



Little Braxted Parish Council

Minutes of the Annual Meeting of Little Braxted Parish Council held on-line on Wednesday 5th May 2021 at 7.15pm.

Present: Councillors: French, Jepson and Speakman

Also present: Parish Clerk

1. Election of Chair

The Council elected Kit Speakman as Chair for 2021/2022.

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 2021/2022.

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

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.

7. To Agree and Approve the Minutes of the Meeting held 29th April 2021

The Council agreed and approved the minutes of the meeting held on 29th April 2021 as a true record.

8. To Review Standing Orders and Financial Regulations

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

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

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

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

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

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

The Council reviewed and confirmed the Council's subscriptions to other bodies.

12. To Review the Council's Complaints Procedure

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

15. To Review the Council's Data Privacy Notice

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

16. To Review the Data Protection Policy

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

17. To Review the Effectiveness of the Internal Audit

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

18. 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.

19. To Review the Separate Statement of Internal Controls

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

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

The Council re-appointed the Clerk as the Council's Responsible Financial Officer.

21. 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 to hold a meeting in late June and the Clerk was asked to circulate appropriate dates for agreement.

22. To Approve the Following Payments

The Council approved the following payments made between meetings:-

Docu ment Referenc e	Payable To	In Respect of	£
642	EALC	Annual Subscription	£68.20
643	Community Action Suffolk	Website SSL Certificare	£36.00
644	Maldon District Council	Speedcheck Surveys	£82.08
645	H Bendall	Litterpicking April	£43.35
646	G N Mussett	Clerk's Salary April	£96.33

23. Closure

The meeting was closed at 7.39pm