



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery on Monday 14th March 2022 at 7.00 p.m.

Gordon Mussett
Parish Clerk
1st March 2022

AGENDA

- 1. Apologies for absence**
To receive apologies for absence
- 2. To Co-opt A Councillor to Fill the Vacancy**
To co-opt a Councillor to fill the vacancy
- 3. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 4. To Consider any requests from Members for Dispensations**
To consider any requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest
- 5. To Agree and Approve the Minutes of the Meeting held 5th January 2022**
To agree and approve the minutes of the meeting held on 5th January 2022 as a true record
- 6. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 7. To Review the Corporate Risks to the Council – attached**
To review the corporate risks to the Council
- 8. To Review the Council's Risks – attached and circulated separately**
To review the Council's risks
- 9. To Consider the Proposal to Move the Location of the Remembrance Day Service – attached**
To consider the proposal to move the location of the Remembrance Day Service
- 10. To Approve the following payments:-**

To approve the following payments to be signed at the meeting:-

Document Reference	Payable To	In Respect of	£
678	McAfee	Anti-Virus Software	£89.99
707	H Bendall	Litterpicking January	£53.95
708	G N Mussett	Clerk's Salary January	£96.33
709	Wessex Medical	Defibrillator Pads	£46.80
710	The Braxted Bakery	Meeting Room Hire	£125.00
711	Information Commissioner	Data Protection Fee	£40.00
712	G N Mussett	Clerk's Salary February	£95.75
713	CANCELLED		
713	H Bendall	Litterpicking February	£53.95

11. To Note the Financial Position as at 31st January 2022 – Attached

To note the financial position as at 31st January 2022

12. Clerk's Report

a) Annual Salary Award

13. Closure

ITEM 7

To Review the Corporate Risks to the Council

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from EALC
Internal audit assurance	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council
Recording in minutes the precise powers under which expenditure is being approved	Clerk to implement for all new expenditure as part of budget process. . All councillors to note
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Council receive financial reports
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Essex Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code

Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council

Members are required to note and amend these governance arrangements as necessary.

ITEM 8

To Review the Council's Risk Assessments

LCRS 13 - Risk report for Computing

Your Duty = Power to facilitate discharge of any function

Little Braxted Parish Council

Assessment year: 2021

Act = s 111 Local Government Act 1972

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Risk / Ref Hazard / Requirement	Control	Review Timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
<p>0: Physical</p> <p>Loss arising from theft/misappropriation.</p> <p>Maintain adequate security of site and equipment.</p>	<p>Allocate responsibility for security of equipment.</p> <p>Maintain high security of site and equipment.</p> <p>Take particular care in respect of laptops/peripherals.</p> <p>Ensure that where appropriate internal and external security devices are installed.</p>	Annually Clerk	Low	Medium	3	Yes
<p>0: Physical</p> <p>Loss/damage arising from unauthorised use.</p> <p>Maintain security of computer.</p>	<p>Restrict access through use of controlled passwords.</p> <p>Programme periodic password change.</p> <p>Maintain physical security of computer and site.</p>	Annually Clerk	Low	Medium	3	Yes

365 **Technical**

Crash of IT System.

To minimise risk arising from breakdown of equipment.

Monthly
Clerk

Low

High

4

Yes

Ensure regular backup of data onto appropriate medium.
Ensure that equipment is properly maintained.
Restrict access to authorised users.
Ensure that only approved software is used.
Maintain effective anti virus software.

Completed by:

Date:

Position:

No of Risks 3

No of risks 3
scored:

No of Action
Plans: 3

LCRS 13 - Risk report for Council Meetings

Your Duty =

Little Braxted Parish Council

Assessment year: 2021

Act = Local Government Act 1972

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Your action required (>3)

Risk / Ref	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
453	<p>Administration/Legal</p> <p>Access.</p> <p>To meet all statutory requirements and maintain effective administration.</p>	<p>Ensure public access is available to all meetings of the council, except for meetings of the Staff and Salaries committees.</p> <p>Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors.</p> <p>Disability access should be provided.</p> <p>Specific area should be set aside for Press & Public.</p> <p>Time should be allocated for public questions and comments.</p>	Annually Clerk	Low	Medium	3	Yes
452	<p>Administration/Legal</p> <p>Failure to meet statutory duty.</p> <p>To meet all statutory requirements and maintain effective administration.</p>	<p>Ensure that all members are notified of meeting by way of summons and agenda.</p> <p>Ensure that all public notices are posted as prescribed.</p> <p>Ensure meeting quadrate and maintain attendance records.</p> <p>Draft minutes should be prepared of the proceedings following every meeting. Minutes approved and signed by the chairman at the following meeting and the signed copies kept on file and published on the web site.</p>	Clerk	Low	Medium	3	Yes

455	Physical Personal Injury.	Ensure that effective arrangements are in place to minimise risk.	Ensure that appropriate regulations/controls are in place to minimise the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. That the council has appropriate insurance cover. That the relevant access and public areas are all risk assessed.	Annually Clerk	Low	High	4	Yes
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454	Physical Security.	To ensure that effective security arrangements are in place.	Define policy for security of staff, members, premises and equipment. Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Medium	3	Yes
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Completed by:	Date:	Position:	No of Risks	4	No of risks scored:	4	No of Action Plans:	4
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LCRS 13 - Risk report for Data Protection

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Little Braxted Parish Council

Assessment year: 2021

Act = Data Protection Act 1998

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
37	Administration/Legal Breach of confidentiality. To ensure that statutory requirements are met.	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily Clerk	Low	Medium	3	Yes

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

LCRS 13 - Risk report for Financial Management

Your Duty = Duty to ensure responsibility for financial affairs

Little Braxted Parish Council

Assessment year: 2021

Act = s 151 LGA 1972

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Councillor

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
302	<p>Administration/Legal</p> <p>Failure to comply with Inland Revenue regulations.</p> <p>Efficient financial administration.</p>	<p>Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay.</p> <p>Ensure that regular returns to Inland Revenue; prepared by the Clerk or responsible financial officer; checked by the Assistant Clerk</p> <p>Arrange prompt payment of all sums due.</p>	Quarterly Clerk	Low	Medium	3	Yes
0	<p>Administration/Legal</p> <p>Failure to maintain record of council assets.</p> <p>To minimize the risk of loss associated with failure to maintain adequate records.</p>	<p>Define responsibility for maintenance of asset register.</p> <p>Ensure that all acquisitions/disposals are accurately and promptly recorded.</p> <p>Carry our periodical inventory checks.</p>	Annually Clerk	Low	Medium	3	Yes

47 Financial

Failure to keep proper financial records.

Monthly
Clerk Low Medium 3 Yes

Define responsibility through appointment of Proper Financial Officer, ie. Responsible Financial Officer.
Ensure that the appropriate standing orders and financial regulations in place and subjected to annual review.
Annual Accounts prepared for presentation to the of the Full Council for approval.
Annual Return completed for submission to the External Auditor.

0 Financial

Failure to maintain an effective payments system.

To minimize the risk of loss.

Monthly
Clerk Low Medium 3 Yes

Determine responsibility for control of expenditure.
All payments to be supported by an invoice/voucher.
All detail to be checked and payment entered into a cash book or equivalent.
All payments to be approved by council and recorded in minutes.
All cheques to be signed by the relevant signatories.

300 Financial

Failure to set a precept within sound budgeting arrangements.

To ensure that the budget procedure is both efficient and effective.

Monthly
Responsible Finance Officer Low Medium 3 Yes

Determine responsibility of clerk/committee/council.
Ensure that presentation to committee/council follows an agreed timetable.
Ensure that the precept is set as a result following members consideration of all relevant estimated expenditure requirements for the forthcoming financial year for all heads of expenditure, and anticipated income.
Ensure all charges made by the council are reviewed annually. The adequacy of all balances and reserves are also reviewed annually. Ensure effective budget monitoring is in place throughout the year and quarterly financial statements presented to the council or relevant committee.

306 **Financial**

Quarterly **Low** **High** 4 **Yes**
Responsible Finance Officer

Loss of money through theft/misappropriation.

To ensure that effective financial controls are in place.

Determine responsibility for cash at all sources.
 Ensure that receipts are issued for all income.
 Ensure that secure arrangements are in place for all monies held pending banking.
 Ensure proper arrangements are in place for prompt for recording and banking of all cash received.
 Ensure that regular bank reconciliation is carried out.
 Ensure that the council holds adequate fidelity guarantee insurance.

347 **Financial**

Annually **Low** **Medium** 3 **Yes**
Responsible Finance Officer

Poor Financial Management

To ensure effective management of financial affairs of council.

Determine responsibility for the management of the financial affairs of the council.
 Maintain and review Standing Orders/Financial regulations on a regular basis.
 Ensure that an effective budgetary control and financial reporting system are in place.
 Maintain an effective internal audit by an independent auditor

Completed by:

Date:

Position:

No of Risks 7

No of risks 7
 scored:

No of Action
 Plans: 7

LCRS 13 - Risk report for Litter

Your Duty = Power to provide receptacles; Duty to empty & cleanse those provided

Little Braxted Parish Council

Assessment year: 2021

Act = s 5 and 6 - Litter Act 1983

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	Financial Inadequate budget provision To ensure adequate funding.	Ensure that service requirements are included in budgetary process.	Annually	High	Medium	5	Yes

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

LCRS 13 - Risk report for Meeting of the Council

Your Duty = Duty to meet

Little Braxted Parish Council

Assessment year: 2021

Act = s 12 Local Government Act 1972

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
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0 Administration/Legal

Disability & Discrimination Act

Ensure that provisions of the act are met.

Ensure that all conditions of the Act as they affect service provision are met.
Allocate responsibility to ensure that standards/ongoing requirements are met.
Carry out periodical review of service.

Annually Low Medium 3 Yes

36 Administration/Legal

Failure to comply with new Regulations /Legislation

All Meetings open to everyone.

Ensure that proper training policy is in place.
Continue in membership of appropriate local/national associations.
The members also subscribe to appropriate publications which provide information on new regulations and legislation.
Encourage staff networking.

Monthly Low Medium 3 Yes

355 Administration/Legal

Monthly Low Medium 3 Yes

Failure to meet statutory duty on meetings
All Meetings open to everyone.

All notices are posted in the prescribed places 4 clear days prior to any meeting,
All Councillors are notified of Meetings by way of a summons and agenda,
Minutes of all meetings are taken and approved copies signed by the chairman and kept on a minute file.
Maintain attendance records.

34 Administration/Legal

Quarterly Low Medium 3 Yes

Failure to report Council business in Minutes
Proper recording of council minutes.

Ensure proper, timely and accurate recording of council business in the minutes.
Ensure that all minutes are signed and paginated and are presented to the next meeting for approval and adoption.
The approved minutes are signed by the chairman and placed in the minute file with each page dated.
That the minute numbers run consecutively.
Maintain security of master copy.

40 Administration/Legal

Annually Low Medium 3 Yes

Failure to respond to the elector's wish to exercise its rights
All Meetings open to everyone.

Ensure members and staff are aware of Electors' Rights.
Ensure that time is set aside prior to the start of each meeting for members questions and comments.
Follow procedures for dealing with enquiries.
Increase awareness of accessibility of the Council to the public.

Completed by:

Date:

Position:

No of Risks 5

No of risks scored: 5

No of Action Plans: 5

LCRS 13 - Risk report for Provision of Website/Internet Access

Your Duty = Power to provide from 'free resource'

Little Braxted Parish Council

Assessment year: 2021

Act = s 137 Local Government Act 1972

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	Financial Inadequate budget provision	To ensure proper financial provision	Annually	Low	High	4	Yes
		Annual costs included in the precept budget.					
348	Technical Failure of Website/Internet Providers	To maintain high standard of service provision.	Weekly	Low	High	4	Yes
		Maintenance/service level agreements in place.					

Completed by:

Date:

Position:

No of Risks 2

No of risks scored: 2

No of Action Plans: 2

LCRS 13 - Risk report for Village Signs

Your Duty = Power to erect (with Highway Authority approval)

Little Braxted Parish Council

Assessment year: 2021

Act = s 3 Parish Council Act 1970

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Risk / Ref	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
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0	Physical Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Medium	3	Yes
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200	Physical Vandalism To minimise the risk of loss/damage/injury arising from vandalism.	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	3	Yes
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Completed by:	Date:	Position:	No of Risks 2	No of risks scored: 2	No of Action Plans: 2
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LCRS 13 - Risk report for War Memorials

Your Duty = Power to maintain, repair, protect and adapt war memorials

Little Braxted Parish Council

Assessment year: 2021

Action by: Clerk

Scoring note:
Low = 1
Medium = 2
and High = 3

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
459	Physical Inadequate budget provision	To ensure annual service review.	Annually	Low	Medium	3	Yes
		Review service provision within annual budget process.					

0	Physical Inadequate maintenance.	To maintain war memorial and the surrounding area to an acceptable standard	Annually	Low	Medium	3	Yes
		Define responsibility for maintenance. Structure should be inspected annually. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed. Annual maintenance carried out prior to Remembrance Sunday.					

208 Physical

Vandalism

As and when

Low

Medium

3

Yes

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

Completed by:

Date:

Position:

No of Risks 3

No of risks scored: 3

No of Action Plans: 3

LCRS 13 - Risk report for Web Sites

Your Duty =

Little Braxted Parish Council

Assessment year: 2021

Act =

Scoring note:
Low = 1
Medium = 2
and High = 3

Action by: Clerk

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
457	Administration/Legal Content	To maintain effective administration.		Low	Medium	3	Yes
		Ensure that all content is specifically approved by council.					

0	Administration/Legal Loss of Data/ Inability to access backup	To avoid risk arising from loss of data.	Monthly	Low	High	4	Yes
		Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed time scale. Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to.					

0 Administration/Legal

Non compliance with Freedom of Information Act
To minimise risk.

Annually Low Medium 3 Yes

Ensure that legal requirements are met in full.
Ensure that all information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.

0 Administration/Legal

Non conformance with the Data Protection Act
To minimise risk.

As and when Low Medium 3 Yes

Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed.
The data must be fairly and lawfully processed.
Ensure that all legal requirements are met.

Completed by:

Date:

Position:

No of Risks 4

No of risks scored: 4

No of Action Plans: 4

ITEM 9

To Consider the Proposal to Move the Location of the Remembrance Day Service

Wickham Bishops Parish Council have suggested that, in order to save costs, the Remembrance Day Service should be held on the WB sports field where the memorial service would be held. There is car parking available and plenty of room for attendees to congregate safely. After the service, it is suggested that the respective Parish Council Chairs carry their wreaths to the war memorial. Of course, permission for the use of the sports field would need to be sought from Beacon Hill Sports Association.

The views of Reverend Hilary have been sought and will be reported to the meeting. The costs for the event as currently staged comprise the formal road closure notice (charged by Maldon District Council) and that of the physical road closure, equating to £0.29 per resident in 2021.

Members are to consider whether to agree to the proposal

ITEM 11

To Note the Financial Position as at 31st January 2022

Income

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
09/04/2021		HMRC	VAT Refund				109.17	£ 109.17
26/04/2021		Maldon District Council	Precept	£ 4,400.00				£ 4,400.00
13/12/2021		Wickham Bishops Parish Council	Remembrance Day			£ 535.33		£ 535.33
13/12/2021		Wickham Bishops Parish Council	War Memorial		£ 339.26			£ 339.26
17/01/2022		Great Braxted Parish Council	Remembrance Day			£ 96.59		£ 96.59
17/01/2022		Great Braxted Parish Council	War Memorial		£ 61.21			£ 61.21
Total for Year				£ 4,400.00	£ 400.47	£ 631.92	£ 109.17	£ 5,541.56

Expenditure

Date	Cheque No	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
05/05/2021	642	13881	EALC	Annual Subscription			£ 68.20								£ 68.20		£ 68.20
05/05/2021	643	3430-100-05	Community Action Suffolk	Website SSL Certificate										£ 36.00	£ 36.00	£ -	£ 36.00
05/05/2021	644	LIT00682818	Maldon District Council	Speed Check Surveys										£ 68.40	£ 68.40	£ 13.68	£ 82.08
05/05/2021	645		H Bendall	Litterpicking									£ 43.35		£ 43.35		£ 43.35
05/05/2021	646		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
29/04/2021	647		SALC	Internal Audit Fee				£ 158.00							£ 158.00	£ 31.60	£ 189.60
20/05/2021	648		H Bendall	Litterpicking									£ 54.04		£ 54.04		£ 54.04
20/05/2021	649		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
20/05/2021	650		BHIB	Insurance					£ 320.78						£ 320.78		£ 320.78
25/06/2021	651		H Bendall	Litterpicking									£ 53.95		£ 53.95		£ 53.95
25/06/2021	652		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
25/06/2021	653		CANCELLED												£ -		£ -
25/06/2021	654		HMRC	Tax/NI	£ 192.00								£ 24.00		£ 216.00		£ 216.00
25/06/2021	655		Road Signs Direct	Weight Limit signs										£ 98.19	£ 98.19	£ 19.64	£ 117.83
25/06/2021	656		Road Signs Direct	Turning signs										£ 72.99	£ 72.99	£ 14.60	£ 87.59
04/08/2021	657		H Bendall	Litterpicking									£ 53.95		£ 53.95	£ -	£ 53.95
04/08/2021	658		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33	£ -	£ 96.33
04/08/2021	659		Screwfix	Litterbags									£ 14.98		£ 14.98	£ 2.99	£ 17.97
29/11/2021	660		H Bendall	Litterpicking									£ 65.44		£ 65.44		£ 65.44
29/11/2021	661		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
29/11/2021	662		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
29/11/2021	663		H Bendall	Litterpicking									£ 53.95		£ 53.95	£ -	£ 53.95
29/11/2021	664		HMRC	Tax/NI	£ 194.00								£ -		£ 194.00	£ -	£ 194.00
29/11/2021	665		OneSuffolk	Website Hosting										£ 50.00	£ 50.00	£ 10.00	£ 60.00
29/11/2021	666		H Bendall	Litterpicking									£ 53.95		£ 53.95	£ -	£ 53.95
29/11/2021	667		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33	£ -	£ 96.33
29/11/2021	668		Goodlife Countryside Services	Gardening						£ 350.00					£ 350.00	£ -	£ 350.00
29/11/2021	669		Goodlife Countryside Services	Grasscutting										£ 400.00	£ 400.00	£ -	£ 400.00
29/11/2021	670		H Bendall	Litterpicking									£ 65.44		£ 65.44	£ -	£ 65.44

29/11/2021	671	G N Mussett	Clerk's Salary	£ 96.33										£ 96.33	£ -	£ 96.33
29/11/2021	672	Royal British Legion	Remembrance Day Poppy										£ 25.00	£ 25.00	£ -	£ 25.00
29/11/2021	673	Maldon District Council	Road Closure Notice										£ 141.67	£ 141.67	£ 28.33	£ 170.00
29/11/2021	674	Connect Traffic Management	Road Closure Remembrance Day										£ 540.00	£ 540.00	£ 108.00	£ 648.00
05/01/2022	675	H Bendall	Litterpicking									£ 53.95	£ 53.95	£ -	£ 53.95	
05/01/2022	676	G N Mussett	Clerk's Salary	£ 96.33									£ 96.33	£ -	£ 96.33	
05/01/2022	677	HMRC	Tax/NI	£ 194.00								£ -	£ 194.00	£ -	£ 194.00	
Total for Year				£1,446.97	£ -	£ 68.20	£ 158.00	£ 320.78	£ 350.00	£ -	£ -	£ 537.00	£ 1,432.25	£ 4,313.20	£ 228.84	£ 4,542.04

BUDGET ANALYSIS						
2021/22	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,288.00		£ 1,446.97		63.2%	
Subscriptions	£ 70.00		£ 68.20		97.4%	
Audit Fees	£ 110.00		£ 158.00		143.6%	
Insurance	£ 317.00		£ 320.78		101.2%	
War Memorial	£ 400.00	£ 400.00	£ 350.00	£ 400.47	87.5%	
Information Commissioner	£ 40.00		£ -		0.0%	
Grass Cutting	£ 400.00		£ 400.00		100.0%	
Hall Hire	£ 360.00					
Transparency Fund			£ -			Restricted funds
Other	£ -		£ 171.18			
Election Fees	£ 75.00		£ -		0.0%	
Remembrance Day Parade	£ 70.00		£ 706.67	£ 535.33	244.8%	
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 537.00	£ -	67.1%	Restricted funds Money in reserves to offset this spend
Housing Needs Survey						Restricted funds Money in reserves to offset this spend
Defibrillator						Restricted funds
Precept		£ 4,400.00		£ 4,400.00		
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 80.00					
Website Hosting	£ 50.00	£ -	£ 86.00			
Speed Checks	£ 500.00		£ 68.40			
Bridge Repairs						Restricted funds Money in reserves to offset this spend
VAT Refund		£ 90.00		£ 109.17	121.3%	
Totals net of VAT	£ 5,560.00	£ 5,690.00	£ 4,313.20	£ 5,444.97		
VAT		£ -	£ 228.84	£ -		
Totals inc VAT		£ 5,690.00	£ 4,542.04	£ 5,444.97		



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40
Account No 20189405

SWIFT BIC: BARCGB22
IBAN: GB53 8008 2097 4020 1894 05
Issued on 01 February 2022

MG 018437 F1V1362A 709F30FAB00079 36300 A 80825

MR G MUSSETT
LITTLE BRAXTED PARISH COUNCIL
25 EBENEZER CLOSE
WITHAM
CM8 2HX



Your Community Account

At a glance

01 - 31 Jan 2022

Date	Description	Money out £	Money in £	Balance £
1 Jan	Start Balance			6,534.80
7 Jan	Cheque Issued Ref: 100675	53.95		6,480.85
	Cheque Issued Ref: 100676	96.33		6,384.52
14 Jan	Cheque Issued Ref: 100677	194.00		6,190.52
17 Jan	Direct Credit From Great Braxted Parl Ref: Cbpc		157.80	6,348.32
31 Jan	Balance carried forward			6,348.32
	Total Payments/Receipts	344.28	157.80	

Start balance	£6,534.80
Money out	£344.28
▶ Commission charges	£0.00
Money in	£157.80
▶ Gross interest earned	£0.00
End balance	£6,348.32

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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As at 31/03/21	
Petty Cash	£ 0.58
Barclays Bank	£ 5,348.80
Total	£ 5,349.38
Less Uncashed Cheques	£ -
Total	£ 5,349.38
Add Income for year	£ 5,541.56
Less Expenditure for year	-£ 4,542.04
Total	£ 6,348.90
As at 31/01/22	
Represented by	
Petty Cash	£ 0.58
Barclays Bank	£ 6,348.32
Total	£ 6,348.90
Plus unrepresented cheques	
Less Uncashed Cheques	£ -
Total	£ 6,348.90