RUCKINGE PARISH COUNCIL

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Issued by: Emily Arnold,

Clerk to the Council, Proper Officer and Responsible Financial Officer

Annual Meeting of the Council

To be held on Thursday 28th May 2026 at 7.30pm At Ruckinge Village Hall

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Agenda

1. **Election of Chairman**
   To elect the Chairman of the Council for the ensuing municipal year.
2. **Acceptance of Office**
   The newly elected Chairman to sign the Declaration of Acceptance of Office.
3. **Election of Vice-Chairman**
   To elect the Vice-Chairman for the ensuing municipal year.
4. **Apologies for Absence**
   To receive and approve apologies for absence.
5. **Declarations of Interest**
   To receive any Disclosable Pecuniary Interests (DPIs) or other interests under the Council's Code of Conduct (in accordance with the Localism Act 2011).
6. **Public Participation**
   To receive questions and comments from members of the public on matters relating to the Parish Council.
7. **Planning**
   To receive and consider planning applications, correspondence and any other planning matters requiring attention.

   PA/2026/0778 – 5 Oak Ridge, Ruckinge, Ashford, TN26 2PA - Proposed installation of a covered carport to the front of the existing garage.

   PA/2026/0406 – Holmans, Bromley Green Road, TN26 2EE – Replacement dwelling following demolition of existing. Two-storey car barn/store with room above following demolition of existing garage.
8. **Minutes**

   To approve the minutes of the meetings held on 12th March 2026 and 9th April 2026.

9. **Reports**

   KCC Cllr, Borough Cllr and NHW to give reports.

10. **Fire Safety, Electrical Safety and Pre-School Readiness Report**
    To receive and consider the Clerk's consolidated report regarding:

- Fire Risk Assessment (FRA)
- Electrical Installation Condition Report (EICR)
- Emergency lighting testing
- Portable Appliance Testing (PAT)
- Fire alarm quotations – The Regulatory Reform (Fire Safety) Order 2005
- Pre-school readiness requirements

and to consider and approve any associated recommendations, quotations and remedial works identified within the report.

10. **Appointment of Internal Auditor**
    To review and approve the appointment of Diane Mummery as the Council's Internal Auditor for the 2025/26 financial year, with the cost to be met from the existing budget provision for audit and governance services.

11. **Review of Delegations and Governance Documents**
    To review and adopt:

- Standing Orders
- Financial Regulations
- Scheme of Delegation

12. **Review of Risk Management and Internal Controls**
    To review the Council's risk assessment and confirm the adequacy of internal control arrangements.

13. **Finance**
    To review and confirm:

- Bank reconciliation
- End of year financial position
- Approval of payments / schedule of payments

Governance Note

This meeting is convened in accordance with the Local Government Act 1972. No decisions may be taken on items not included on this agenda.

Signed: Emily Arnold
Clerk to Ruckinge Parish Council

Date of issue: 22nd May 2026