



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery, Witham Road, on Tuesday 28th March 2023 at 7.00 p.m.

Gordon Mussett
Parish Clerk
20th March 2023

AGENDA

- 1. Apologies for absence**
To receive apologies for absence
- 2. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 3. 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
- 4. To Agree and Approve the Minutes of the Meeting held 24th January 2023**
To agree and approve the minutes of the meeting held on 24th January 2023 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To receive a financial statement as of 28th February 2023 - attached**
To receive a financial statement as of 28th February 2023
- 7. To Receive A Verbal Report on the Second Meeting of the A12 Enquiry**
- 8. To Consider Joining the “20’s Plenty” Campaign – Attached**
To consider joining the “20’s Plenty” Campaign
- 9. To Review the Corporate Risks to the Council – attached**
To review the corporate risks to the Council

10. To Review the Council's Risks – circulated separately

To review the Council's risks

11. To Consider the Proposals to Move the Quarry Processing Plant

To Consider the Proposals to Move the Quarry Processing Plant

12. To Approve the following payments made between meetings

To note following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
786	Maldon District Council	Speedchecks	£43.13
787	ICO	Data Protection Registration	£40.00
788	H Bendall	Litterpicking February	£48.93
789	G N Mussett	Clerk's Salary February	£146.12
790	Comunicorp	Coronation Mugs	£295.20

13. To Approve the Following Payments

To approve following payments

Document Reference	Payable To	In Respect of	£
791	H Bendall	Litterpicking March	£61.22
792	G N Mussett	Clerk's Salary March	£146.12
793	HMRC	Tax/NI	£148.60
794	The Braxted Bakery	Room Hire for meetings	£125.00
795	Maldon District Council	Speedchecks	£64.69

14. Clerks Report – for Information

- a. **To note the date of the Annual Meeting of the Council and the Annual Parish Meeting as Tuesday 16th May**

15. Closure

ITEM 6**To receive a financial statement as of 28th February 2023****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
12/04/2022		HMRC	VAT Refund				251.64	£ 251.64
25/04/2022		Maldon District Council	Precept			£ 4,500.00		£ 4,500.00
06/05/2022		G N Mussett	Fete Income			£ 944.00		£ 944.00
26/09/2022		Essex Community Foundation	Grant for Defibrillator			£ 1,500.00		£ 1,500.00
05/01/2023		Wickham Bishops Parish Council	War Memorial Recharge		£ 347.11			£ 347.11
05/01/2023		Wickham Bishops Parish Council	Remembrance Day Recharge			£ 933.48		£ 933.48
09/01/2023		Great Braxted Parish Council	War Memorial Recharge		£ 62.63			£ 62.63
09/01/2023		Great Braxted Parish Council	Remembrance Day Recharge			£ 168.42		£ 168.42
Total for Year				£ -	£ 409.74	£ 8,045.90	£ 251.64	£ 8,707.28

EXPENDITURE

Date	Cheque No	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Fete	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
03/05/2022	719		H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
03/05/2022	720		G N Mussett	Clerk's Salary	£ 99.19										£ 99.19		£ 99.19
03/05/2022	721		EALC	Annual Subscription			£ 69.03								£ 69.03		£ 69.03
03/05/2022	722		BHIB	Insurance					£ 354.24						£ 354.24		£ 354.24
03/05/2022	723		A G Smith & Sons	Hog Roast (Cheque Returned)										£ -	£ -	£ -	£ -
16/05/2022	724		Mighty Oak Brewing Co	Beer								£ 296.44			£ 296.44	£ 59.29	£ 355.73
16/05/2022	725		Waitrose	Wine								£ 579.40			£ 579.40	£ 115.88	£ 695.28
16/05/2022	726		McAfee	Antivirus										£ 83.32	£ 83.32	£ 16.67	£ 99.99
16/05/2022	727		A G Smith	Hog Roast (cheque lost) Fete										£ -	£ -	£ -	£ -
30/05/2022	728		Ellis Amusements	Amusements								£ 925.00			£ 925.00	£ -	£ 925.00
30/05/2022	729		Amazon Services	Megaphone								£ 28.30			£ 28.30	£ 5.66	£ 33.96
30/05/2022	730		Cancelled												£ -		£ -
30/05/2022	731		Suffolk Association of Local Councils	Internal Audit Fee					£ 161.00						£ 161.00	£ 32.20	£ 193.20
30/05/2022	732		Zoozee Trading	Paper Plates								£ 7.48			£ 7.48	£ 1.50	£ 8.98
30/05/2022	733		Screwfix	Fencing, posts and bags								£ 152.84			£ 152.84	30.58	183.42
30/05/2022	734		Richard Collins	Bar glasses								£ 93.90			£ 93.90		£ 93.90
30/05/2022	735		Richard Collins	Bunting								£ 40.29			£ 40.29		£ 40.29
30/05/2022	736		H Bendall	Litterpicking									£ 55.67		£ 55.67		£ 55.67
30/05/2022	737		G N Mussett	Clerk's Salary	£ 99.19										£ 99.19		£ 99.19
30/05/2022	738		Screwfix	Line Paint								£ 4.99			£ 4.99	£ 1.00	£ 5.99
30/05/2022	739		G N Mussett	Fete Prizes								£ 40.00			£ 40.00		£ 40.00
30/05/2022	740		G N Mussett	Fete Cakes								£ 203.00			£ 203.00		£ 203.00
30/05/2022	741		S Goodey	Fete Ice								£ 24.00			£ 24.00		£ 24.00
26/07/2022	742		G N Mussett	Clerk's Salary	£ 132.19										£ 132.19		£ 132.19
26/07/2022	743		H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
26/07/2022	744		HMRC	Tax/NI	£ 198.00								£ 35.80		£ 233.80		£ 233.80
26/07/2022	745		G N Mussett	Clerk's Salary	£ 99.19										£ 99.19		£ 99.19
26/07/2022	746		H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
26/07/2022	747		Make It Pp	Fete Balloons								£ 250.00			£ 250.00		£ 250.00
26/07/2022	748		G N Mussett	Fete Sundries								£ 26.73			£ 26.73		£ 26.73
26/07/2022	749		Cancelled	Singer Deposit								£ -			£ -		£ -
26/07/2022	750		Mrs H C Hogan	Singer Balance								£ 250.00			£ 250.00		£ 250.00
26/07/2021	751		Great Braxted Pavilion	Hire of Grounds								£ 400.00			£ 400.00		£ 400.00
26/07/2022	752		A G Smith	Hogroast								£ 1,950.00			£ 1,950.00	£ 390.00	£ 2,340.00
26/07/2022	753		Maldon District Council	Speedcheck										£ 35.94	£ 35.94	£ 7.19	£ 43.13

26/07/2022	753	Maldon District Council	Speedcheck										£ 35.94	£ 35.94	£ 7.19	£ 43.13
13/09/2022	754	G N Mussett	Clerk's Salary	£ 132.19										£ 132.19		£ 132.19
13/09/2022	755	H Bendall	Litterpicking									£ 55.67		£ 55.67		£ 55.67
13/09/2022	756	Maldon District Council	Replacement for cheque no. 100730										£ 35.94	£ 35.94	£ 7.19	£ 43.13
13/09/2022	757	G N Mussett	Clerk's Salary	£ 132.19										£ 132.19		£ 132.19
13/09/2022	758	H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
13/09/2022	759	ShenZhenShi	Batteries for Defibrillator										£ 27.49	£ 27.49	£ 5.50	£ 32.99
13/09/2022	760	Road Signs UK	Road Signs										£ 112.74	£ 112.74	£ 22.55	£ 135.29
13/09/2022	761	BCW Road Signs	Road Signs										£ 112.74	£ 112.74	£ 22.55	£ 135.29
13/09/2022	762	BCW Road Signs	Delivery Charges										£ 35.00	£ 35.00	£ 7.00	£ 42.00
13/09/2022	763	HMRC	Tax/NI	£ 99.00								£ 35.80		£ 134.80		£ 134.80
13/09/2022	764	Wessex Medical	Defibrillator										£ 1,085.00	£ 1,085.00	£ 217.00	£ 1,302.00
13/09/2022	765	St John Ambulance	Defibrillator Cabinet										£ 505.00	£ 505.00	£ 101.00	£ 606.00
15/11/2022	766	Screwfix	Rubbish Sacks									£ 17.47		£ 17.47	£ 3.50	£ 20.97
15/11/2022	767	H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
15/11/2022	768	G N Mussett	Clerk's Salary	£ 132.19										£ 132.19		£ 132.19
15/11/2022	769	Community Action Suffolk	Website Hosting										£ 50.00	£ 50.00	£ 10.00	£ 60.00
15/11/2022	770	Maldon District Council	Speedcheck										£ 17.97	£ 17.97	£ 3.59	£ 21.56
15/11/2022	771	Amazon Services	Printer Ink										£ 62.89	£ 62.89	£ 12.59	£ 75.48
15/11/2022	772	H Bendall	Litterpicking									£ 82.41		£ 82.41		£ 82.41
15/11/2022	773	G N Mussett	Clerk's Salary	£ 243.23										£ 243.23		£ 243.23
15/11/2022	774	Maldon District Council	Speedcheck										£ 26.96	£ 26.96	£ 5.39	£ 32.35
15/11/2022	775	ConnectTM	Road Closure										£ 1,040.00	£ 1,040.00	£ 208.00	£ 1,248.00
24/01/2023	776	Goodlife Countryside Services	Grasscutting										£ 430.00	£ 430.00		£ 430.00
24/01/2023	777	Goodlife Countryside Services	Grasscutting											£ 360.00		£ 360.00
24/01/2024	778	Maldon District Council	Road Closure Notice										£ 148.67	£ 148.67	£ 29.73	£ 178.40

24/01/2023	779	H Bendall	Litterpicking								£ 61.22		£ 61.22		£ 61.22	
24/01/2023	780	G N Mussett	Clerk's Salary	£ 146.12									£ 146.12		£ 146.12	
24/01/2023	781	HMRC	Tax/NI	£ 130.00							£ 46.60		£ 176.60		£ 176.60	
24/01/2023	782	H Bendall	Litterpicking								£ 48.93		£ 48.93		£ 48.93	
24/01/2023	783	G N Mussett	Clerk's Salary	£ 146.12									£ 146.12		£ 146.12	
24/01/2023	784	Great Braxted PC	Replacement for cheque no. 100749							£ 100.00			£ 100.00		£ 100.00	
24/01/2023	785	The Braxted Bakery	Installation and hosting defibrillator									£ 300.00	£ 300.00		£ 300.00	
Total for Year				£1,788.80	£ -	£ 69.03	£ 161.00	£ 354.24	£ 360.00	£ -	£5,372.37	£ 662.47	£ 4,109.66	£ 12,877.57	£ 1,315.56	£ 14,193.13

BUDGET ANALYSIS						
2022/23	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,350.00		£ 1,788.80		76.1%	
Subscriptions	£ 75.00		£ 69.03		92.0%	
Audit Fees	£ 125.00		£ 161.00		128.8%	
Insurance	£ 325.00		£ 354.24		109.0%	
War Memorial	£ 600.00	£ 400.00	£ 360.00	£ 409.74		
Information Commissioner	£ 40.00				0.0%	
Grass Cutting	£ 410.00		£ 430.00		104.9%	
Hall Hire	£ 150.00					
Transparency Fund						Restricted funds
Other	£ 400.00		£ 323.37			
Election Fees	£ 15.00				0.0%	
Remembrance Day Parade	£ 130.00		£ 1,188.67	£ 1,101.90	21.2%	
Parish Plan						Restricted funds
Village Fete	£ 4,865.00	£ 5,809.00	£ 5,372.37	£ 944.00	92.5%	Restricted funds
Litterpicking	£ 800.00	£ 800.00	£ 662.47		82.8%	Restricted funds
Housing Needs Survey						Restricted funds
Defibrillator			£ 1,917.49	£ 1,500.00		Restricted funds
Precept		£ 4,500.00		£ 4,500.00		
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 80.00		£ 83.32			
Website Hosting	£ 50.00	£ -	£ 50.00			
Speed Checks	£ 200.00		£ 116.81			
VAT Refund		£ 120.00			0.0%	
Totals net of VAT	£ 10,615.00	£11,629.00	£ 12,877.57	£ 8,455.64		
VAT		£ -		£ -		
Totals inc VAT		£11,629.00	£ 14,193.13	£ 8,455.64		



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40
Account No: 20189405

SWIFT/BIC BUKBGB22

IBAN G853 BUKB 2097 4020 1894 05

Issued on 01 March 2023

MG 020242 F1V1644A 709F30DAC00088 36300 A 61694

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



Your Community Account

At a glance

01 - 28 Feb 2023

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			6,366.48
6 Feb	Cheque Issued Ref: 100749	100.00		6,266.48
21 Feb	Cheque Issued Ref: 100782	48.93		6,217.55
23 Feb	Cheque Issued Ref: 100775	1,248.00		4,969.55
28 Feb	Cheque Issued Ref: 100785	300.00		4,669.55
28 Feb	Balance carried forward			4,669.55
	Total Payments/Receipts	1,696.93	0.00	

Start balance	£6,366.48
Money out	£1,696.93
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£4,669.55

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.

BANK RECONCILIATION	
As at 31/03/21	
Barclays Bank	£ 10,590.55
Total	£ 10,590.55
Less Uncashed Cheques	-£ 435.15
Total	£ 10,155.40
Add Income for year	£ 8,707.28
Less Expenditure for year	-£ 14,193.13
Total	£ 4,669.55
As at 28/2/23	
Represented by	
Barclays Bank	£ 4,669.55
Total	£ 4,669.55
Plus unrepresented cheques	£ -
Less Uncashed Cheques	
Total	£ 4,669.55

1/2

1V1644A 1 of 2

ITEM 8

To Consider Joining the “20’s Plenty” Campaign

20’S PLENTY FOR ESSEX CAMPAIGN

The objective of the campaign is to make 20 mph the default speed limit where people and motor vehicles mix, with 30 mph being an exception.

The campaign has drawn on the research of “20’s Plenty for Us”, a not-for-profit organisation which campaigns to make cities, towns and villages better places to be, and the shared ideas and suggestions of over 120 Essex Parish Councillors.

The benefits of achieving our objective are

- to improve the quality of life in the communities of Essex which are currently blighted by fast moving traffic.
- to make communities safer by minimising the risk of road accidents.
- to contribute to climate change goals by reducing pollution.
- to ensure that the safety and comfort of people in communities takes precedence over the (often insignificant) time saved for people driving through them.

Proposed Actions for Parish Councils

The plan is to approach the challenge as groups of collaborating Parish Councils and individual councils are therefore requested to:

- agree and adopt a Parish Council motion based on the template in Appendix 1 below, also available at: https://www.20splenty.org/parish_council_motion
- communicate benefits of 20mph to parishioners:
 - quality of life
 - link between speed and harm
- email Essex County Council (see email template in Appendix 2 below)
 - Address to Lead Member for Highways Maintenance and Sustainable Transport at Essex County Council (Cllr Lee Scott)
 - Local representatives in ECC – district and county councillors
- identify a resident (councillor or non-councillor) to register a “20’s Plenty” Campaign in your parish. Do this online here: https://www.20splenty.org/form_a_campaign

Proposals for the implementation of the plan

- Base programme on the low-cost, whole-community “wide-area” approach as adopted in Scottish Borders, Oxfordshire, Cornwall.
(see https://www.20splenty.org/universal_demand_for_20 and https://www.scotborders.gov.uk/news/article/4202/permanent_20mph_plans_approved).
- 20mph speed limit everywhere where people mix with cars and not linked to road status in “roads hierarchy”, PR1, PR2 etc.
- Adopt 20mph throughout Essex instead of 30mph as the default speed limit where people and motor vehicles mix, with higher limits the exception not the rule.
- Create a uniform and consistent speed-limit practice across Essex so that it is simple and consistent for drivers.

- Cluster communities together to seek implementation in groups, such as contiguous communities in an area bounded by main roads.
- Road signs only, low-cost installation.
 - Starting assumption that no civil engineering required; possibly small amount if it proved appropriate but not part of the main programme.
 - There is no need to delay the process or introduce the cost of additional data collection: adequate data is available from existing programmes elsewhere in UK.

Appendix 1: Template Motion for PCs to agree

[Your Parish or Town council name]:

- supports the 20's Plenty for Essex campaign,
- calls on Essex County Council to implement 20mph in [your place] and
- will write to Essex County Council to request 20mph speed limits on streets throughout the county where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

Appendix 2: Template email that can be used to write to Essex County Council.

FAO: Cllr Lee Scott, Essex County Council Cabinet Member for Sustainable Transport

CC: Our local representative on ECC, our local District, Borough or City Councillor.

Address: Members' Suite, Essex County Council, PO Box 11, CM1 1LX

Email: cllr.lee.scott@essex.gov.uk

Setting 20mph as the default speed limit in towns and villages in Essex

[xxxx] Parish Council requests Essex County Council to adopt 20mph as the default speed limit for urban and village roads in the county. A higher limit can be set as an exception, where there is evidence that it will be safe for pedestrians and cyclists. Regarded as global best practice, the UK government committed itself to 20mph speed limits by signing the 2020 Stockholm Declaration.

Vehicle size has been slowly increasing as carmakers build in more safety and comfort for occupants, so people drive faster without realising.

Stopping distance at 20mph is about half compared to 30mph. Road accidents lead to fewer serious injuries for occupants but not pedestrians. Harm from being hit by a car is proportional to square of speed, so speed has bigger impact than even size of car.

The benefits of 20mph are clear: better for children, better for the elderly, better for pedestrians, better for cyclists and better for disabled. 20mph reduces road casualties and emissions, makes it more likely that people will walk or cycle and has almost no effect on journey times for those in motor vehicles.

20mph is popular. In survey after survey, around 7 in 10 people say they support 20mph speed limits. 28m people in the UK live in local authorities that have committed to a 20mph speed limit on most urban and village roads. Essex is rapidly becoming an outlier among Highways Authorities by endorsing speeds of 50% higher on most built-up roads.

Even where Essex County Council considers a 20mph scheme, its recommendation of high-cost engineering solutions effectively prevents many Parish Councils from implementing 20mph. A signed-only wide-area scheme combined with education is easier and better for everyone: cheaper for ECC and for communities, is more effective and doesn't impact emergency services.

We ask that you work with other decision makers and officers in Essex to set an authority-wide default 20mph limit for urban and rural community roads and make it easier for communities like ours to secure a speed limit of 20mph.

We also ask Essex County Council to write to the UK National Government and request that 20mph be made the national default speed on restricted roads, with 30mph as the exception where warranted. Please keep me informed of your progress.

Signed:

For xxx Parish Council

Appendix 2: Template Motion for PCs to agree

[Your Parish or Town council name]:

- Supports the 20's Plenty for Essex campaign;
- Calls on Essex County Council to implement 20mph in [your place]; and
- Will write to Essex County Council to request 20mph speed limits on streets throughout the county where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

Appendix 3: Existing regulatory policies

Policy	Status	Action
ECC Vision Zero https://bit.ly/3N9WKPI https://bit.ly/3N9WKPI	Awaiting Road Hierarchy review; speed reduction commentary excludes specific mention of 20mph	Request ECC to prioritise Vision Zero
ECC Speed Management review	Stalled, awaiting ECC road hierarchy review	Propose to ECC to adopt the principle of wide area 20mph ahead of the ECC Road Hierarchy review
ECC Roads Hierarchy review	Currently a bottleneck to progress, but also arguably not relevant	Request ECC to prioritise but emphasise that not needed for 20mph (see above)
Dept for Transport guidance on setting local speed limits https://bit.ly/3sBZ0WK	Reference to 24mph threshold by ECC precludes / makes 20mph expensive	Emphasise that plenty of Local Authorities are implementing 20mph without referring to pre-existing speeds
Stockholm Declaration https://bit.ly/3SG0gCG	UK National Government supports declaration of 20mph / 30kph as the maximum speed limit where people and motor vehicles mix	Ask ECC to lobby UK Government for a national default speed of 20mph on restricted roads

ITEM 9

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	Identify suppliers and bring to council

suppliers/providers/contractors	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	IA to note and include in report to council

powers in place, recorded and correctly applied	
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.

