



YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF RUSTHALL PARISH COUNCIL to be held at The Rackliff Centre on Monday 9th May 2022 7.30pm when the following business will be transacted.

Alison Stevens
Locum Clerk to Rusthall Parish Council
29th April 2021

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 approve apologies for absence.

3. Election of Chairman

4. Election of Vice Chairman

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 **4th April 2022** 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 **14th April 2022** be taken as read, confirmed as a correct record mad signed by the Chairman.

8. Open session for questions from the public:

(Members of the public 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 at a future meeting of the Parish Council.

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

10. Appointment of Committee Members

10.1 Finance Committee

10.2 Highways & Transport Committee

10.3 Planning Committee

10.4 Allotments Committee

10.5 Environment Committee

10.6 The High Weald Councils Aviation Action Group (HWCAAG)

10.7 Common Conservators

10.8 Pond Warden

11. Kent Association of Local Councils (KALC)

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

12. To review the effectiveness of the system of Internal Control

Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. *The Chair of the meeting and the Clerk to sign*

13. To approve the Annual Governance Statement for 2021 – 2022

Section 1 of the Annual Return for the year ending 31st March 2022. *The Chair of the meeting and the Clerk to sign*

14. To approve the Accounting Statements for 2021 -2022

Section 2 of the Annual Return for the year ending 31st March 2022, the supporting Bank Reconciliation as at 31st March 2022, the explanation of the significant variations from last year (2020-2021) to this year (2021-2022) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. *The Chair of the meeting and RFO to sign.*

15. To agree dates of inspection period for accounts – 13th June 2022 to 22nd July 2022

16. Finance update – Cllr O’Callaghan

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

16.2 Rackliff Centre - i: to consider replacing the boiler update
ii: to consider more extensive drainage works.

16.3 Local History Group Request - update

16.4 Tunbridge Wells Citizen’s Advice – Grant Request

17. Environment Committee Meeting – To formally adopt the draft minutes of the Environment Committee Meeting held on the 25th April 2022.

18. Highways and Transport Committee Meeting – To formally adopt the draft minutes of the Highways and Environment Committee Meeting held on the 28th April 2022.

19. Chair’s Report

20. Clerk’s Report

21. Diary Dates

6th June 2022 - 7.30pm - Full Council Committee Meeting

13th June 2022 - 7.30pm - Finance Committee Meeting

20th June 2022 - 7.30pm - Allotment Committee Meeting

18th July 2022 – 7.30pm - Environment Committee Meeting

22. Items for Information

23. Date of next Full Council Meeting

6th June 2022 – 7.30pm – Full Council Committee Meeting