



**To:** Members of Rusthall Parish Council

**Copy:** Borough Councillors Alex Britcher-Allan, Matthew Sankey and Jayne Sharratt.

I summon you to a meeting of Rusthall Parish Council on Monday 10 February 2025 at 7.30pm in The Rackliff Centre, when business detailed on this agenda will be transacted.

Claire Reed

Clerk to Rusthall Parish Council

03 February 2025

Quorum for Council: 3 Members

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## AGENDA

1. Enquire whether anyone present intends to film, photograph and/or record the meeting
2. To receive and accept any apologies for absence
3. Declarations of Personal and Prejudicial Interests.
4. Declarations of Lobbying
5. Minutes

- 5.1 To approve and sign as a correct record the Minutes of a Meeting of the Parish Council held on Monday 09 December 2024.

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

- 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).*

*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)).*

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

8. Finance update - RFO

- 8.1 To consider the need for additional signatories so payments are made in a timelier manner and to resolve to add more members to the bank mandate.

- 8.2 To receive the Q3 budget report.
- 8.3 To consider the proposal to move £2,000 from Ear Marked Reserves into General Reserves and to make a decision.
- 8.4 To consider the proposal to update the fees and charges for hire of the Rackliff Centre 2025-26.
- 8.5 To consider options for savings accounts and to decide on any action needed.
- 8.6 To resolve to approve expenditure of £480 per annum plus £50 set up fee and to enter into a contract with Mulberry & Co for payroll services.
- 8.7 Accounts for Payment; to authorise the payments as listed (list to follow).
9. Resolutions
  - 9.1 To consider the tenders received for grounds maintenance and to resolve to approve expenditure and appoint a contractor.
  - 9.2 To consider quotations received for a new shed at the Southwood Road Extension allotment site and to resolve to approve the expenditure.
  - 9.3 To consider the proposal to move the AED from Southwood Road Allotments to Southwood Road Recreation Ground to be accessible to both allotment sites and the general public.
  - 9.4 To consider the proposal for Youth provision in Rusthall and to decide in any action needed.
  - 9.5 To consider the grant request from Home-Start South West Kent and to make a decision.
  - 9.6 To consider the grant request from The Counseling Centre and to make a decision.
  - 9.7 To resolve to adopt the minutes of the Allotment Committee meeting and to note decisions made.
  - 9.8 To consider the proposal from Kent police to cover the costs of installing a CCTV camera on the High Street and to make a decision.
10. To note changes to the format of the annual bonfire and fireworks event and decide on any action needed.
11. To receive an update on Mary Caley Play Area.
12. Highways update - Cllr David Funnell
  - a. To receive an update on Highways matters.
13. Chair's Report
14. Clerk's Report
  - 14.1 Cyber Insurance and members responsibilities.
  - 14.2 Update on move to a gov.uk domain.
15. Items for Information
16. Diary Dates
  - Monday 10<sup>th</sup> February - Full Council

**Closed Session.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

17. To receive the outcome of the recent performance reviews.
18. To resolve to move the Deputy Clerk to point SCP 23 of the local government services pay agreement.