

**YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF
RUSTHALL PARISH COUNCIL to be held at The Rackliff Centre on Monday 15th May
2023 at 7.30pm when the following business will be transacted.**

Alison Stevens
Clerk to Rusthall Parish Council
27th April 2023

AGENDA

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

- 1. Signing in and welcome of the new Council – all Councillors to sign the Acceptance of Office, Register of Interests and Consent to Receive Electronic Agendas paperwork.**
- 2. Enquire whether anyone present intends to film, photograph and/or record the meeting.**
- 3. To receive and accept any apologies for absence.**
- 4. Election of Chair.**
- 5. Election of Vice Chair.**
- 6. Declarations of Personal and Prejudicial Interests.**
- 7. Declarations of Lobbying.**
- 8. Minutes**
 - 8.1** To resolve that the minutes of the Council Meeting held on **3rd April 2023** be taken as read, confirmed as a correct record and signed by the Chairman.
 - 8.2** Matters outstanding from these minutes (not listed as separate agenda items)
 - 8.3** Matters outstanding from previous minutes
 - 8.4** To resolve that the minutes of the Parish Assembly held on the **13th April 2023** be taken as read, confirmed as a correct record and signed by the Chairman.
- 9. 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.
- 10. Session for County and Borough Councillors on matters concerning the Parish.**
- 11. Appointment of Committee Members and Committee Numbers.**
 - 11.1** Finance Committee
 - 11.2** Highways & Transport Committee
 - 11.3** Planning Committee
 - 11.4** Allotments Committee
 - 11.5** Environment Committee
 - 11.6** The High Weald Councils Aviation Action Group (HWCAAG)
 - 11.7** Common Conservators
 - 11.8** Pond Warden

12. Kent Association of Local Councils (KALC)

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

13. To approve the Annual Governance Statement for 2022 – 2023

Section 1 of the Annual Return for the year ending 31st March 2023. *The Chair of the meeting and the Clerk to sign.*

14. To approve the Accounting Statements for 2022 -2023

Section 2 of the Annual Return for the year ending 31st March 2023, the supporting Bank Reconciliation as at 31st March 2022 and the explanation of the significant variations from last year 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 – 5th June 2023 to 14th July 2023.

16. Policies

16.1 To adopt the Standing Orders (2023) and Financial Regulations (2023)

16.2 To re-adopt the Code of Conduct

16.3 To agree to sign the Civility and Respect Pledge

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

17. Finance update – Cllr O'Callaghan

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

17.2 Internal Audit Report – to review the report and adopt the recommendations made which include a Risk Assessment Review.

17.3 To review the effectiveness of Internal Control.

18. Highways and Transport Committee Meeting – To formally adopt the draft minutes of the Highways and Transport Committee Meeting held on the 17th April 2023.

19. Environment Committee Meeting – To formally adopt the draft minutes of the Environment Committee Meeting held on the 24th April 2023.

20. Defibrillator – update

21. St Paul's School – update

22. Rusthall Summer Fete 2023 – to consider whether or not to have a Parish Council stall at the Fete.

23. Rusthall History Group Archive Records - update

24. Chair's Report

25. Clerk's Report

26. Diary Dates

5th June 2023 - 7.30pm - Full Council Committee Meeting

12th June 2023 – 7.30pm – Allotment Committee Meeting

19th June 2023 - 7.30pm - Finance Committee Meeting

24th July 2023 – 7.30pm - Environment Committee Meeting

27. Items for Information

28. Date of next Full Council Meeting

5th June 2023 – 7.30pm – Full Council Committee Meeting

PLEASE NOTE THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960.

- 28.1** To formally approve the appointments of, and contracts for the;
 - 28.1.1 Parish Clerk
 - 28.1.2 Allotments' Manager