



# Petworth Town Council

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23<sup>rd</sup> September 2022

To All Town Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD ON THURSDAY 29<sup>TH</sup> SEPTEMBER 2022 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 and fire exit.
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 Council Meeting held on 15<sup>th</sup> August 2022 (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 meetings of 19<sup>th</sup> July 2022 (Appendix 3) & Monday 15<sup>th</sup> August 2022 (Appendix 4). Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 27<sup>th</sup> September 2022 and to seek Council approval for any required unbudgeted expenditure.

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

To accept the minutes of the meetings of 13<sup>th</sup> July 2022 (Appendix 5) & 10<sup>th</sup> August 2022 (Appendix 6). Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 28<sup>th</sup> September 2022.

**10. OPEN SPACES COMMITTEE**

To accept the minutes of the meetings of 12<sup>th</sup> July 2022 (Appendix 7) & 3<sup>rd</sup> August 2022 (Appendix 8). Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 7<sup>th</sup> September 2022.

**11. RISK REGISTER**

To review the Council's risk register (Appendix 9).

**12. STANDING ORDERS**

To review the Council's standing orders (Appendix 10).

**13. FINANCIAL PROCEDURES & FINANCIAL REGULATIONS**

To review the Council's financial procedures (Appendix 11) & financial regulations (Appendix 12).

**14. WINTER SUPPORT & HELPDESK**

To consider how the Council can support residents through the winter period.

**15. CHRISTMAS 2022**

To receive an update on the plans for the Christmas 2022.

**16. ROADSHOW**

To consider whether to organise a roadshow.

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

- a) **Petworth Business Association** - Cllr Desai
- b) **Petworth Visitors** - Cllr Singleton
- c) **New Premises & Community Hub** – Cllr Singleton
- d) **Planting & Horticulture** – Cllr Hewlett
- e) **Leconfield Hall** – Cllr Peet
- f) **Petworth Heritage Partnership** – Cllr Fox
- g) **Traffic** – Cllr Scallon
- h) **Petworth Park Sports** – Cllrs Thorpe & Peet
- i) **Staffing** – Cllr Singleton

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

The next meeting of the Town Council is scheduled to be held on Thursday 20<sup>th</sup> October 2022.