



To: Members of Rusthall Parish Council

Copy: County Councillor John Moreland, Borough Councillors Matthew Sankey and Jayne Sharratt.

I summon you to a meeting of Rusthall Parish Council on Monday 12 May 2025 at 7.30pm in The Rackliff Centre, when business detailed on this agenda will be transacted.

Claire Reed
Clerk to Rusthall Parish Council
06 May 2025

Quorum for Council: 3 Members

AGENDA

1. To elect the Chair.

The Chair to sign a declaration of acceptance of office as prescribed in the LGA 1972.

2. Enquire whether anyone present intends to film, photograph and/or record the meeting.
3. To receive and accept any apologies for absence.
4. Declarations of Personal and Prejudicial Interests.
5. Declarations of Lobbying.
6. To co-opt new members to Rusthall Parish Council.
7. To elect the Vice-Chair.
8. Minutes

- 8.1 To approve and sign as a correct record the Minutes of a Meeting of the Parish Council held on Monday 14 April 2025.

Members are reminded that the only issues relating to the Minutes that can be discussed are their accuracy.

- 8.2 Matters outstanding from these minutes (not listed as separate agenda items).
 - 8.3 Matters outstanding from previous minutes.

9. Open session for questions from the public:

(Members of the public will raise their hand when they wish to speak).

This is an opportunity for members of the public to ask questions or raise issues of local interest. Thereafter they are welcome to stay and observe the rest of the Meeting (members of the public are not

permitted to speak during the remainder of the meeting except by special invitation of the Chairman)
Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items
of business not specified on the published agenda although the Chairman may decide to refer any issues
raised for further discussion (LGA 1972 Sch. 12 10 (2)(b)).

10. Session for County and Borough Councillors on matters concerning the Parish.
11. To resolve to re-instate the standing committees and to appoint Committee Members, Lead Councillors and representatives.
 - 11.1 Planning Committee
 - 11.2 Environment Committee
 - 11.3 Lead Councillor for Finance
 - 11.4 Lead Councillor for Highways
 - 11.5 Pond Warden
 - 11.6 Representative to the Common Conservators
 - 11.7 To confirm the Chair as KALC representative
- 12 To receive the Internal Auditors Report and to note any recommendations.
- 13 To resolve to approve the Annual Governance Statement for 2024-25.

Section 1 of the Annual Governance and Accountability Return for the year ending 31 March 2025. *The Chair of the meeting and Clerk to sign.*
- 14 To resolve to approve the Accounting Statements for 2024-25.

Section 2 of the Annual Governance and Accountability Return for the year ending 31 March 2025, the supporting bank reconciliations, the explanation of significant variances and general reserves. *The Chair of the meeting to sign.*
- 15 To resolve to approve the dates for the exercise of public rights, 03 June – 14 July 2025 inclusive.
- 16 Policies.
 - 16.1 To resolve to adopt the updated Standing Orders.
 - 16.2 To resolve to adopt the updated Financial Regulations.
 - 16.3 To review the Internal Financial Control Policy.
 - 16.4 To resolve to adopt the new IT policy.
 - 16.5 To review the risk assessments and resolve to adopt the risk management schedule.
- 17 Finance update – RFO
 - 17.1 Accounts for Payment; to authorise the payments as listed (list to follow).
 - 17.2 To note the summary of receipts and payments for April and balances at bank.
 - 17.3 To resolve to move monies from the contingency ear-marked reserve to the General Reserve and to close the contingency EMR.

18 Resolutions

- 18.1 To consider the grant request from The Molyneux Almshouses and to make a decision.
- 18.2 To resolve to appoint April Skies as the Internal Auditor for 2025-26.
- 18.3 To resolve to rent out the garage at Southwood Road and to agree on the level of rent chargeable.
- 18.4 To resolve to approve expenditure for load testing of two lampposts for CCTV cameras.

19 Recruitment of a Clerk/RFO.

- 19.1 To note the resignation of the Clerk and to decide on action needed.

20 Highways update – Cllr Paul Gripper

- 20.1 To receive an update on Highways matters.

21 To receive an update on the Volunteers website – Cllr Mark O’Callaghan

22 Chair’s Report

23 Clerk’s Report

24 Items for Information

25 Diary Dates

- 19 May 2025 - Parish Assembly (Annual Parish Meeting)
- 09 June 2025 - Parish Council Meeting
- 14 July 2025 - Parish Council Meeting