



Clerk to Council: Mrs Leanne Bannister
c/o Rusper Village Stores
East street
Rusper
RH12 4PX

07871 340986
clerk@rusper-pc.org.uk
www.rusper-pc.org.uk

MEMBERS OF RUSPER PARISH COUNCIL ARE SUMMONED TO THE ANNUAL MEETING OF RUSPER PARISH COUNCIL TO BE HELD ON TUESDAY 31st MAY 2022 AT 7.30 pm IN RUSPER VILLAGE HALL

AGENDA

1. Appointment of Chairman and Vice Chairman

- a. To **elect** a Chairman.
- b. The Chairman to **sign** a Declaration of Acceptance of Office.
- c. To **elect** a 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 meeting

To **approve** the Minutes of the previous Council meeting held on 26th April 2022.

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. Reports from other Authorities

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

7. Climate Emergency

To **acknowledge** that there is currently a climate emergency, and to ensure that all decisions made within the meeting have consideration to this.

8. Appointment of roles

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

- a. Planning Committee, Chairman and Vice Chairman
- b. Accounts verification
- c. Gatwick representative and a substitute, to include GATCOM and all Gatwick related meetings
- d. WSALC representative (two spaces)
- e. HALC representative (two spaces)
- f. Playground

- g. Traffic and Transport Working Group members and Chairman
- 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
- q. Britaniacrest liaison
- r. Biodiversity/Environmental representative

9. Approval of policies and documents

To **approve** the following:-

- a. Standing Orders (subject to a minor review since the previous approval to Standing Order 18) ([document 1](#))
- b. Financial Regulations ([document 2](#))
- c. Planning Committee Terms of Reference ([document 3](#))
- d. Roads and Transport Working Group Terms of Reference ([document 4](#))

All other policies/procedures to be approved following the 2023 elections (unless required to do so sooner).

10. Insurance policy

To **note** the insurance policy for 2022-23. (circulated separately)

11. Subscriptions

To approve the following subscriptions:-

- a. West Sussex/National Association of Local Councils - £654.21
- b. Horsham Association of Local Councils - £15
- c. Information Commissioners Office - £35
- d. Gatwick Area Conservation Campaign - £10
- e. Communities against Gatwick Noise and Emissions PC Forum - £4
- f. Zoom - £119.90
- g. Parish Online - £60 (note that the group discount via WSALC is no longer available)

12. Audit requirements

- a. To **note** and **approve** the Internal Audit report by Mulberry and Co. ([document 5](#))
- b. To **approve** the Annual Governance Statement. ([document 6](#))
- c. To **approve** the Accounting Statement (included in document 6 as above)
- d. To **approve** the dates of the Exercise of Public Rights to be 8th June to 19th July 2022.

13. Car park Rates

To **consider** requesting that The Plough makes a contribution to the Rates paid for the car park.

14. Lease of Recreation Ground

To **confirm** that the lease (terms as previously agreed) can be signed by Cllrs Sallows and Saunders.

15. Road Safety Plan

- a. To **approve** the creation of a Road Safety Plan, to be fully developed by the Roads and Transport Working Group (including communicating with and canvassing the community) with final approval by Council.

- b. To **support** and **promote** the plan once agreed.

16. Grounds maintenance contract

To **review** the arrangement for cutting back the high hedge on East Street.

17. Grants

To **consider** awarding a further amount to the group organising the street party for the Queen's Platinum Jubilee.

18. Defibrillator

To **decide** on a model of defibrillator, cabinet and supplier. ([document 7](#))

19. Correspondence/Consultations/Reports/Meetings

- a. To **review** the notes of the HDC Big Conversation meeting. ([document 8](#))
- b. To **consider** any questions to submit to the County Local Forum to be held on Thursday 7th July at 7pm.
- c. To **consider** sending a letter to the Leader of HDC regarding the recent Big Conversation meeting.
- d. To **receive** an update on the meeting with Cerda held on 24th May 2022.

20. Reports from representatives

To **receive** verbal reports from Councillors on their various responsibilities.

21. Clerk's report

To **receive** a verbal report from the Clerk.

22. Financial

To **approve** the report for April 2022. ([document 9](#))

23. Schedule of payments (document circulated separately)

To **approve** the payments as shown on the schedule.

L Bannister

Clerk to Council
25th May 2022