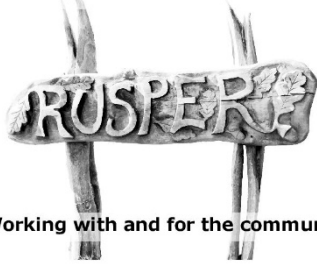


Rusper Parish Council



Clerk to Council: Mrs Lisa Wilcock
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MEMBERS OF RUSPER PARISH COUNCIL ARE SUMMONED TO THE ANNUAL MEETING
OF RUSPER PARISH COUNCIL TO BE HELD ON TUESDAY 16th MAY 2023 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. Co-option of New Members

3. All Co-opted and Elected Councillors to sign a Declaration of Interest form and Acceptance of Office form. ([Document 1](#)) ([Document 2](#)) ([Document 3](#)) *Please print and sign as appropriate. FYI Your home address on your Declaration Of Interest Form is not published on the HDC website.*

4. Appointment of Roles

- Planning Committee Chairman and Vice Chairman
- Accounts verification
- Gatwick representative and a substitute, to include GATCOM and all Gatwick related meetings
- WSALC representative (two spaces)
- HALC representative (two spaces)
- Playground
- Traffic and Transport Working Group members and Chairman
- Sports Club representative (two spaces)
- Village Hall Committee representative
- Winter Management
- Technology and Communications
- Public Rights of Way
- Trees (two representatives)
- Book swap (two volunteers)
- Land West of Ifield liaison
- Land North of Horsham liaison
- Britaniacrest liaison
- Biodiversity/Environmental representative

5. Apologies for absence

To **receive** apologies from absent Councillors.

6. Declarations of Interest

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

7. Minutes of previous meetings

To **approve** the Minutes of previous combined meeting held on 25th April 2023. ([Document 4](#))

8. 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.

9. Approval of policies and documents

- a. Standing Orders ([Document 5](#))
- b. Financial Regulations (*Procurement added to Regulations*) ([Document 6](#))
- c. Risk Assessment ([Document 7](#))
- d. Planning Committee Terms of Reference ([Document 8](#))
- e. Roads and Transport Working Group Terms of Reference ([Document 9](#))
- f. SWOI Terms of Reference ([Document 10](#))
- g. Neighbourhood Plan Steering Group Terms of Reference ([Document 11](#))
- h. Sports Club Committee TOR ([Document 12](#))
- i. Litter Warden Risk Assessment ([Document 13](#))
- j. Risk Assessment Playground ([Document 14](#))
- j. Asset Register ([Document 15](#))
- k. Policies and Procedures ([Documents 16](#))

10. Insurance policy

To **note** the Insurance policy 2023/24. ([Documents 17](#))

11. Playground Inspection and Next Steps

To **note** the playground report and action areas indicated within the report. ([Document 18](#))

12. Recreation Ground

- a. Update on receipt of third quotation for works on the Pavilion
- b. Update on rental payment

13. Neighbourhood Plan Update

14. Reports from Representatives

15. Parish Council Meeting Proposal

16. Clerk's Report

17. Subscriptions

To approve the following subscriptions: -

- a. West Sussex/National Association of Local Councils £ 660.57
- b. Horsham Association of Local Councils £20
- c. Information Commissioners Office £35
- d. Gatwick Area Conservation Campaign £10
- e. Communities Against Gatwick Noise and Emissions PC Forum - £4
- g. Parish Online £60

18. Finances

To **approve** the report for April 2023. ([Documents 19](#))

To **approve** Internal Audit 2022-3. ([Document 20](#)) ([Document 20a](#))

To **approve** the AGAR form. ([Document 21](#))

To **approve the Direct Debits and Standing Orders for the Financial Year**

- a. IONOS £104.75 (Parish email and website)
- b. BT £49.50 variable (Village Hall Internet)
- c. SSE £38.51 (Street light electricity)
- d. Horsham District Council £100 (Car Park Rates) ([Document 22](#))
- e. Horsham District Council £25.30 (Dog bins) ([Document 23](#))

19. Schedule of Payments

To **approve** the payments as shown on the schedule. (To follow)

Lisa Wilcock
Clerk and RFO
Rusper Parish Council