



## Little Braxted Parish Council

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You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held in The Braxted Bakery, Witham Lane, Little Braxted on Wednesday 20<sup>th</sup> January 2021 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**11<sup>th</sup> January 2021**

### 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 29<sup>th</sup> September 2020**  
*To agree and approve the minutes of the meeting held on 29<sup>th</sup> September 2020 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Agree the Budget for 2021/2022 and Set the Precept – attached**  
*To agree the budget for 2021/2022 and set the precept*
- 7. To Review the Corporate Risks to the Council – attached**  
*To review the corporate risks to the Council*
- 8. To Review the Council's Risks – attached and circulated separately**  
*To review the Council's risks*
- 9. To receive a financial statement as of 31<sup>st</sup> December 2020 - attached**  
*To receive a financial statement as of 31<sup>st</sup> December 2020*

**10. To Note the Re-Submission to the Local Highways Panel of the Width Restriction Scheme for Witham Road – Attached**

*To note the re-submission to the Local Highways Panel of the width restriction scheme for Witham Road*

**11. To Note the Award of a Further Grant of £2,500 from the Essex Community Foundation Towards the Litter-Picking – attached**

*To note the award of a further grant of £2,500 from the Essex Community Foundation towards the litter-picking*

**12. Approve the following payments:-**

*To approve the following payments to be signed at the meeting:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
594	G N Mussett	Clerk's Salary – January	£96.33
595	H Bendall	Litterpicking – January	£54.04

**13. To Record the Council's Thanks to Retiring Councillor Graham Bendall**

*To record the Council's thanks to retiring Councillor Graham Bendall*

**14. Clerks Report – for Information**

**15. Closure**

## ITEM 6

### To Agree the Budget for 2021/2022 and Set the Precept

Item	2222 0000 0111 9012 /////					Budget 2018/19	Out-turn 2018/19	Budget 2019/20	Out-turn 2019/20	Budget 2020/21	Estimated Out-turn 2020/21	Budget 2021/22	Notes on Proposed Budget	
	0123	2013/14	2014/15	2015/16	2016/17									2017/18
Clerk's Salary		£ 2,000.00	£ 1,768.00	£ 1,808.00	£ 1,809.00	£ 1,900.00	£ 1,841.00	£ 1,850.00	£ 1,900.00	£ 1,878	£ 2,000.00	£ 1,924.00	£ 2,288.00	Allows for pay award in preparation for successor
Petty Cash		£ 75.00	£ -	£ -										
Subscriptions		£ 58.00	£ 60.00	£ 60.00	£ 60.00	£ 65.00	£ 65.00	£ 62.71	£ 65.00	£ 64	£ 68.00	£ 67.00	£ 70.00	
Audit Fees		£ 160.00	£ 85.00	£ 85.00	£ 88.00	£ 85.00	£ 140.00	£ 98.00	£ 105.00	£ 425	£ 435.00	£ 305.00	£ 110.00	Will reduce in future years as income/exp goes below £25k Previous insurer withdrawn from market
Insurance		£ 425.00	£ 380.00	£ 380.00	£ 340.00	£ 340.00	£ 400.00	£ 303.38	£ 350.00	£ 315	£ 325.00	£ 317.00	£ 317.00	
Election Fees		£ -	£ -	£ -	£ 15.00	£ 15.00	£ 15.00	£ -	£ 90.00	£ 138.00	£ 15.00	£ 15.00	£ 75.00	
War Memorial		£ 275.00	£ 30.00	£ 30.00	£ 250.00	£ 356.00	£ 375.00	£ 350.00	£ 375.00	£ 350.00	£ 375.00	£ 375.00	£ 400.00	
PCSO			£ -											
Information Commissioner		£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 55.00	£ 55.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	
Data Protection Officer							£ 100.00	£ 100.00	£ -		£ -			
Remembrance Day Wreath				£ 40.00	£ 40.00		£ 40.00	£ 25.00	£ 40.00	£ 23.00	£ 25.00	£ 30.00	£ 30.00	
Hall Hire			£ 100.00	£ 150.00	£ 300.00	£ 300.00	£ 300.00	£ 250.00	£ 360.00	£ 300.00	£ 360.00	£ 25.00	£ 360.00	
Grass Cutting			£ 360.00	£ 375.00	£ 360.00	£ 380.00	£ 400.00	£ 380.00	£ 400.00	£ 380.00	£ 400.00	£ 400.00	£ 400.00	
Remembrance Day Parade				£ 125.00	£ 160.00	£ 220.00	£ 220.00	£ 164.00	£ 160.00	£ 48.00	£ 50.00	£ 60.00	£ 70.00	
Litterpicking					£ 516.00	£ 200.00	£ 800.00	£ 697.00	£ 800.00	£ 720.00	£ 800.00	£ 800.00		From earmarked funds
Parish Plan					£ 1,115.00									
Fete					£ 600.00									Non-recurring item
Transparency Fund					£ 407.00		£ 90.00							Non-recurring item
Defibrillator					£ 1,406.00									
Speed Checks												£ 210.00	500	
Other			£ 100.00	£ 200.00	£ 87.00		£ 200.00	£ 250.00	£ 200.00	£ 85.00	£ 200.00			
Website										£ 42.00	£ 120.00	£ 50.00	£ 50.00	
McAfee Subscription											£ 80.00	£ 75.00	£ 80.00	
Precept		-£ 2,500.00	-£ 2,700.00	-£ 2,900.00	-£ 3,100.00	-£ 3,125.00	-£ 3,274.00	-£ 3,274.00	-£ 3,600.00	-£ 3,600.00	-£ 3,950.00	-£ 3,950.00	-£ 4,400.00	
VAT Refund		-£ 60.00	-£ 20.00	-£ 30.00	-£ 55.00	-£ 100.00	-£ 80.00	-£ 113.00	-£ 180.00	-£ 164.00	-£ 255.00	-£ 253.00	-£ 90.00	
Halifax Interest		£ -	£ -	£ -	£ -									
Gift - S Pulford		£ -	£ -	£ -	£ -									
Litterpicking					-£ 780.00	-£ 200.00	-£ 800.00	-£ 697.00	-£ 800.00	-£ 720.00	-£ 800.00	-£ 676.00		From earmarked funds
Village Fete					-£ 600.00									Non-recurring item
Parish Plan					-£ 1,500.00									Non-recurring item
War Memorial Recharge						-£ 331.00	-£ 350.00	-£ 331.00	-£ 331.00	-£ 332.00	-£ 400.00	-£ 400.00	-£ 400.00	Non-recurring item
Transparency Fund														
Defibrillator Grant														
Prize				-£ 150.00										
<b>Totals</b>		<b>468.00</b>	<b>198.00</b>	<b>208.00</b>	<b>- 447.00</b>	<b>140.00</b>	<b>517.00</b>	<b>170.09</b>	<b>- 11.00</b>	<b>- 8.53</b>	<b>- 112.00</b>	<b>- 586.00</b>	<b>- 100.00</b>	
Figures are NET of VAT which is reclaimable														
Bank Account Balances at end of year		£ 1,687.38	£ 1,578.85	£ 1,570.00	£ 2,668.00	£ 5,390.00		£ 4,517.00	£ 3,717.00		2577			
					Included £1,418 of earmarked funds	Includes £3,752 of earmarked funds		Includes £3,138 of earmarked funds						
Reserves Net of Earmarked Funds		£ 1,687.38	£ 1,578.85	£ 1,570.00	£ 1,250.00	£ 1,638.00		£ 1,379.00	£ 1,318.00		1245			
Band D Equivalent					83.4	84.1	84		84.8		84.8		85.5	
Band D Council Tax					£ 37.17	£ 37.16	£ 38.98		£ 42.45		£ 46.58		£ 51.46	
							4.89%		8.92%		9.7%		10.5%	

The Council has previously agreed to increase the Clerk's salary by above inflation in order to enable the future recruitment of a new Clerk.

Members are recommended to:-

- Agree the budget for 2021/2022
- Agree the Precept at £4,400 representing a Band D Council Tax of £51.46.

## ITEM 7

## To Review the Corporate Risks to the Council

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

### Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

<b>Internal controls</b>	<b>Action by the Council</b>
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from EALC
<b>Internal audit assurance</b>	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

### Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

<b>Internal Controls</b>	<b>Action by the Council</b>
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process
<b>Internal audit assurance</b>	
Review of internal controls in place and their documentation	IA to report to Council

#### **Areas where we can self-manage risk**

<b>Internal Controls</b>	<b>Action by the Council</b>
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council
Recording in minutes the precise powers under which expenditure is being approved	Clerk to implement for all new expenditure as part of budget process. . All councillors to note
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Council receive financial reports
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Essex Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff

<b>Internal Audit Assurance</b>	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council

**Members are required to note and amend these governance arrangements as necessary.**

### **ITEM 8**

#### **To Review the Council's Risks**

The action plans to control the Council's risks have been circulated as a separate document.

**Members are recommended to agree the actions required**

**ITEM 10**To receive a financial statement as of 31<sup>st</sup> December 2020**INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
08/04/2020		HMRC	VAT Refund				252.83	£ 252.83
23/04/2020		Maldon District Council	Precept	£ 3,950.00				£ 3,950.00
<b>Total for Year</b>				<b>£ 3,950.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 252.83</b>	<b>£ 4,202.83</b>

# 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
24/09/2020	620		H Bendall	Litterpicking September									£ 41.60		£ 41.60		£ 41.60
24/09/2020	621		G N Mussett	Clerk's Salary September	£ 93.95										£ 93.95		£ 93.95
24/09/2020	622		HMRC	Tax/NI	£ 187.20								£ 33.20		£ 220.40		£ 220.40
30/09/2020	623		Community Action Suffolk	Website Hosting										£ 50.00	£ 50.00	£ 10.00	£ 60.00
21/10/2020	624		H Bendall	Litterpicking									£ 64.12		£ 64.12		£ 64.12
21/10/2020	625		G N Mussett	Clerk's Salary October	£ 110.63										£ 110.63		£ 110.63
21/11/2029	626		H Bendall	Litterpicking									54.04		£ 54.04		£ 54.04
21/11/2020	627		G N Mussett	Clerk's Salary November	£ 96.33										£ 96.33		£ 96.33
21/11/2020	628		Maldon District Council	Road Closure notice										£ 115.84	£ 115.84	£ 23.17	£ 139.01
25/11/2020	629		Goodlife Countryside Services	Grass Cutting						£ 350.00				£ 380.00	£ 730.00		£ 730.00
14/12/2020	630		H Bendall	Litterpicking									£ 43.35		£ 43.35		£ 43.35
14/12/2020	631		G N Mussett	Clerk's Salary December	£ 96.33										£ 96.33		£ 96.33
14/12/2020	632		HMRC	Tax/NI	£ 201.60								£ 40.00		£ 241.60		£ 241.60
<b>Total for Year</b>					<b>£1,442.99</b>	<b>£ -</b>	<b>£ 66.72</b>	<b>£ 305.00</b>	<b>£ 317.38</b>	<b>£ 350.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 534.51</b>	<b>£ 620.83</b>	<b>£ 3,637.43</b>	<b>£ 109.17</b>	<b>£ 3,746.60</b>



## Budgetary Comparison

2020/21	Budget		Figures are net of VAT					
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes		
Clerk's Salary	£ 1,900.00		£ 1,442.99		75.9%			
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		£ 350.00	£ -	93.3%			
Information Commissioner	£ 55.00		£ -		0.0%			
Grass Cutting	£ 400.00		£ 380.00		95.0%			
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		£ 115.84	£ -	57.9%			
Parish Plan						Restricted funds		
Village Fete						Restricted funds		
Litterpicking	£800		£ 534.51		66.8%	Restricted funds	Money in reserves to offset this spend	
Housing Needs Survey						Restricted funds	Money in reserves to offset this spend	
Defibrillator						Restricted funds		
Precept		£ 3,950.00		£ 3,950.00				
Neighbourhood Watch Meetings						Restricted funds		
Data Protection Officer								
Website Hosting	£ -	£ -	£ 50.00					
Bridge Repairs						Restricted funds	Money in reserves to offset this spend	
VAT Refund		£ 180.00		£ 252.83	140.5%			
<b>Totals net of VAT</b>	<b>£ 4,900.00</b>	<b>£ 4,130.00</b>	<b>£ 3,637.43</b>	<b>£ 4,202.83</b>				
VAT		£ -	£ 109.17	£ -				
<b>Totals inc VAT</b>		<b>£ 4,130.00</b>	<b>£ 3,746.60</b>	<b>£ 4,202.83</b>				

# BANK RECONCILIATION



MG 660481 F1V1786A 786F308AAZ0033 38360 8418108373 A

MR G MUSSETT  
LITTLE BRAXTED PARISH COUNCIL  
25 EBENEZER CLOSE  
WITHAM  
CM8 2HX



LITTLE BRAXTED PARISH  
COUNCIL

Sort Code 20-87-40  
Account No 20189405

SWIFT: BARCGB22  
IBAN GB21 2087 2001 4000 1894 05

Issued on 04 January 2021

## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
31 Oct	Start Balance			5,024.38
21 Dec	Cheque issued ref: 106620	41.60		4,982.78
	Cheque issued ref: 106621	93.95		4,888.83
	Cheque issued ref: 106622	220.40		4,668.43
	Cheque issued ref: 106623	60.00		4,608.43
	Cheque issued ref: 106624	64.13		4,544.31
	Cheque issued ref: 106625	110.63		4,433.68
	Cheque issued ref: 106626	54.04		4,379.64
	Cheque issued ref: 106627	115.84		4,263.80
	Cheque issued ref: 106628	139.01		4,124.79
	Cheque issued ref: 106629	730.00		3,394.79
	Cheque issued ref: 106630	43.35		3,351.44
	Cheque issued ref: 106631	96.33		3,255.11
	Cheque issued ref: 106632	241.60		3,013.51
31 Dec	Balance carried forward			3,013.51
	Total Payments/Receipts	2,010.87	0.00	

### 31 Oct - 31 Dec 2020

Start balance	£5,024.38
Money out	£2,010.87
+ Commission charges	£0.00
Money in	£0.00
+ Cross interest earned	£0.00
End balance	£3,013.51

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

SERVICES MANAGED BY BARCLAYS BANK PLC

Any thing wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Barclays Bank UK PLC, authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 199476).  
Registered in England. Registered No. 3149333. Registered Office: 1 Churchill Place, London E14 4EU.

<b>As at 31/03/20</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 3,478.74
<b>Total</b>	<b>£ 3,479.32</b>
Less Uncashed Cheques	-£ 901.95
<b>Total</b>	<b>£ 2,577.37</b>
Add Income for year	£ 4,202.83
Less Expenditure for year	-£ 3,746.60
<b>Total</b>	<b>£ 3,033.60</b>
<b>As at 31/12/20</b>	
<b>Represented by</b>	
Petty Cash Page 1	£ 0.58
Barclays Bank	£ 3,013.51
<b>Total</b>	<b>£ 3,014.09</b>
Plus unpresented cheques	£ 19.51
Less Uncashed Cheques	£ -
<b>Total</b>	<b>£ 3,033.60</b>