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MEMBERS OF RUSPER PARISH COUNCIL ARE SUMMONED TO THE ANNUAL COUNCIL MEETING OF RUSPER PARISH COUNCIL TO BE HELD ON WEDNESDAY 5th MAY 2021 AT 7.30 pm

This meeting will be held remotely on Zoom – contact the Clerk for access details
Members of the public are welcome to attend

AGENDA

1. Appointment of Chairman and Vice Chairman

- a. To **appoint** a councillor to the role of Chairman.
- b. To **agree** that the Chairman can sign a Declaration of Acceptance of Office and deliver it to the Clerk before the next meeting.
- c. To **appoint** a councillor to the role of Vice Chairman.

2. Apologies

To **receive** apologies from absent councillors.

3. Declaration of interests

To **receive** declarations of interest in respect of items on the agenda.

4. Minutes of previous meetings

- a. To **approve** the Minutes of the previous Council meeting ([document 1](#)).
- b. To **approve** the Minutes of the Annual Parish Meeting ([document 2](#)).

5. Open Forum

During the meeting and at the Chairman's discretion, members of the public will be allowed to ask questions of and make statements to the Council for a maximum time of 15 minutes. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments/questions to three minutes.

6. Appointment of roles

To **appoint** councillors to the following roles:-

- a. Planning Committee and Chairman
- b. Accounts verification
- c. Gatwick representative, to include GATCOM and representative all Gatwick related meetings
- d. WSALC representatives (two spaces)
- e. HALC representatives (two spaces)
- f. Playground
- g. Traffic and Transport, including Working Group members
- h. Sports Club representative (two spaces)

- i. Village Hall Committee representative
- j. Winter Management
- k. Technology and communications
- l. Public Rights of Way
- m. Trees (two representatives)
- n. Book swap (two volunteers)
- o. Land West of Ifield liaison
- p. Land North of Horsham liaison

7. Reports from other Authorities

To **receive** verbal reports from District and County Councillors.

8. Approval of policies and documents

To **approve** the following:-

- a. Standing Orders ([document 3](#))
- b. Financial Regulations ([document 4](#))
- c. Risk assessment for return to face-to-face meetings ([document 5](#))
- d. Business Continuation Policy ([document 6](#))
- e. Planning Committee Terms of Reference ([document 7](#))
- f. Roads and Transport Working Group Terms of Reference ([document 8](#))

9. Insurance policy

To **agree** an insurance provider for 2021-2022 ([document 9](#)).

10. Subscriptions

To **approve** the following subscriptions:-

- a. West Sussex/National Association of Local Councils
- b. Horsham Association of Local Councils
- c. Information Commissioners Office
- d. Gatwick Area Conservation Campaign
- e. Communities Against Gatwick Noise and Emissions
- f. Zoom

11. Gatwick

- a. To **note** Cllr Fillmore's report on the recent GATCOM meeting ([document 10](#)).
- b. To **agree** a response to the Night Flight Consultation.

12. Pension provider's terms and conditions

To **approve** the pension provider's terms and conditions ([document 11](#)).

13. Correspondence

To **note** the following:-

- a. A consultation on rural broadband circulated by WSALC ([document 12](#)).
- b. Any other correspondence received since publication of the agenda.

L Bannister

Clerk to Council
28th April 2021