



YOU ARE HEREBY SUMMONED TO A REMOTE MEETING FOR THE FULL COUNCIL of RUSTHALL PARISH COUNCIL to be held on **Monday 13th July 2020 at 7.30p.m.** when the following business will be transacted.

Members of the Public and Press are welcome to attend. To join the Zoom Meeting please contact the Clerk on clerk@rusthallparishcouncil.org.uk or telephone 07805475397 before 2pm on the 13th July 2020.

Susan J Denne
Clerk to Rusthall Parish Council
7th July 2020

AGENDA

No decisions will be taken by the Parish Council on any item not on this Agenda

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

To resolve that the minutes of the Council Meeting held on **8th June 2020** and be taken as read, confirmed as a correct record and signed by the Chairman.

 - 5.1 Matters outstanding from these minutes (not listed as separate agenda items)
 - 5.2 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).** *Constitutionally and in accordance with certain implications of the Local Government Code of Conduct, there can be no discussion of these items at this stage. Any issue would have been addressed elsewhere in the agenda or if not already so listed, be referred to at a future meeting of the Parish Council.*
- 7. Session for County and Borough Councillors on matters concerning the Parish.**
- 8. Update on volunteers and those seeking help – Cllr Britcher**
- 9. All abilities path above Happy Valley – Update**
- 10. To Consider instructing a maintenance person**
- 11. Signage for Upper Street**
- 12. General Risk Assessment – To agree to updates**

- 13. Accessibility for website – Update**
- 14. To agree to employment and advertising for a Deputy Clerk**
- 15. Hardship Fund – Clerk**
- 16. Appointment of Committee Members – Finance, Highways, Allotments, Planning, HWCAAG, Commons Conservators and Pond Warden.**
- 17. KALC representative**
- 18. Co Op Bank Account-** To consider Closing account
- 19. Cambridge Building Society –**
 - a) Requirement for a new signatory
 - b) Consider transferring funds from Unitytrust
- 20. To review the effectiveness of the system of Internal Control.** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Clerk to sign
- 21. To approve the Annual Governance Statement for 2019-20,** Section 1 of the Annual Return for the year ending 31 March 2020. The Chair of the meeting and the Clerk to sign.
- 22. To approve the Accounting Statements for 2019-20,** Section 2 of the Annual Return for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31 March 2020 and if necessary the explanation of the significant variations from last year (2018-19) to this year (2019-20) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chair of the meeting to sign.
- 23. To agree dates of inspection period for accounts – 20th July to 28th August**
- 24. Internal Financial Control System –** To agree to alterations
- 25. Chair’s Report**
- 26. Clerk’s Report**
- 27. Diary Dates**
- 28. Accounts for Payment –** to authorise the payment of invoices as listed (to follow)
- 29. Confirm bank balances and Bank Reconciliation** as at 30th June 2020.
- 30. Items for Information**

Date of Next Meeting –TBC