

**Minutes of the Annual Meeting of Rushock Parish Council
held on Thursday 19th May, 2022, 7.50pm, Rushock Village Hall**

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

Also present were: The Clerk Mrs B J Drew (BD), District Cllr I Hardiman (IH), Mr W Waldron (WW) Lengthsman. Two Parishioners.

1. Election of Chairman: It was proposed by SD, seconded RH, 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 TJ, seconded RH, and unanimously resolved that DC should continue as Vice-Chairman.

3. Apologies: Cllr. D Cutler, County/District Cllr. Mr M Hart, District Cllr. Mrs L Jones.

4. Declarations of Interest and dispensations: None.

5. Public Question time: None.

6. Minutes of the last Annual Meeting held on 6th May, 2021: These were duly approved and were signed by the Chairman as a true record.

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. The Risk Log was duly approved and was signed by the Chairman.

11. To note the Insurance Requirements: The Insurance Requirements were noted. Clerk to chase renewal documents which have not yet been received, once received these will be distributed to all for review and approval.

12. To review GDPR documentation: Noted

13. To review Fixed Asset Register: Agreed – Gateways £500, Bench £250, and Noticeboard £250.00.

14. To review Internal Audit Report: Clerk had circulated report. Internal Auditor had highlighted 2 un-presented cheques which have been included in the Bank Spreadsheet and also commented the Council should consider the reserves level at the end of year to ensure it is not too high.

15. Clerks Review: Following receipt of 2021-22 new rates of pay, Chairman/Vice Chairman to undertake Clerks review.

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 2021 - 31st March 2022 be approved and the annual return be approved and adopted.

Meeting closed at 8.00pm