



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held virtually on Tuesday 29th September 2020 at 7.00 p.m

**Gordon Mussett
Parish Clerk
23rd September 2020**

To join this meeting as a Councillor or member of the public click on this link:-

<https://us04web.zoom.us/j/77214010791?pwd=VHI0T09RNDZHcXBMTFRPMmRFVGp2dz09>

Meeting ID: 772 1401 0791

Passcode: 4BfSGP

AGENDA

- 1. To Receive and Approve Apologies for absence**
To receive and approve apologies for absence
- 2. To Receive 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 26th May 2020**
To agree and approve the minutes of the meeting held on 26th May 2020 as a true record
- 5. To Receive and Note the External Audit Report for 2019/20 – attached**
To receive and note the External Audit Report for 2018/2019
- 6. To Receive a Financial Report and Note the Current Financial Situation for 2020/2021 (attached)**
To receive a financial report and note the current financial situation

7. To Approve the Following Payments

To approve the following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
610	G N Mussett	Clerk's Salary May	£93.95
611	H Bendall	Litterpicking May	£50.10
612	H Bendall	Litterpicking June	£41.60
613	G N Mussett	Clerk's Salary June	£93.95
614	HMRC	PAYE/NI	£189.20
615	H Bendall	Litterpicking July	£41.60
616	G N Mussett	Clerk's Salary July	£93.95
617	PKF Littlejohn	External Audit Fee	£240.00
618	G N Mussett	Clerk's Salary August	£93.95
619	H Bendall	Litterpicking August	£50.10

8. To note the draft arrangements for Remembrance Sunday - attached

To note the draft arrangements for Remembrance Sunday

9. To Note the Completion of the National Pay Award Negotiations and to Agree to Pay the New Rates from 1st April 2020 – attached

To note the completion of the national pay award negotiations and to agree to pay the new rates from 1st april 2020

10. Closure

ITEM 5

To Receive and Note the External Audit Report for 2019/20

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Little Braided Parish Council – E30160**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practice which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information contained in Sections 1 and 2 of the AGAR is consistent with Proper Practice and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/07/2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGAR2. The AGN is available from the NAO website (www.nao.org.uk)

Members will see there are no matters which the External Auditor wishes the Council to address and Members are recommended to note the completion of the Audit

ITEM 6**Financial Statement to 31st August 2020****Income**

08/04/2020		HMRC	VAT Refund					252.83	£ 252.83
23/04/2020		Maldon District Council	Precept	£ 3,950.00					£ 3,950.00
Total for Year				£ 3,950.00	£ -	£ -	£ 252.83	£ 4,202.83	

Expenditure

Date	Document Reference	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 £
22/04/2020	604		H Bendall	Litterpicking April									£ 41.60		£ 41.60		£ 41.60
22/04/2020	605		G N Mussett	Clerk's Salary April	£ 125.15										£ 125.15		£ 125.15
															£ -		£ -
22/04/2020	606	12558	EALC	Annual Subscription			£ 66.72								£ 66.72		£ 66.72
22/04/2020	607		BHIB	Insurance Premium					£ 317.38						£ 317.38		£ 317.38
11/05/2020	608		McAfee	Antivirus										£ 74.99	£ 74.99	£ 15.00	£ 89.99
21/05/2020	609		SALC	Internal Audit Fee				£ 105.00							£ 105.00	£ 21.00	£ 126.00
21/05/2020	610		G N Mussett	Clerk's Salary May	£ 93.95										£ 93.95		£ 93.95
21/05/2020	611		H Bendall	Litterpicking May									£ 50.10		£ 50.10		£ 50.10
27/06/2020	612		H Bendall	Litterpicking - June									£ 41.60		£ 41.60		£ 41.60
27/06/2020	613		G N Mussett	Clerk's Salary June	£ 93.95										£ 93.95		£ 93.95
27/06/2020	614		HMRC	PAYE/NI	£ 156.00								£ 33.20		£ 189.20		£ 189.20
21/07/2020	615		H Bendall	Litterpicking - July									£ 41.60		£ 41.60		£ 41.60
21/07/2020	616		G N Mussett	Clerk's Salary July	£ 93.95										£ 93.95		£ 93.95
04/08/2020	617		PKF Littlejohn	External Audit Fee				£ 200.00							£ 200.00	£ 40.00	£ 240.00
23/08/2020	618		G N Mussett	Clerk's Salary August	£ 93.95										£ 93.95		£ 93.95
23/08/2020	619		H Bendall	Litterpicking August									£ 50.10		£ 50.10		£ 50.10
Total for Year					£ 656.95	£ -	£ 66.72	£ 305.00	£ 317.38	£ -	£ -	£ -	£ 258.20	£ 74.99	£ 1,679.24	£ 76.00	£ 1,755.24

Budget Analysis

2020/21	Budget		Figures are net of VAT				
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes	
Clerk's Salary	£ 1,900.00		£ 656.95		34.6%		
Subscriptions	£ 65.00		£ 66.72		102.6%		
Audit Fees	£ 105.00		£ 305.00		290.5%		
Insurance	£ 350.00		£ 317.38		90.7%		
War Memorial	£ 375.00			£ -	0.0%		
Information Commissioner	£ 55.00		£ -		0.0%		
Grass Cutting	£ 400.00				0.0%		
Hall Hire	£ 360.00						
Transparency Fund			£ 74.99			Restricted funds	
Other	£ 200.00				0.0%		
Election Fees	£ 90.00		£ -		0.0%		
Remembrance Day Parade	£ 200.00			£ -	0.0%		
Parish Plan						Restricted funds	
Village Fete						Restricted funds	
Litterpicking	£800		£ 258.20		32.3%	Restricted funds	
Housing Needs Survey						Restricted funds	
Defibrillator						Restricted funds	
Precept		£ 3,950.00		£ 3,950.00			
Neighbourhood Watch Meetings						Restricted funds	
Data Protection Officer			£ -				
Website Hosting	£ -	£ -					
Bridge Repairs						Restricted funds	
VAT Refund		£ 180.00		£ 252.83	140.5%		
Totals net of VAT	£ 4,900.00	£ 4,130.00	£ 1,679.24	£ 4,202.83			
VAT		£ -	£ 76.00	£ -			
Totals inc VAT		£ 4,130.00	£ 1,755.24	£ 4,202.83			

ITEM 8

TO NOTE THE DRAFT ARRANGEMENTS FOR REMEMBRANCE SUNDAY

These arrangements are subject to change depending upon Government Guidance, which currently permits religious gatherings outdoors with more than 30 persons provided that social distancing is observed.

The intention is to hold Remembrance Sunday but with no singing, and with no troop attendance by the Scouts and Guides. We will stress to the public that if they propose to attend they MUST supply the names and contact details of all those attending.

The road closure notice has been applied for (no refund if the event has to be cancelled) and the road closure company are on standby.

This item is for information only

ITEM 9

To Note the Completion of the National Pay Award Negotiations and to Agree to Pay the New Rates from 1st April 2020

The employers and trade unions have reached agreement over the new pay rates, payable from 1st April 2020.

The new rates are:-

ANNEX 1

SCP	01-Apr-19		01-Apr-20	
	per annum	per hour	per annum	per hour
1	£17,364	£9.00	£17,842	£9.25
2	£17,711	£9.18	£18,198	£9.43
3	£18,065	£9.36	£18,562	£9.62
4	£18,426	£9.55	£18,933	£9.81
5	£18,795	£9.74	£19,312	£10.01
6	£19,171	£9.94	£19,698	£10.21
7	£19,554	£10.14	£20,092	£10.41
8	£19,945	£10.34	£20,493	£10.62
9	£20,344	£10.54	£20,903	£10.83
10	£20,751	£10.76	£21,322	£11.05
11	£21,166	£10.97	£21,748	£11.27
12	£21,589	£11.19	£22,183	£11.50
13	£22,021	£11.41	£22,627	£11.73
14	£22,462	£11.64	£23,080	£11.96
15	£22,911	£11.88	£23,541	£12.20
16	£23,369	£12.11	£24,012	£12.45
17	£23,836	£12.35	£24,491	£12.69

For the Clerk this means an increase to £1924 per annum. The Litterpicker's salary is currently £10.50 per hour and an equivalent increase would raise that to £10.79 per hour.

Members are recommended to apply these new wage rates backdated to 1st April 2020.