

**YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF RUSTHALL PARISH COUNCIL to be held at The Rackliff Centre on Monday 13th May 2024 at 7.30pm when the following business will be transacted.**

*Alison Stevens*

Clerk to Rusthall Parish Council

**27<sup>th</sup> April 2024**

---

## **AGENDA**

**No decisions will be taken by the Parish Council on any item not on this Agenda**

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting.**
- 2. To receive and accept any apologies for absence.**
- 3. Election of Chair.**
- 4. Election of Vice Chair.**
- 5. Declarations of Personal and Prejudicial Interests.**
- 6. Declarations of Lobbying.**
- 7. Minutes**

**7.1** To resolve that the minutes of the Council Meeting held on **8th April 2024** be taken as read, confirmed as a correct record and signed by the Chairman.

**7.2** Matters outstanding from these minutes (not listed as separate agenda items)

**7.3** Matters outstanding from previous minutes

**7.4** To resolve that the minutes of the Parish Assembly held on the **18<sup>th</sup> April 2024** be taken as read, confirmed as a correct record and signed by the Chairman.

- 8. Open session for questions from the public:**

*(Members of the p*

*ublic will raise their hand when they wish to speak). Constitutionally and in accordance with certain implications of the Local Government Code of Conduct, there can be no discussion of these items at this stage. Any issue will either be addressed elsewhere in the agenda or if not already so listed, be referred to a future meeting of the Parish Council.*

- 9. Session for County and Borough Councillors on matters concerning the Parish.**

- 10. Appointment of Committee Members, Committee Numbers and Lead Councillors.**

- 10.1** Planning Committee
- 10.2** Allotments Committee
- 10.3** Environment Committee
- 10.4** Common Conservators
- 10.5** Pond Warden
- 10.6** Lead Councillor for Finance
- 10.7** Lead Councillor for Highways

**11. Kent Association of Local Councils (KALC)**

To confirm the Chairman is to be KALC representative and the Vice-Chairman as Vice Chairman.

**12. To approve the Annual Governance Statement for 2023 – 2024**

Section 1 of the Annual Return for the year ending 31<sup>st</sup> March 2024. *The Chair of the meeting and the Clerk to sign.*

**13. To approve the Accounting Statements for 2023 -2024**

Section 2 of the Annual Return for the year ending 31<sup>st</sup> March 2024, the supporting bank reconciliation, the explanation of the significant variations from last year and the exercise of electors' rights. *The Chair of the meeting and RFO to sign.*

**14. To agree the dates of the inspection period for accounts – 3rd June 2024 to 12<sup>th</sup> July 2024.**

**15. Policies**

**15.1** To adopt the Standing Orders (2024) and Financial Regulations (2024)

**15.2** To re-adopt the Code of Conduct

**15.3** To confirm the Council's Eligibility for the General Power of Competence

**16. Finance update – Cllr O'Callaghan**

**16.1** Accounts for Payment - to authorise the payment of invoices (list to follow)

**16.2** Internal Audit Report – to review the report and adopt the recommendations made.

**16.3** To review the Financial, Allotments, Fremlin Pond, Litter Picking, Lone Worker, Salomons Road, Snow Clearance, Beacon Lighting and Rackliff Centre Risk Assessments.

**16.3** To consider whether or not to award the Youth Club a grant to help fund its Bee Project.

**16.4** To consider whether or not to buy a sim for the Parish Clerk.

**17. Planning Committee Meeting – To formally adopt the draft minutes of the Planning Committee Meeting held on the 8th April 2024**

**18. Environment Committee Meeting – To formally adopt the draft minutes of the Environment Committee Meeting held on the 22<sup>nd</sup> April 2024**

**19. Highways Updates – Cllr Gripper**

**20. Defibrillator update – Cllrs O'Callaghan/Britcher-Allan**

**21. Rusthall Volunteers update – Cllr O'Callaghan**

**22. Summer Fete – Cllr Ellicott**

**23. Chair's Report**

**24. Clerk's Report**

**25. Diary Dates**

10<sup>th</sup> June 2024 - 7.30pm - Full Council Committee Meeting

17<sup>th</sup> June 2024 – 7.30pm – Allotment Committee Meeting

16<sup>th</sup> Sept 2024 – 7.30pm - Environment Committee Meeting

**26. Items for Information**

**27. Date of next Full Council Meeting**

10<sup>th</sup> June 2024 – 7.30pm – Full Council Committee Meeting

