



CATSFIELD PARISH COUNCIL

To: All Council Members of Catsfield Parish Council
You are hereby summoned to attend the meeting
of the **Parish Council** on **Thursday 21st May 2026 at 19:00**
in Hermon Cottage, Church Road, Catsfield TN33 9DP

Clerk & RFO: Mrs Vicki Rutt
The Village Hall, Church Road,
Catsfield, East Sussex,
TN33 9DP
Phone 07483 306519
Email clerk@catsfield-pc.gov.uk
Website www.catsfield-pc.gov.uk

Meeting called 14th May 2026

The press and members of the public are encouraged to attend and are reminded that they must remain silent when the meeting is in progress unless invited by the Chairman to speak or to ask public questions at the start of the meeting

Item no.	ANNUAL STATUTORY MEETING AGENDA	
1.	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office	
2.	Election of Vice-Chairman for the ensuing year	
3.	To receive apologies for absence.	
4.	In accordance with the Code of Conduct to receive any personal or pecuniary declarations of Members interests and to receive any written dispensation requests for granting	
5.	To review and adopt Standing Orders Appendix 5 AGM	
6.	To review and adopt Financial Regulations and Regular payee list for 2026/27 Appendix 6 AGM	
7.	To review and confirm Risk Register Appendix 7 AGM	
8.	Review of the Council's and/or employees' memberships of other bodies. a. RALC b. East Sussex ALC Ltd & NALC c. Society of Local Council Clerks	
9.	To review and adopt the Council's following key documents: a. Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 Appendix 9a AGM b. Council's complaints procedure Appendix 9b AGM c. Council's policy for dealing with the press/media Appendix 9c AGM d. Document Retention Policy Appendix 9d AGM e. CCTV Policy Appendix 9e AGM f. Grant Policy Appendix 9f AGM g. IT policy Appendix 9g AGM	
10.	To review and agree Members areas of lead responsibility: • Open Spaces • Highways, Traffic and Police • Finance • Community Pavilion, Playing Field and Play Area	
11.	To review and agree member representatives to outside bodies: • RALC • ESALC • Village Hall Committee	

***** End of Annual Statutory General Meeting *****

	PARISH COUNCIL MEETING AGENDA	
Item	Agenda Item	
1.	To receive apologies for absence	
2.	To approve the minutes of the Parish Council meetings held on the 16 th April 2026	
3.	To receive declarations of interest on agenda items	
4.	Public Questions relevant to items on the agenda	
5.	To receive reports from County Cllr Kathryn Field [ESCC] & District Cllr Nicola McLaren [RDC]	KF / NM
6.	Planning and Enforcement: Any applications received between the date of issue of the agenda, and the date of the meeting may be discussed and a response agreed at the meeting. Details of the application will appear on the village website and social media.	
6.1	None at the time of publication.	
7.	Clerks & Admin Matters	Clerk
7.1	To receive and consider the Clerk's action log Appendix 7.1	
7.2	To discuss the May 2026 newsletter and agree topics for next quarter	
7.3	To discuss the Parish Council's new website	
8.	Finance, Audit and Legal	Clerk/KR
8.1	To approve the payments list to 21 st May 2026 Appendix 8.1	
8.2	To receive and approve the bank statements, reconciliations, balance sheet and Income v Expenditure report to 30 th April 2026 (<i>previously circulated</i>)	
8.3	To review and approve the Asset Register 2026 Appendix 8.3	
8.4	To note the Q4 VAT submission and receipt for 2025/26 Appendix 8.4	
8.5	To receive and note any recommendations from the Internal Auditor report for 2025/26 Appendix 8.5	
8.6	To note and approve Section 1 of the AGAR 2025/26 Appendix 8.6	
8.7	To note and approve Section 2 of the AGAR 2025/26 Appendix 8.7	
8.8	To note and approve the Provision for Public Rights form Appendix 8.8	
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)	SH/SJ
9.1	To receive the summary of recreation ground inspections through April 2026 Appendix 9.1	
9.2	To receive an update on the decarbonising project at the Pavilion	
9.3	To discuss and agree the boiler room doors quote Appendix 9.3	
10.	Community/Engagement	All
10.1	To discuss the draft Parish Priority Statement Appendix 10.1	
10.2	To discuss and agree a request from the Catsfield Community Gardeners	
10.3	To discuss and agree whether to proceed with a Housing Needs Survey	
11.	Road safety and Policing	KR
11.1	To receive an update on the request for speed limit charges to the North of the village	
11.2	To discuss the recent incident at The Stream and agree next steps	
12.	Open spaces None	DW
13.	Items for referral to next agenda / reports / future agenda items / correspondence	

Next meeting date

The next PC meeting is Thursday 18th June 2026 at 19:00