



Minutes of the Annual Meeting of Little Braxted Parish Council held at the Braxted Bakery, Witham Road on Tuesday 3rd May 2022 at 7.10pm.

Present: Councillors: Barke, French, Speakman and Yeates
Also present: Parish Clerk

1. Election of Chair

The Council elected Kit Speakman as Chair for 2022/2023.

2. To Sign the Declaration of Acceptance of Office

The Chair signed the Declaration of Acceptance of Office.

3. To Elect a Vice-Chair

The Council, in his absence, elected James Barke as Vice-Chair for 2022/2023.

4. To Receive and Approve Apologies for absence

There were no apologies for absence.

5. To Co-Opt to Fill the Councillor Vacancy

There were no nominations for co-option to fill the Councillor vacancy.

6. To Receive Declarations of Interest

No Members declared any interests in matters on the agenda.

7. To Consider any requests from Members for Dispensations

There were no requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest.

8. To Agree and Approve the Minutes of the Meeting held 14th March 2022

The Council agreed and approved the signing of the minutes of the meeting held on 14th March 2022 as a true record.

9. To Review Standing Orders and Financial Regulations

The Council reviewed Standing Orders and Financial Regulations, and, after inserting a new paragraph 18 as advised by the National Association of Local Councils agreed that no further changes were required to either document..

10. To Review the Inventory of Land and Assets including Office Equipment

The Council reviewed and agreed the inventory of land and assets including office equipment.

11. To Confirm the Arrangements for Insurance Cover in Respect of All Insured Risks

The Council noted and confirmed the arrangements for insurance cover in respect of all insured risks.

12. To Review the Council's Subscriptions to Other Bodies

The Council reviewed the Council's subscriptions to other bodies and agreed to continue to subscribe to the Essex Association of Local Councils.

13. To Review the Council's Complaints Procedure

The Council reviewed the Council's Complaints Procedure and agreed no changes were required.

14. To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The Council reviewed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and agreed that no changes were required.

15. To Review the Council's Policy for Dealing with the Press/media

The Council reviewed the Council's policy for dealing with the press/media and agreed that no changes were required.

16. To Review the Council's Data Privacy Notice

The Council reviewed the Council's Data Privacy Notice and agreed that no changes were required.

17. To Review the Data Protection Policy

The Council reviewed the Council's Data Protection Policy and agreed that no changes were required.

18. To Review the Effectiveness of the Internal Audit

The Council reviewed the effectiveness of the Internal Audit and agreed that no additional audit measures were required.

19. To Receive the Internal Audit Report for 2021/2022 and Take Appropriate Action on Matters Raised

The Council received the Internal Audit report for 2021/2022 and noted both the matters raised and action taken as follows:-

- a) Earmarked Reserves – The Council noted that the year end earmarked reserves were inflated by advance grants towards litterpicking and the fete. Without these sums the earmarked reserves would only be £594.67 representing £159.21 residue from the Parish Plan project, £375 towards future defibrillator costs and £60.36 held on behalf of the Neighbourhood Watch initiative.
- b) Petty Cash – This account was cleared in March 2022.
- c) Redecoration to the Pension Regulator – Although both employees' earnings fall below the limit at which pension contributions must be made by the employer the redeclaration has since been made.

20. To Re-Appoint the Suffolk Association of Local Councils as the Council's Internal Auditors

The Council agreed to re-appoint the Suffolk Association of Local Councils as the Council's Internal Auditors.

21. To Review the Separate Statement of Internal Controls

The Council reviewed the separate Statement of Internal Controls and agreed that no changes were required.

22. To Appoint the Clerk as the Council's Responsible Financial Officer

The Council agreed to re-appoint the Clerk as the Council's Responsible Financial Officer.

23. To Approve The Governance Statement for the Year Ended 31st March 2022

The Clerk read to the Council the statements contained in Section 1 of the Annual Return and the Council agreed that they had complied with each of them and approved the signing of the Governance Statement for the year ended 31st March 2022.

24. To Approve The Accounting Statement for the Year Ended 31st March 2022

The Council noted and agreed the financial data in Section 2 of the Annual Return and approve the signing of the Accounting Statement for the year ended 31st March 2022.

25. To Approve and Sign the Certificate of Exemption from External Audit

The Council confirmed that neither its income nor expenditure for 2021/2022 had exceeded £25,000 and approved the signing of the Certificate of Exemption from External Audit.

26. To Confirm the Time and Place of Ordinary Meetings of the Full Council up to and Including the Next Annual Meeting of Full Council

The Council agreed that the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council would be:-

Tuesday 19th July

Tuesday 13th September

Tuesday 15th November

Tuesday 10th January 2023

Tuesday 21st March 2023

27. To Approve the Following Payments

To approve the following payments meetings:-

Document Reference	Payable To	In Respect of	£
719	H Bendall	Litterpicking	£44.58
719	G N Mussett	Clerk's Salary	£99.19
720	EALC	Annual Subscription	£69.03
721	BHIB	Annual Insurance Premium	£354.24
722	A G Smith & Sons	Hog Roast for Fete	£2,340.00

28. Closure

The meeting was closed at 7.46pm