



## Rous Lench Parish Council

### MINUTES OF EXTRAORDINARY MEETING HELD AT ROUS LENCH VILLAGE HALL ON 26 JUNE 2025

<b>Present</b>	Cllrs Browne, Harrison and Newton In attendance: Michelle Marriner (Clerk)
<b>Chairman's welcome</b>	Cllr Browne welcomed those in attendance to the meeting
<b>Apologies for absence</b>	Cllrs Davis and Hitchen – accepted.
<b>Appointment of Internal Auditor</b>	The appointment of Ruth Mullett as internal auditor for the 25/26 accounts was agreed.
<b>Appointment of Responsible Financial Officer</b>	It was agreed that Michelle Marriner be appointed as Responsible Financial Officer to the Parish Council for 2025/26.
<b>Finance</b>	<p><b>The report of internal auditor, Iain Selkirk, was noted and accepted.</b></p> <p><b>The accounts for year ending 31.3.25</b> including bank reconciliation, explanation of significant variances and payments over £100 were agreed and approved.</p> <p><b>The Annual Governance Statement for 2024/25</b> was approved</p> <p><b>The Statement of Accounts for 2024/25</b> was approved</p> <p><b>The following invoices paid between meetings were approved for payment</b></p> <ul style="list-style-type: none"><li>• Simon Skeys (Lengthsman) – March – April 2025 - £480.00</li><li>• Zurich Insurance - £334.64</li><li>• Worcs CALC - £229.19</li></ul> <p><b>The following payments were approved:</b></p> <ul style="list-style-type: none"><li>• Mr Selkirk (Internal Auditor) - £125.00</li><li>• Michelle Marriner (Clerk) – salary (including onboarding) for June 2025 - £340.62</li><li>• PAYE for June 2025 - £85.00</li></ul>

MINUTE REFERENCE 04/25

Signed .....

Chairman – Councillor Browne