



## Little Braxted Parish Council

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You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery, Witham Road, on Tuesday 26<sup>th</sup> November 2024 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**18<sup>th</sup> November 2024**

### **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 10<sup>th</sup> September 2024**  
*To agree and approve the minutes of the meeting held on 10th September 2024 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Adopt the Following HR Policies Based on the Recently Updated Policies Issued by the National Association of Local Councils – Previously Circulated to Councillors**  
*To adopt the following HR Policies based on the recently updated Policies Issued by the National Association of Local Councils*
  - a) *Annual Leave*
  - b) *Antibullying and Harrassment*
  - c) *Compassionate Leave*
  - d) *Data Protection*
  - e) *Disciplinary*

- f) *Equality/Diversity*
- g) *Grievance*
- h) *Lone Working*
- i) *Maternity Leave and Pay*
- j) *Paternity Leave and Pay*
- k) *Performance Improvement*
- l) *Sickness Absence*
- m) *Training and Development*
- n) *Whistleblowing*

**7. To Note the Settlement of the 2024-2025 Local Government Pay Award and Agree to Implement the Award Backdated to 1<sup>st</sup> April 2024 – Attached**

*To note the settlement of the 2024-2025 Local Government Pay Award and agree to implement the Award backdated to 1<sup>st</sup> April 2024*

**8. To Receive a Financial Statement as of 30<sup>th</sup> September 2024 - attached**

*To receive a financial statement as of 30<sup>th</sup> September 2024*

**9. To Confirm the Final Location of the Dog Waste Bin**

*To confirm the final location of the dog waste bin*

**10. To Approve the Following Payments**

*To approve following payments*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>	<b>Legislation</b>
875	HMRC	Tax/NI	£175.00	LGA 1972 s112(1) & s112(2)
876	H Bendall	Litterpicking	£67.53	LGA 1972, s.144
877	G N Mussett	Clerk	£161.21	LGA 1972 s112(1) & s112(2)
878	Royal British Legion	Wreath for Remembrance Day	£20.00	LGA 1972, s.144
879	Community Action Suffolk	Website Hosting	£60.33	LGA 1972 s142
880	Maldon District Council	Installation of Dog Bin	£204.00	Litter Act 1983 s5
881	G N Mussett	Clerks Salary	£161.21	LGA 1972 s112(1) & s112(2)
882	H Bendall	Litterpicking	£67.53	LGA 1972, s.144
883	Maldon District Council	Speedwatch	£114.67	Local Government & Rating Act

				1972 s30
884	Community Action Suffolk	Gov.uk Mailbox	£24.00	LGA 1972 s142
885	Amazon	Printer Cartridges	£67.45	LGA 1972 s112(1) & s112(2)
886	Land Registry	Identification of Land Ownership re Dog Bin	£6.00	LGA 1972 s112(1) & s112(2)
887	TCMC Crowded Spaces Ltd	Road Closure for Remembrance Day	£918.00	LGA 1972, s.144
888	G N Mussett	Clerk's Salary November	£232.16	LGA 1972 s112(1) & s112(2)
889	H Bendall	Litterpicking November	£138.46	LGA 1972, s.144
890	Maldon District Council	Road Closure Notice	£210.23	LGA 1972, s.144

## 11. Clerks Report – for Information

## 12. Closure

### **ITEM 7**

#### **To Note the Settlement of the 2024-2025 Local Government Pay Award and Agree to Implement the Award Backdated to 1<sup>st</sup> April 2024**

The Local Government Association has informed NALC that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. NALC encourages employers to implement this pay award as soon as possible.

The settlement was for a flat rate payment of £1,290 per annum, pro-rata to hours worked.

The new annual salary for the Clerk (4 hours per week) will rise to £2,550.08 and that for the Litterpicker to £1,228.91.

Members are recommended to implement these new salaries backdated to 1<sup>st</sup> April 2024

**ITEM 8****To receive a financial statement as of 30<sup>th</sup> September 2024****INCOME**

<b>Date</b>	<b>Document reference</b>	<b>From</b>	<b>In Respect of</b>	<b>General Administration £</b>	<b>War Memorial £</b>	<b>Other £</b>	<b>VAT £</b>	<b>Total £</b>
17/04/2024		HMRC	VAT Refund				£ 1,326.94	£ 1,326.94
07/05/2024		Maldon District Council	Precept			£ 4,886.00		£ 4,886.00
10/05/2024		Maldon District Council	Interest on Late Payment of Precept	6.79				£ 6.79
<b>Total for Year</b>				<b>£ 6.79</b>	<b>£ -</b>	<b>£ 4,886.00</b>	<b>£ 1,326.94</b>	<b>£ 6,219.73</b>

## 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 £
07/05/2024	855		Maldon District Council	Speedchecks										£ 81.06	£ 81.06	£ 16.21	£ 97.27
07/05/2024	856		Essex Association of Local Councils	Annual Subscription			£ 73.22								£ 73.22		£ 73.22
07/05/2024	857		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
07/05/2024	858		H Bendall	Litterpicking									£ 67.53		£ 67.53		£ 67.53
07/05/2024	859		Clear Councils	Insurance Renewal					£ 378.46						£ 378.46		£ 378.46
04/06/2024	860		H Bendall	Litterpicking									£ 83.61		£ 83.61		£ 83.61
04/06/2024	861		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
04/06/2024	862		McAfee	Anti-Virus Renewal										£ 109.99	£ 109.99		£ 109.99
23/07/2024	863		CANCELLED												£ -		£ -
23/07/2024	864		H Bendall	Litterpicking									£ 67.53		£ 67.53		£ 67.53
23/07/2024	865		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
23/07/2024	866		HMRC	Tax/NI	£ 120.60								£ 54.40		£ 175.00		£ 175.00
23/07/2024	867		Suffolk Association of Local Councils	Internal Audit				£ 223.00							£ 223.00	£ 44.60	£ 267.60
23/07/2024	868		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
23/07/2024	869		H Bendall	Litterpicking									£ 67.53		£ 67.53		£ 67.53
10/09/2024	870		Screwfix	Litter Sacks									£ 18.97		£ 18.97	£ 3.80	£ 22.77
10/09/2024	871		Maldon District Council	Speedchecks										£ 95.56	£ 95.56	£ 19.11	£ 114.67
10/09/2024	872		CANCELLED												£ -		£ -
10/09/2024	873		H Bendall	Litterpicking									£ 83.61		£ 83.61		£ 83.61
10/09/2024	874		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
					<b>£ 926.65</b>	<b>£ -</b>	<b>£ 73.22</b>	<b>£ 223.00</b>	<b>£ 378.46</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 443.18</b>	<b>£ 286.61</b>	<b>£ 2,331.12</b>	<b>£ 83.72</b>	<b>£ 2,414.84</b>

## BUDGETARY ANALYSIS

2024/2025	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,625.00		£ 926.65		35.3%	
Subscriptions	£ 75.00		£ 73.22		97.6%	
Audit Fees	£ 230.00		£ 223.00		97.0%	
Insurance	£ 375.00		£ 378.46		100.9%	
War Memorial	£ 450.00	£ 430.00			0.0%	
Information Commissioner	£ 40.00				0.0%	
Grass Cutting	£ 500.00				0.0%	
Hall Hire	£ 150.00				0.0%	
Transparency Fund					#DIV/0!	Restricted funds
Other	£ 400.00			£ 6.79	0.0%	
Election Fees	£ 25.00				0.0%	
Remembrance Day Parade	£ 170.00				0.0%	
Litterpicking	£ 1,175.00	£ 1,175.00	£ 443.18		37.7%	Restricted funds
Defibrillator	£ 50.00				0.0%	Restricted funds
Precept		£ 4,886.00		£ 4,886.00	100.0%	
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 100.00		£ 109.99		110.0%	
Website Hosting	£ 240.00				0.0%	
VAS Signs	£ -					
Speed Checks	£ 350.00		£ 81.06		23.2%	
VAT Refund		£ 1,300.00		£ 1,326.94	102.1%	
<b>Totals net of VAT</b>	<b>£ 6,955.00</b>	<b>£ 7,791.00</b>	<b>£ 2,235.56</b>	<b>£ 6,219.73</b>		

## BANK RECONCILIATION

Your Community Account					At a glance	
Date	Description	Money out £	Money in £	Balance £	01 Aug - 30 Sep 2024	
1 Aug	Start Balance			10,440.25	Start balance	£10,440.25
12 Sep	Cheque Issued Ref: 100870	22.77		10,417.48	Money out	£382.26
	Cheque Issued Ref: 100871	114.67		10,302.81	▶ Commission charges £0.00	
	Cheque Issued Ref: 100873	83.61		10,219.20	Money in	£0.00
	Cheque Issued Ref: 100874	161.21		10,057.99	▶ Gross interest earned £0.00	
30 Sep	Balance carried forward			10,057.99	End balance	£10,057.99
	Total Payments/Receipts	382.26	0.00		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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BANK RECONCILIATION	
<b>As at 31/3/24</b>	
Represented by	
Barclays Bank	£ 6,610.46
<b>Total</b>	
<b>Plus unrepresented cheques</b>	
Less Uncashed Cheques	-£ 357.36
<b>Total</b>	£ 6,253.10
Add Income for year	£ 6,219.73
Less Expenditure for year	£ 2,414.84
<b>Total</b>	£ 10,057.99
<b>As at 30/09/24</b>	
<b>Represented by</b>	
Barclays Bank	
<b>Total</b>	£ 10,057.99
Plus unrepresented cheques	£ -
Less Uncashed Cheques	
<b>Total</b>	£ 10,057.99

	Carried Forward	Expenditure in 2023/24	New Income in 2023/24	Carried Forward	Expenditure in 24/25	New Income in 24/25	Carried Forward
Transparency Fund							0
Village Fete	£ 0.00		£ 23.40	£ 23.40			£ 23.40
Parish Plan	£ 159.21			£ 159.21			£ 159.21
Litter Picking	£ 921.20	£ 1,119.15	£ 3,675.00	£ 3,477.05	£ 443.18		£ 3,920.23
Defibrillator	£ 394.14	£ 90.00		£ 304.14			£ 304.14
Neighbourhood Watch	£ 60.36			£ 60.36			£ 60.36
Bridge Repairs	£ -			£ -			£ -
Broadband Survey	£ -			£ -			£ -
VAS Signs		£ 5,800.00	£ 5,800.00	£ -			£ -
<b>Total</b>	<b>£ 1,534.91</b>	<b>£ 7,009.15</b>	<b>£ 9,498.40</b>	<b>£ 4,024.16</b>	<b>£ 443.18</b>	<b>£ -</b>	<b>£ 4,467.34</b>
<b>Reserves</b>	<b>£ 2,095.64</b>						
General reserves	£ 2,095.64			£ 2,228.94			£ 5,590.65
Restricted funds	£ 1,534.91			£ 4,024.16			£ 4,467.34
<b>Total</b>	<b>£ 3,630.55</b>			<b>£ 6,253.10</b>			<b>£ 10,057.99</b>