

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 9th September 2024 at 7.30pm in The Rackliff Centre, when business detailed on this agenda will be transacted.



Claire Reed
Clerk to Rusthall Parish Council
02 September 2024

Quorum for Council: 3 Members

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 08 July 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. Resolutions

- 8.1 To resolve to approve the expenditure of £920 for the repainting of the pavilion at Wickham Gardens.
 - 8.2 To consider the proposal to purchase a defibrillator for the allotment site(s) and to decide on any action needed.
 - 8.3 To consider the quotations for internal audit for 2024-25 and to resolve to appoint an auditor and approve the expenditure.
 - 8.4 Council to resolve to approve a new 36-month EDF electricity contract for the Rackliff Centre, saving £653.67 per annum.
 - 8.5 Council to resolve to approve a new 36-month water contract with Everflow for the Rackliff Centre and allotment sites, saving £41 per annum.
 - 8.6 Council to consider the quotations for gas supply to the Rackliff Centre and resolve to approve a new contract.
 - 8.7 To consider the quotations received for the purchase and installation of bike racks for the corner of Common View/ High Street and to resolve to approve the expenditure.
 - 8.8 To resolve to approve an amendment to the allotment maintenance contract, and associated costs, for the mowing of the west boundary (1 metre all around plots) at Wickham Gardens to negate weeds impacting plots.
 - 8.9 To resolve to appoint members to the interview panel for the councillor vacancy.
 - 8.10 To resolve to appoint members to the interview panel for the Allotment Manager vacancy.
- 9 To receive an update on the meeting with Kent Libraries regarding the History Society archive currently being stored at the Rackliff Centre and to decide on any action needed.
- 10 To receive a report from Elaine Bruce on celebrations for the 175th Anniversary of St Paul's Church and to decide on any action needed.
- 11 To agree on the date for the postponed Allotment Committee Meeting.
- 12 Finance update - Cllr Mark O'Callaghan/ RFO
- 12.1 To receive the audited AGAR for 2023-24 and to note any comments received.
 - 12.2 RFO's report
 - 12.3 Accounts for Payment; to authorise the payments as listed (list to follow)
- 13 Highways update - Cllrs Paul Gripper and Liz Ellicott
- 14 Defibrillator update - Cllrs Mark O'Callaghan and Cllr Alex Britcher-Allan
- 15 Rusthall Volunteers update - Cllr Mark O'Callaghan
- 16 Chair's Report

17 Clerk's Report

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.

18 HR Matters

- 18.1 To resolve to move the Deputy Clerk to SCP 23 of the local government services pay agreement.
- 18.2 To resolve to approve the additional payment of 38.5 hours to the former Allotment Manager for time owed and untaken annual leave.
- 18.3 To consider the proposal for changes to staff pension contributions and to make a decision.
- 18.4 To receive an update on the recruitment of a new Allotment Manager.

19 Diary Dates

16 September 2024, 7.30pm - Environment Committee Meeting

14 October 2024, 7.30pm – Full Council Meeting

20 Items for Information