

**Minutes of the Annual Meeting of Rushock Parish Council
held on Thursday 11th May, 2023, 7.50pm, Rushock Village Hall**

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

Also present were: The Clerk Mrs B J Drew (BD), Mr W Waldron (BW) Lengthsman.

- 1. Election of Chairman:** It was proposed by DC, seconded SD, and unanimously agreed that TG be re-elected as Chairman. At this point TG thanked the meeting for their support and signed the Chairman's declaration of acceptance of office.
- 2. Election of a Vice-Chairman:** It was proposed by RH, seconded SD, and unanimously resolved that DC should continue as Vice-Chairman.
- 3. Apologies:** County/District Cllr. Mr M Hart, District Cllr. Mr R Drew and Mr I Hardiman and West Mercia Police.
- 4. Declarations of Interest and dispensations:** None.
- 5. Public Question time:** None.
- 6. Minutes of the last Annual Meeting held on 19th May, 2022:** These were duly approved and were signed by the Chairman as a true record.
- 7. To adopt the new model Code of Conduct:** The new Model Code of Conduct was adopted. Clerk to send link to all Councillors.
- 8. To note the adopted Financial Regulations:** The Financial Regulations were noted.
- 9. To note the Standing Orders:** The MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022 were adopted. These bring the Financial Controls and Procurement in line with the Financial Regulations.
- 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.
- 12. To review GDPR documentation:** Noted
- 13. To review Fixed Asset Register:** Agreed – Gateways £500, Bench £250, and Noticeboard £250.00 and unanimously agreed to add Laptop £689.
- 14. To review Internal Audit Report:** Clerk had circulated report and it was noted.
- 15. Clerks Review:** Review will be undertaken when new payscales are received.
- 16. Adoption of the Accounts and Approval of the Annual Return:**
 - (i)** It was proposed by TG, 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 2021 - 31st March 2023 be approved and the annual return be approved and adopted.

Meeting closed at 8.15pm