

**YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF  
RUSTHALL PARISH COUNCIL to be held at The Rackliff Centre on Monday 10<sup>th</sup> May 2021  
7.00 pm when the following business will be transacted.**

Susan J Denne  
Clerk to Rusthall Parish Council  
**4<sup>th</sup> May 2021**

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## **AGENDA**

### **Election of Chairman and of Vice-Chairman**

### **Signing of Declaration of Acceptance of Office**

**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**

To resolve that the minutes of the Council Meeting held on **12<sup>th</sup> April 2021** and be taken as read, confirmed as a correct record and signed by the Chairman.

  - 5.1 Matters outstanding from these minutes (not listed as separate agenda items)
  - 5.2 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.*
- 7. Session for County and Borough Councillors on matters concerning the Parish.**
- 8. Appointment of Committee Members**
  - 8.1 Finance Committee
  - 8.2 Highways & Transport Committee
  - 8.3 Planning Committee
  - 8.4 Allotments Committee

8.5 The High Weald Councils Aviation Action Group (HWCAAG)

8.6. Common Conservators

8.7. Pond Warden

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

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

**10. 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*

**11. To approve the Annual Governance Statement for 2020 – 2021**

Section 1 of the Annual Return for the year ending 31 March 2020. *The Chair of the meeting and the Clerk to sign*

**12. To approve the Accounting Statements for 2020 -2021**

Section 2 of the Annual Return for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31 March 2021 and if necessary the explanation of the significant variations from last year (2019-2020) to this year (2020-2021) 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 to sign.*

**13. To agree dates of inspection period for accounts – 14<sup>th</sup> June 2021 to 23<sup>rd</sup> July 2021**

**14. Tunbridge Wells Local Plan – Southwood Road Rec**

8.1 Progress update (e.g. “Dear Greg” letter, etc.)

8.2 Planning Consultant initial costs £70+VAT for approval

8.3 Regular Agenda item for approval

**15. Allotments Committee**

9.1 Tenancy Agreement revisions approval

9.2 Working Party for inspections

9.3 Tenancy Agreement – Revisions

**16. Finance**

i. £325 replacement fencing between Rackliff Centre and house on Lower Green Road approval

ii. New bank account investigation due to FCA Compensation Scheme £85k limit

iii. Rusthall Cricket Club potential grant request

iv. Replacement outside noticeboard for Rackliff Centre £1k for approval

v. Community Larder fridge £250 for approval

**17. High Street Survey results**

**18. Rackliff Centre re-opening**

i. Risk Assessment review

ii. Hire of hall start date

**19. Chair’s Report**

**20. Clerk’s Report**

Co-opted Councillors update

**21. Policy updates and Assets Register**

- i. Assets Register – only items >£250 to be recorded
- ii. Amendments to Standing Orders for approval

**22. Deputy Clerk Report**

**23. Environment Committee proposal – Cllr Britcher**

**24. Gatwick Airport Council Briefing**

Gatwick Area Conservation Campaign 29<sup>th</sup> April 2021 Meeting update – Cllr Ducklin

**25. Diary Dates**

- i. Planning Committee 7.30pm 12<sup>th</sup> May 2021
- ii. Parish Assembly 6.00pm 26<sup>th</sup> May 2021
  - Guest speaker(s)
  - Format (e.g. no refreshments due to Covid-19, etc.)

**26. Accounts for Payment**

To authorise the payment of invoices as listed (to follow)

**27. Items for Information**

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