



# Petworth Town Council

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15th October 2021

To All Town Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD ON THURSDAY 21<sup>ST</sup> OCTOBER 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7pm.**

**Laura Smith**  
Clerk

## AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**  
Reminder about mobile phones.
2. **APOLOGIES FOR ABSENCE**
3. **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.
4. **MINUTES OF LAST MEETING**  
To approve and sign minutes of the annual meeting held on 16<sup>th</sup> September 2021 (Appendix 1)
5. **MATTERS ARISING**  
To consider matters arising from the meeting not already on this agenda
6. **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

**7. DISTRICT AND COUNTY COUNCILLORS**

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

**8. FINANCE AND GENERAL PURPOSES COMMITTEE**

To accept the minutes of the meeting of 14<sup>th</sup> September 2021 (Appendix 2). Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 19<sup>th</sup> October 2021 and to seek Council approval for any required unbudgeted expenditure.

**9. HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

To accept the minutes of the meeting of 8<sup>th</sup> September 2021 (Appendix 3). Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 13<sup>th</sup> October 2021.

**10. OPEN SPACES COMMITTEE**

To accept the minutes of the meeting of 1<sup>st</sup> September 2021 (Appendix 4). Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 6<sup>th</sup> October 2021.

**11. TO RECEIVE THE REPORT FROM THE EXTERNAL AUDITOR – to note the year-end report (Appendix 5).**

**12. FARMERS MARKET**

To consider the draft contract for the management and operation of the Farmers Market (Appendix 6).

**13. RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

a) **Petworth Business Association** - Cllr Desai

b) **Infrastructure Business Plan** – Cllr Atkins

c) **Petworth Visitors** - Cllr Singleton

d) **New Premises** – Cllr Copus

e) **Community Hub** – Cllr Thorpe

f) **Planting & Horticulture** – Cllr Hewlett

g) **Leconfield Hall** – Cllr Peet

h) **Petworth Heritage Partnership** – Cllr Fox

i) **Christmas Event** – Cllr Desai

j) **Petworth Park Sports** – Cllr Peet

k) **The Queen’s Platinum Jubilee 2022** – Cllr Fynes

**14. NEXT FULL COUNCIL MEETING (Information Only)**

The next meeting of the Town Council is scheduled to be held on Thursday 18<sup>th</sup> November 2021.