Cllr Desai
 - b) **Traffic** - Cllr Scallon
 - c) **Infrastructure Business Plan** – Cllr Atkins
 - d) **Petworth Visitors** - Cllr Singleton
 - e) **New Premises** – Update
 - f) **Community Hub** – Cllr Thorpe
 - g) **Planting & Horticulture** – Cllr Hewlett
 - h) **Farmers Market** – Cllr Scallon
- 18. NEXT FULL COUNCIL MEETING (Information Only)**
The next meeting of the Town Council is scheduled to be held on Thursday 17th June 2021.