

**Minutes of the Annual Meeting of Rushock Parish Council  
held on Thursday 8<sup>th</sup> May, 2025, 7.10pm, Rushock Village Hall**

**Present:** Cllrs.T. Green, (Chairman) (TG), D Cutler (DC), S Davies (SD), R Hampshire (RH), and T Jennings (TJ).

**Also present were:** The Clerk Mrs B J Drew (BD), District Councillor R M Drew (RMD), PCSO Nicky Thomas (NT) and PCSO Alice Owen-Jones (AOJ).

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

**3. Apologies:** County Councillor M J Hart and District Cllr I Hardiman.

**4. Declarations of Interest and dispensations:** None.

**5. Public Question time:** None.

**6. Minutes of the last Annual Meeting held on 9<sup>th</sup> May, 2024:** These were duly approved and were signed by the Chairman as a true record.

**7. To note the Code of Conduct:** Noted.

**8. To note the adopted Financial Regulations:** The Financial Regulations were noted. Clerk advised new regulations have been issued by Worcestershire CALC. TG/BD to review and circulate.

**9.To note the Standing Orders:** The MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022 adopted by the Council were noted.

**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:** Clerk had circulated Insurance Renewal prior to the meeting which was unanimously approved.

**12. To review Fixed Asset Register:** Agreed

**14. To review Internal Audit Report:** Clerk had circulated the report prior to the meeting. BD will update the website with a list of all payments over £100 and to state that the Parish Council do not own any land. Other points raised were noted.

It was unanimously agreed that the budget should be amended to include £50 Chairman's Allowance as per recommendation in the Internal Audit Report.

**15. Adoption of the Accounts and Approval of the Annual Return:**

**(i)** It was proposed by DC, seconded by RH and unanimously agreed that firstly (a) the Certificate of Exemption,

**(ii)** secondly (b) annual governance statement and

**(iii)** lastly (c) the annual accounting statements for the year 1st April 2024 - 31st March 2025 be approved and the annual return be approved and adopted.

Meeting closed at 7.14pm.

Signed..... (Chairman)

Dated.....