



## BUSHLEY PARISH COUNCIL

### BUSHLEY PARISH COUNCIL

**Public Notice is given of The Annual Meeting Of Bushley Parish Council  
To be immediately after the Annual Parish Meeting on Thursday 15 May 2025  
At Bushley Village Hall, Bushley, Tewkesbury, GL20 6HT For the transaction of  
business on the following agenda**

**Members of the public and press are invited and encouraged to attend the meeting**

#### **To all members of the Parish Council**

You are hereby summoned to attend a Meeting of Bushley Parish Council to be held immediately after the Annual Parish Meeting **Thursday 15 May 2025** at **Bushley Village Hall** for the transaction of business on the following agenda.

Signed

*Daniel Hinde*

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#### **Daniel Hinde**

Parish Clerk and Responsible Finance Officer

Bushley Parish Council

Email: [clerk@bushleyparishcouncil.gov.uk](mailto:clerk@bushleyparishcouncil.gov.uk)

8<sup>th</sup> May 2025

#### **ANNUAL MEETING OF BUSHLEY PARISH COUNCIL AGENDA**

<b>15.05.25.1</b>	To elect Chairman and Vice Chairman, including signing Acceptance of Office forms
<b>15.05.25.2</b>	To receive and consider apologies for absence and confirm the meeting is quorate
<b>15.05.25.3</b>	To receive declarations of interest on the agenda below (Localism Act 2011)
<b>15.05.25.4</b>	To receive comments from the public on agenda items below – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting (NB Councils cannot lawfully decide items of business that are not specified on the agenda )
<b>15.05.25.5</b>	To confirm and sign the minutes of the Parish Council Meeting held on 29 <sup>th</sup> April 2025
<b>15.05.25.6</b>	To receive the Clerk's Report
<b>15.05.25.7</b>	To receive a report from the District Councillor
<b>15.05.25.8</b>	To receive a report from the County Councillor
<b>15.05.25.9</b>	<b>Finance, all documents circulated prior to the meeting</b> a) To approve payment May 2025 Payment List/those paid since last meeting, to note receipts and agree actions



# BUSHLEY PARISH COUNCIL

	<table> <tr> <th>Customer</th><th>Price</th></tr> <tr> <td>C Matthews (Internal Auditor)</td><td>£180.00</td></tr> <tr> <td><b>Total</b></td><td><b>£180.00</b></td></tr> </table>	Customer	Price	C Matthews (Internal Auditor)	£180.00	<b>Total</b>	<b>£180.00</b>
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<b>Total</b>	<b>£180.00</b>						
	<ul style="list-style-type: none"> <li>a) To approve bank reconciliation up to 30<sup>th</sup> April 2024</li> <li>b) To approve budget monitoring report up to 30<sup>th</sup> April 2024</li> <li>c) To review bank signatories</li> <li>d) To review direct debits</li> </ul> <p>To consider insurance renewal quotations in respect of all insured risks and agree actions</p>						
<b>15.05.25.10</b>	<p><b>To Review AGAR 2024/25 and Associated Documents</b></p> <ul style="list-style-type: none"> <li>a) To approve the annual accounts and bank reconciliation for Year End 31 March 2025</li> <li>b) To receive the Internal Auditors report</li> <li>c) To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR</li> <li>d) To approve the Annual Governance Statement 2024-25 (AGAR Section 1) for external auditors PKF Littlejohn</li> <li>e) To approve the Accounting Statement 2024-25 (AGAR Section 2) for external auditors PKF Littlejohn</li> <li>e) To agree dates for the exercise of public rights to inspect accounts</li> </ul>						
<b>15.05.25.11</b>	<p><b>To receive update on Parish Council procedures and resolve to agree actions</b></p> <ul style="list-style-type: none"> <li>a) To consider the adoption of the updated Financial Regulations</li> <li>b) To review subscriptions to other bodies</li> <li>c) To approve Parish Council Meeting dates for 2025/26</li> <li>f) To review delegation arrangements to the Clerk, committees and sub committee</li> </ul>						
<b>15.05.25.12</b>	<p><b>To review the following documents and agree actions</b></p> <ul style="list-style-type: none"> <li>a) Standing Orders</li> <li>b) Code of Conduct</li> <li>c) Complaints Procedure</li> <li>d) Data Protection Policy</li> <li>e) Asset Register</li> <li>f) Grant Awarding Policy</li> <li>g) Publication Scheme</li> <li>h) Communication Policy</li> <li>d) Equality and Diversity</li> </ul>						
<b>15.05.25.17</b>	<p>To receive items for the next agenda</p> <ul style="list-style-type: none"> <li>i) <b>Date of next meeting</b></li> </ul>						