

Minutes of the Annual General Meeting of Little Braxted Parish Council held on Tuesday 12th May 2026 at 7.15 p.m at the Braxted Bakery, Witham Road.

Present: Councillors Barke (except items 32-37), Howard, Morgan, Jepson and Yeates.

Also present: Two members of the public

1. Election of Chair

Councillor Barke was elected as Chair for 2026/2027.

2. To Sign the Declaration of Acceptance of Office

Councillor Barke signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

3. To Elect a Vice-Chair

Councillor Morgan was elected as Vice-Chair for 2026/2027.

4. To Receive and Approve Apologies for absence

There were no apologies for absence.

5. To Receive Declarations of Interest

No Members declared any interests in matters on the agenda.

6. To Consider any requests from Members for Dispensations

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

7. To Agree and Approve the Minutes of the Meeting held 17th March 2026

The Council agreed and approved the signing of the minutes of the meeting held on 17th March 2026 as a true record.

8. To Review Standing Orders and Financial Regulations

The Council reviewed Standing Orders and Financial Regulations and agreed that no changes were required.

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

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

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

The Council confirmed the arrangements for insurance cover in respect of all insured risks and noted that this was the second year of a three year agreement.

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

The Council reviewed the Council's subscriptions to other bodies and agreed to remain members of the Essex Association of Local Councils, and for this year to join the Rural Community Council of Essex in order for them to assist with the Parish Plan.

12. To Review the Council's Complaints Procedure

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

13. 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.

14. 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.

15. To Review the Council's Data Privacy Notice

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

16. To Review the Data Protection Policy

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

17. To Review the Council's Reserves Policy

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

18. To Review the Council's Information Technology Policy

The Council reviewed the Council's Information Technology Policy and agreed that no changes were required.

19. To Review the Separate Statement of Internal Controls

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

20. 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.

21. To Review the Council's Safeguarding Policy

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

22. To Receive, Note, and Agree Actions Arising from the Internal Audit Report for 2025/2026

The Council noted the completion of the Independent Internal Audit, reviewed the Internal Audit report and agreed the following actions:-

- a) Page 14 - to continue to publish the statutory notice of electors rights to inspect the accounts for 5 years preceding the current year. The Clerk reported that these were now all available on the website.

- b) Page 18 - to review the Model Publication Scheme (last reviewed March 2013) (attached) and check it against what we publish on our website. The Clerk reported that where the Publication Scheme referred to the website that information was now available on the website.
- c) Page 19 – to update the accessibility statement on our website and have an annual review of our website to ensure compliance with the legislation. The Clerk reported that the Council's website hosts can undertake this for a fee of £108, and that as an interim he was currently developing the website further to further ensure compliance.

23. To Adopt an Accessibility Statement for the Website as Advised by the Internal Auditor

The Council agreed to adopt the Accessibility Statement for the website as advised by the Internal Auditor as an interim measure pending completion of an accessibility check by the Council's web hosts.

24. To Arrange for an Accessibility Check of the Website by the Council's Website Host

The Council agreed to arrange for an Accessibility Check, including preparation of an updated accessibility statement, and improvements to aid accessibility of the website by the Council's website host for a fee of £108.

25. To Review the Model Publication Scheme as Advised by the Internal Auditor

The Council noted and agreed the review the Model Publication Scheme undertaken by the Clerk to ensure correlation with information on the website.

26. To Review the Effectiveness of the Internal Audit

The Council reviewed the effectiveness of the Internal Audit and agreed that it was suitable for this Council.

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

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

28. To Note the Signed Internal Audit Report for the Annual Governance and Accountability Return and Agree any Necessary Action

The Council noted the signed Internal Audit Report for the Annual Governance and Accountability Return and that the website now contained details of the periods for the Public Inspection of the Accounts for the current and preceding five years.

29. To Agree the Governance Statements Within the Annual Governance and Accountability Return

The Council agreed the Governance Statements within the Annual Governance and Accountability Return, with the exception of item 10 as advised by the Internal Auditor where non-compliance was noted. The form was then signed by the Chair and Clerk,

30. To Agree the Financial Statements Within the Annual Governance and Accountability Return

The Council noted and agreed the Financial Statements within the Annual Governance and Accountability Return which was then signed by the Chairman.

31. To Declare the Authority as Exempt from a Limited Assurance Review Audit

The Council declared the authority as exempt from a limited assurance review audit as both its income and expenditure in 2025/2026 did not exceed £25,000.

Councillor Barke left the meeting and Councillor Morgan took the Chair.

32. To Note the Dates for the Exercise of Public Rights for Inspection of the Accounts

The Council noted the dates for the Exercise of Public Rights for Inspection of the Accounts for 2025/26 as commencing on 17th June and ending on 28th July.

33. To receive a financial statement as of 31st March 2026

The Council received a financial statement as of 31st March 2025 including detailed income and expenditure, budget comparisons and a bank reconciliation supported by a bank statement, showing total funds as £5,916.33.

34. To Confirm the Time and Place of Ordinary Meetings of the Full Council up to and Including the Next Annual Meeting of Full Council (attached)

The Council determined 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 at the Braxted Bakery at 7.00pm on the following dates:-

7th July

15th September

10th November

12th January 2027

23rd March 2027

11th May 2027

35. To Approve the Following Payments Made Between Meetings

The Council noted and approved the following payments made between meetings:-

Document Reference	Payable To	In Respect of	£	Powers
994	G N Mussett	Clerk's Salary April	£175.47	LGA 1972 s112(1) & s112(2)
995	H Bendall	Litterpicking	£78.76	LGA 1972, s.144
996	Maldon District Council	Speedchecks	£116.75	LG and Rating Act 1997 s.10
997	Screwfix	Litterpicking sacks	£22.77	LGA 1972, s.144

36. To Approve the Following Payments

The Council approved the following payments:-

Document Reference	Payable To	In Respect of	£	Powers
998	EALC	Annual Subscription	£78.49	LGA Act 1972 s143
999	Clear Councils	Insurance	£504.35	LGA 1972, s.144
1000	H Bendall	Litterpicking	£98.15	LGA 1972, s.144
1001	G N Mussett	Clerk's Salary May	£175.47	LGA 1972 s112(1) & s112(2)
1002	The Braxted Bakery	Replaces Cheque No. 989	£150.00	LGA Sch 12
1003	McAfee	Anti-Virus Software	£114.99	General Data Protection Ruling (EU Regulation 2016/79)

37. Closure

The meeting was closed at 7.27pm.