

Crowhurst

PARISH COUNCIL



Dear Councillor,

You are summoned to attend the **ANNUAL GENERAL MEETING** of the Parish Council to be held on

Monday 19th May 2025
7.30pm at Crowhurst Village Hall, Forewood Lane, Crowhurst.

Press and public welcome
13th May 2025

Maureen Collins
Clerk to Parish Council

1.	ELECTION OF CHAIRMAN
2.	ELECTION OF VICE CHAIRMAN
3.	DECLARATIONS OF ACCEPTANCE OF OFFICE & REGISTERS OF MEMBERS INTERESTS
4.	PUBLIC QUESTIONS The Council sets aside 10 minutes at the start of each meeting for relevant questions from members of the public.
5.	APOLOGIES FOR ABSENCE Acceptance of Apologies for Absence
6.	DISCLOSURES OF INTEREST To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary, or prejudicial under the Code of Members Conduct.
7.	MINUTES OF PREVIOUS MEETINGS: To approve and sign the minutes of the meeting of Crowhurst Parish Council held on 14 th April 2025.
8.	TO CONFIRM THE DATES OF FUTURE MEETINGS AS: 2025 – 16 th June, 21 st July, 15 th September, 20 th October, 17 th November & 15 th December. 2026 – 19 th January, 16 th February, 16 th March & 13 th April & 18 th May All future meetings will take place at 7.05pm in the Village Hall, Crowhurst as agreed by Councillors at the Ordinary Meeting of the Parish Council held on Monday, 17 th March 2025 (Minute 10).

9.	<p>MATTERS ARISING NOT COVERED IN THIS AGENDA:</p> <p>To note the actions undertaken on the matters arising from previous meetings which are not covered in this agenda (App 1).</p>
10.	<p>REPRESENTATION FROM COUNTY COUNCILLOR:</p> <p>i. County Councillor Kathryn Field</p> <p>Resolve: To note the county councillor report.</p>
11.	<p>TOWN AND COUNTRY PLANNING:</p> <p>To consider the following new Planning Application (retrospective) and provide comments to Rother District Council:</p> <p>RR/2025/575/P Hill House Farm, Barn at land adjoining Crowhurst Lane, Crowhurst.</p> <p>Proposal: Change of use from an agricultural building to non-agricultural storage use (B8).</p> <p>Comments by 21st May 2025.</p>
13.	<p>AGAR AND FINANCE REPORT:</p> <ol style="list-style-type: none"> 1. Annual Governance & Accountability Return (AGAR) <ol style="list-style-type: none"> i. To review and approve the Internal Auditor's Report (App 2) and the effectiveness of internal systems of control. ii. To review and approve Section 1 Annual Governance Statement and witness the signing thereof. iii. To review and approve Section 2 the Accounting Statement and witness the signing thereof. iv. To confirm the dates of the Notice of Electors' Rights. 2. The end of year financial report to 31st March 2025 is attached (App 3) together with a summary of variances against budget. 3. The end of year Bank Reconciliation to 31st March 2025 (App 4) is attached for members' information. 4. The payments for approval list for May 2025 is attached (App 5) for consideration. 5. To approve the list of regular payments for the new financial year (App 6). 6. The financial report to 30th April 2025 is attached (App 7), together with the bank reconciliation to 30th April (App 7(i) and the Co-op bank statement (App 7(ii)). 7. To review the summary of planned spending on earmarked projects from reserves, 2025/'26 (App 8). 8. To approve retrospectively finance training sessions (Edge IT) for the clerk at a cost of £85 + VAT. <p>Resolve:</p> <ol style="list-style-type: none"> 13.1.i To note the Internal Auditor's report and any associated comments. 13.1.ii To approve and sign Section 1 the Annual Governance Statement. 13.1.iii To approve and sign Section 2 the Accounting Statement. 13.1.iv To note the dates of the Notice of Electors' Rights. 2. To note the end of year financial report and any associated comments. 3. To note the Bank Reconciliation for the year end 31st March 2025. 4. To approve the payments for May 2025. 5. To approve the list of regular payments. 6. To note the financial report to 30th April 2025, including the balance as detailed on the bank statement. 7. To note the summary report on planned spending from reserves. 8. To note the decision regarding finance training for the clerk.
14.	<p>RECREATION GROUND:</p> <ol style="list-style-type: none"> i. To receive an update from Councillors on their monthly playground/defibrillator inspection and other matters relating to the playground. ii. To discuss recent the meeting with prospective handyman.

	<ul style="list-style-type: none"> iii. To consider the request to hire the Recreation Ground and Pavillion on Sunday, 27th July for a Rounders match/birthday party. iv. The rodent issue at the Pre-school has been resolved. Graham Burgess has submitted an invoice for £100. v. To discuss breach of agreement by Crowhurst Youth football team. <p>Resolve:</p> <ul style="list-style-type: none"> i. To note the recreation ground update. ii. To note the decision regarding the handyman. iii. To note the decision regarding the request. iv. To approve the payment of £100 to Graham Burgess. v. To note the decision made.
15.	<p>STANDING ORDERS, FINANCIAL REGULATIONS & OTHER POLICIES</p> <ul style="list-style-type: none"> i. The new model Financial Regulations for 2025/'26 are attached (App. 9) for consideration and adoption. ii. The new model Standing Orders 2025/'26 are attached (App. 10) for consideration and adoption.
16.	<p>CROWHURST COMMUNITY MUGA</p> <p>To receive a report following the recent reopening event.</p>
17.	<p>PAVILLION/RECREATION GROUND REFURBISHMENT</p> <p>To receive a report from the working group.</p>
19.	<p>COUNCILLOR UPDATES ON EXTERNAL BODIES (IF ANY):</p>
20.	<p>CLERK'S REPORT:</p> <p>To consider any updates from the clerk including correspondence.</p>
21.	<p>INFORMATION FOR COUNCILLORS:</p> <p>Members are asked for future agenda items.</p>
22.	<p>DATE OF NEXT MEETING:</p> <p>To note that the next meeting of the Council will be held on Monday 16thth June 2025 at 7.05pm in the Village Hall.</p>