

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE FULL  
COUNCIL OF RUSTHALL PARISH COUNCIL**

**at The Rackliff Centre to be held on Monday 12<sup>th</sup> February 2024 at  
7.30pm where the following business will be transacted.**

**Committee Members:** Cllr L Ellicott, Chair (LE), Cllr M O'Callaghan, Vice-Chairman (MOC), Cllr B Edwards (BE), Cllr D Funnell (DF), Cllr A Britcher-Allan (ABA), Cllr D Smith (DS), Cllr C Ducklin (CD), Cllr P Gripper (PG) and Cllr A Funnell (AF).

Alison Stevens (AS)  
Clerk to Rusthall Parish Council  
31st January 2024

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**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. Declarations of Personal and Prejudicial Interests.**
- 4. Declarations of Lobbying.**
- 5. Minutes**

**5.1** To resolve that the minutes of the Parish Council Meeting held on 11<sup>th</sup> December 2023 can be taken as read, confirmed as a correct record and signed by the Chairman.

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

**5.3** Matters outstanding from previous minutes

- 6. 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. If you wish to speak at the Public Session, you will have up to three minutes for this purpose, after which you are welcome to stay as an observer but will **NOT** be allowed to participate in the council's discussions.*

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

- 8. Finance update – Cllr O'Callaghan**

**8.1** Accounts for Payment; to authorise the payment of invoices (list to follow).

**8.2** Ratification of funds transfer

**8.3** Quarterly review of Expenditure v Budget

**8.4** Quarterly review of Receipts and Payments

**8.5** Budget 2023/2024 updates

**9. Allotments Committee – To:**

**9.1** Adopt the draft minutes of the Allotments Committee Meeting held on the 4<sup>th</sup> December 2023 - Cllr D Smith

**9.2** Provide an update from the Southwood Road Working Party – Cllr L Ellicott

**9.3** To approve the quotes for reducing the soil level around the All Ability Path and the tree surgery costs of stump grinding on WG28.

**10. Grounds Maintenance Contract 2024-2027** – to approve the Grounds Maintenance Contract for 2024-2027 – Officer Stevens/Cllr L Ellicott

**11. Committee Structure** – Review – Cllr L Ellicott

**12. Annual Tree Survey** – to review the Tree Survey and consider the recommendations made – Cllr D Smith

**13. Environment Committee** – to consider co-opting Mr Paul Froome to the Committee.

**14. Defibrillator update** – Cllrs M O’Callaghan/Cllr A Britcher-Allan

**15. Highways updates** – Cllrs P Gripper and L Ellicott

**16. Update from The Commons Conservators** – Cllr P Gripper

**17. Rusthall Volunteers update** – Cllr M O’Callaghan

**18. Rusthall Civic Plaque update** – Officer Stevens

**19. Chair’s Report** – Cllr L Ellicott

**20. Officers’ Report** - Officer Stevens

**21. Diary Dates**

11<sup>th</sup> Mar 2024 - 7.30pm – Full Council Meeting

4<sup>th</sup> Mar 2024 – 7.30pm – Allotment Committee Meeting

22<sup>nd</sup> Apr 2024 – 7.30pm – Environment Committee Meeting

**22. Items for Information**

**23. Next meeting of Full Council -**

11<sup>th</sup> Mar 2024 - 7.30pm - The Rackliff Centre

**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.**

**24. To consider confidential staffing matters and agree any further action.**

