To all members of the Council. You are hereby summoned to attend the meeting of Wadhurst Parish Council in The Pavilion, Sparrows Green Recreation Ground, South View Road, Wadhurst at **7.30 p.m. on Thursday 4th April 2024** for the transaction of business as set out below.

Signed Emma Fulham

Clerk: Emma Fulham

Date: 27th March 2024

Residents are welcome to submit any comments by email to the Clerk. These must be received by 4pm on 3rd April 2024.

E: [clerk@wadhurst-pc.gov.uk](mailto:clerk@wadhurst-pc.gov.uk)

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members’ register of interests.
3. Public Forum – time limit 15 minutes.
4. County Councillor and District Councillor reports.
5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.
6. To approve the minutes of the parish council meeting held on 7th March 2024 as a true record
7. To determine matters arising from the meeting on 7th March 2024 for updating and noting.
8. Correspondence List.
9. **Finance items for decision and allocation of resources** 
   1. **To approve the updated payment list for March 2024**
   2. **To approve the initial payment list for April 2024**
   3. **To approve the bank reconciliations for March 2024**
   4. **To receive the RBS finance reports for March 2024**
   5. **To note that the internal audit by Mulberry & Co is scheduled for 9th May 2024**
   6. **Members to review the internal audit arrangements for year ending 31.3.24**

*The purpose of the independent internal audit is to review and report to Wadhurst Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit’s function is to test and report on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports are made available to all members of Wadhurst Parish Council to support and inform them when they considering the authority’s approval of the annual governance statement of the Annual Governance and Accountability Return (AGAR) at the financial year end.*

*Wadhurst Parish Council have engaged Mulberry & Co for internal audit. Both the interim and year end audit are being conducted by Michelle Webber on behalf of Mulberry & Co.*

*Michelle Webber has over 27 years’ experience in the financial sector with the last 12 years specialising in local government. Michelle Webber is independent from the management of the financial controls and procedures of Wadhurst Parish Council and has no conflicts of interest with the audit client.*

* 1. For members to approve for the continuation of Mulberry & Co to provide professional payroll services and note the slight increase of £5 per month. Annual fee will increase from £420 to £480.
  2. To note the increase in fees by Wealden District Council for dog and litter bin emptying. From 1st April 2024 the cost will increase from £275 to £286 per bin per year.
  3. To note the 2024-2025 price for grass cutting at Sparrows Green Recreation Ground by CS Landscape Services (we are in year 2 of a three year contract) £65.46 per cut (16 cuts per year)
  4. To agree and approve a budget for a finger post for the greyhound car park sign replacement (up to £1,500 from Jakks)
  5. **To consider** approval of the sellers legal fees for land at the primary school (up to £1500)
  6. **To consider license provider and costs for Microsoft licenses.**
  7. **To consider Wadhurst PTA grant request.**
  8. **To consider grant for Wadhurst History society**
  9. **To consider grant for Wadhurst Warriors DD celebrations**
  10. **To consider request from Tennis Club for reduced fees.**
  11. **To approve grant policy and forms.**

**10.Non-Finance matters**

* 1. To consider remedial works and actions to prevent further vandalism at the public toilets. (PSCO / Uplands response.)
  2. To adopt the minutes of the Planning Committee meetings held on 9th and 23rd March 2024.
  3. Jardin d’Aubers lease from ESFR – Update and decision.
  4. St Georges Hall purchase – Update and Decision.
  5. To receive Neighbourhood Plan update.
  6. To consider re-establishing formal committees with physical meetings.
  7. To consider update on streetlighting contract and outstanding works and consider moving to an alternative contract with Streetlights.
  8. To discuss the issue of parking and traffic congestion in Wadhurst
  9. Items for noting or inclusion on a future agenda.
  10. Next Meeting Date 2nd May 2024