

Rusper Parish Council



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MEMBERS OF RUSPER PARISH COUNCIL ARE SUMMONED TO THE ANNUAL COUNCIL MEETING OF RUSPER PARISH
COUNCIL HELD ON 14th May 2024 AT **7pm** 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.
- d) All Councillors to **adopt** the Code of Conduct ([Document 1](#))

2. Appointment of Roles

- a) Planning Committee Chairman and Vice Chairman (GS, RG)
- b) Accounts verification (MF)
- c) Gatwick representative and a substitute, to include GATCOM and all Gatwick related meetings (MF, FM-S)
- d) WSALC representative (two spaces) (MC)
- e) HALC representative (two spaces) (MC, FM-S)
- f) Playground (GH)
- g) Traffic and Transport Working Group members and Chairman (SW, MC, GH, RG)
- h) Sports Club representative (two spaces) (GS, SW)
- i) Village Hall Committee representative (RG)
- j) Winter Management (Vacant)
- k) Community Emergency Plan (Vacant)
- l) Technology and Communications (MC)
- m) Public Rights of Way (GH)
- n) Trees (two representatives)
- o) Book swap (two volunteers) (GF, GS)
- p) Land West of Ifield liaison (GS, FM-S)
- q) Land North of Horsham liaison (RG)
- r) Britanniacreast liaison (Vacant)
- s) Biodiversity/Environmental representative (MC, FM-S)
- t) Procurement representatives (two representatives) (SW, Vacant)

PARISH COUNCIL MEETING

3. Apologies

To **receive** apologies from absent Councillors.
To **receive** an **update** on any Councillor who has not attended in over 6 months.

4. Declaration of Interests

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

5. Climate Crisis

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

6. Minutes of previous meetings

To **approve** the Minutes of the previous Council meeting [29th April 2024](#).

7. 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.

8. Approval of policies and documents ([see website](#))

- a) Standing Orders
- b) Financial Regulations (Procurement added to Regulations)
- c) Risk Assessment
- d) Planning Committee Terms of Reference
- e) Roads and Transport Working Group Terms of Reference
- f) SWOI Terms of Reference
- g) Neighbourhood Plan Steering Group Terms of Reference
- h) Sports Club Committee TOR
- i) Litter Warden Risk Assessment
- j) Risk Assessment Playground
- k) Asset Register
- l) Policies and Procedures
- m) Procurement

9. Insurance Policy

To **approve** the Insurance policy ZURICH 2024/25 £1751.80 1 year. ([Document 2](#)) ([Document 3](#))

Further quotation to follow.

10. Rusper Sports Ground

- a) **Update** on the S106 project – Tennis Court
- b) **Update** on the Courage Dyers Grant project – basketball court and refurb (see Document 4 below)
- c) **Update** on the Tenure for Rusper Sports Club
- d) To **consider** a S106 application for a new basketball hoop. ([Document 4](#))

11. Streetlights

Update on the progress of grant funding for the Streetlights in Cooks Meadow.

12. GATWICK

To **receive** a report on Gatwick related meetings. ([See website](#))

To **note** the membership of Cllr Fillmore on GACC as advised by WSALC

13. Reports from Representatives

14. Subscriptions

- a) West Sussex/National Association of Local Councils - £700
- b) SLCC - £146
- c) Horsham Association of Local Councils - £15
- d) Information Commissioners Office - £40

- e) Gatwick Area Conservation Campaign - £15
- f) Communities Against Gatwick Noise and Emissions PC Forum - £4
- g) Parish OnLine - £60
- h) Microsoft 365 - £59.99
- i) Clerk and Councils Direct £120

15. Finances

- a) To **approve** the reports as attached - Reconciliation, Budget and Unity Bank transactions for the month of April.
- b) To **approve** the Internal Audit report FY23-24 ([Document 8](#))
- c) To **approve** the AGAR form FY23-24 and associated documents. ([Document 9](#), [Document 10](#), [Document 11](#))
- d) To **note** the inspection of records notice. ([Document 12](#))
- e) To **approve** grant applications ([Document 13](#))
 - Air Ambulance - £350
 - Citizens Advice Bureau - £100

16. Direct Debits and Standing Orders

To **approve direct debits and standing orders** for coming financial year.

- a) IONOS variable (Parish email and website) approx. £385
- b) BT variable (Village Hall Internet) approx. £530
- c) SSE variable (Street light electricity) approx. £380
- d) Horsham District Council ([Car Park Rates](#))
- e) Horsham District Council ([Dog bins](#))

17. Schedule of payments

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

Lisa Wilcock
Clerk and RFO
Rusper Parish Council

Next meeting is Planning Committee Tuesday 28th May 2024.

L Wilcock, Clerk to the Council, May 2024

Circulation: *All Parish Councillors Members of the public should be aware that being present at a meeting of the Council or one of its Committees or sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording) at the meeting by any person present.*