

**Minutes of the “Virtual” Annual Meeting of Rushock Parish Council
held on Thursday 6th May 2021 via ZOOM at 7.35pm**

Present: Cllrs.T. Green, (Chairman) (TG), S Davies (SD), R Hampshire (RH), and J Nicholls (JN).

Also present were: The Clerk Mrs B J Drew (BD)

1. Election of Chairman: It was proposed by RH, seconded JN and unanimously agreed that TG be re-elected as Chairman. At this point TG thanked the meeting for their support.

2. Election of a Vice-Chairman: It was proposed by JN, seconded RH and unanimously resolved that DC should continue as Vice-Chairman.

3. Apologies: Cllrs. D Cutler, T Jennings, County/District Cllr. Mr M Hart, District Cllrs. Mr I Hardiman and Mrs L Jones due to Elections.

4. Declarations of Interest and dispensations: None.

5. Public Question time: No public present.

6. Minutes of the last Annual Meeting held on 21st May 2020: These were duly approved and will be signed by the Chairman as a true record once “lockdown” measures have been lifted.

7. To note the model Code of Conduct: The Model Code of Conduct was noted.

8. To note the adopted Financial Regulations: The Financial Regulations were noted.

9. To note the Standing Orders including the revised NALC model Standing Orders: The Standing Orders were noted. The model Standing Orders are used by the Parish Council.

10. To approve the Risk Review Log: The Risk Log was discussed. It was agreed to include the Noticeboard, Gateways and Bench by the Church to the Fixed Asset Register. The Risk Log was duly approved subject to these amendments and will be signed by the Chairman once “lockdown” measures have been lifted.

11. To agree Risk Assessment for holding covid safe council meetings after May 7th:
As the next meeting is not until 9th September it was agreed to review whether a risk assessment is needed closer to the date.

12. To note the Insurance Requirements: The Insurance Requirements were noted. Clerk to chase renewal documents which have not yet been received. Clerk to contact Village Hall Committee for confirmation the hall is insured.

13. To approve the actions taken and processes and templates to be used to comply with the GDPR regulations:
Clerk to review standard forms and templates in respect of privacy policy, subject access request, retention and storage policies and ensure these are satisfactory and are put on the Parish Council website.

14. To review Fixed Asset Register: Already undertaken Item 10.

15. To review Internal Audit Report: Noted. Clerk pleased to report no matters were raised.

16. Adoption of the Accounts and Approval of the Annual Return: It was proposed by TG and seconded by RH and unanimously agreed that firstly (a) the Certificate of Exemption, secondly (b) annual governance statement and lastly (c) the annual accounting statements for the year 1st April 2020 - 31st March 2021 be approved and the annual return be approved and adopted.

17. To discuss Joint Practitioners Advisory Group (JPAG) Guide 2021 Changes – E Mail

Addresses:

Clerk advised that although not currently mandatory, JPAG are strongly recommending that Parish and Town Councils should use Council e mail addresses and not private e mail addresses for Parish Council business. This enables more control over protection of data processed by the Parish Council. Clerk to investigate this and advise.

12. To Nominate Councillors to Worcestershire CALC Area Meetings: It was proposed by RH and seconded by JN that, SD and TG be re-appointed for 2021 - 2022.

Meeting closed at 7.50pm.