



## 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 Tuesday 26<sup>th</sup> March 2019 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**19<sup>th</sup> March 2019**

### 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 27<sup>th</sup> February 2019**  
*To agree and approve the minutes of the meeting held on 27<sup>th</sup> February 2019 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Review the Council's Corporate and Governance Risks - attached**  
*To review the Council's corporate and governance Risks*
- 7. To Comment on the Following Planning Application:-**
  - a) 19/00193/HOUSE PP-07633208 - Single storey rear/side extension and changes to fenestration and external materials - Highfield House, Green Man Lane**
- 8. To receive a financial statement as of 28<sup>th</sup> February 2019 - attached**  
*To receive a financial statement as of 28<sup>th</sup> February 2019*

**9. To Approve the following payments:-**

*To approve the following payments:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
549	The Braxted Bakery	Hire of Meeting Room for Parish Council meetings	£250.00
550	The Braxted Bakery	Neighbourhood Watch Community Coffee Mornings	£284.69
551	G N Mussett	Clerk's Salary	£125.15
552	H Bendall	Litterpicking	£48.20
553	HMRC	Tax/Ni Jan-Mar	£107.40

**10. Clerk's Report – for Information Only**

- a. Pedestrians in Road signs
- b. Repairs to Bridge

**11. Closure**

## **ITEM 6**

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

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

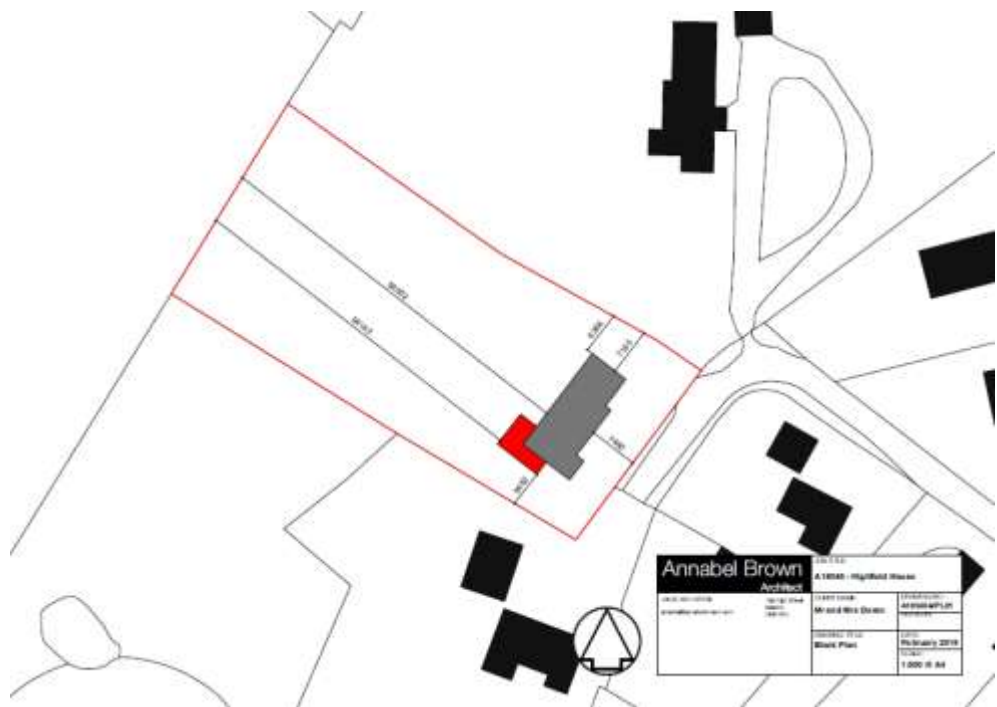
<b>Internal Audit Assurance</b>	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from 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.**

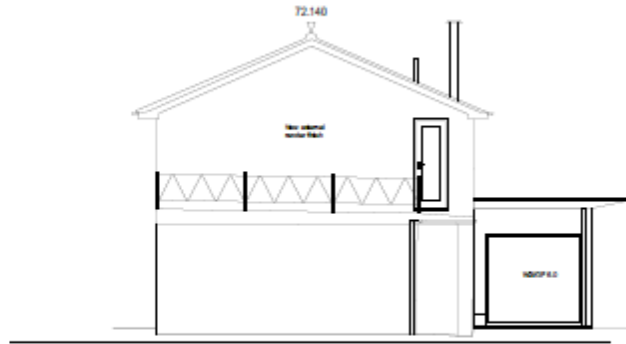
**ITEM 7**

**To Comment on the Following Planning Application:-**

- a) 19/00193/HOUSE PP-07633208 - Single storey rear/side extension and changes to fenestration and external materials - Highfield House, Green Man Lane**







Proposed East Elevation

See Terms & Conditions (Attached as PDF)  
 This drawing shows a proposed design for the exterior elevation. It is not intended to be used for construction or other purposes without the written consent of the architect.

1. Color/Finish: As shown on the drawing.
2. Materials: As shown on the drawing. All materials shall be of standard quality and shall be installed in accordance with the manufacturer's instructions.
3. Construction: As shown on the drawing. All construction shall be in accordance with the applicable building codes and standards.
4. Foundation: As shown on the drawing. All foundation work shall be in accordance with the applicable building codes and standards.
5. Details: As shown on the drawing. All details shall be in accordance with the applicable building codes and standards.



Proposed Rear Elevation



Project # 1022-18-01-0001-0001  
**BR**

<b>Annabel Brown</b> Architect		PROJECT 1022-18-01-0001-0001
DATE PREPARED 10/20/2018	DATE PLOTTED 10/20/2018	PROJECT LOCATION 1022-18-01-0001-0001
PROJECT NAME 1022-18-01-0001-0001	PROJECT NUMBER 1022-18-01-0001-0001	PROJECT STATUS 1022-18-01-0001-0001
PROJECT ADDRESS 1022-18-01-0001-0001	PROJECT CONTACT 1022-18-01-0001-0001	PROJECT PHONE 1022-18-01-0001-0001

**ITEM 10****To receive a financial statement as of 28<sup>th</sup> February 2019****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>
26/04/2018		Maldon District Council	Precept	£ 3,274.00				£ 3,274.00
09/05/2018		HM Revenue & Customs	VAT Refund				£ 112.76	£ 112.76
06/08/2019		Essex Community Foundation	Grant towards Broadband Review			£ 250.00		£ 250.00
12/10/2018		Wickham Bishops Parish Council	Contribution to War Memorial Upkeep		280.36			£ 280.36
12/10/2018		Great Braxted Parish Council	Contribution to War Memorial Upkeep		50.58			£ 50.58
<b>Total for Year</b>				<b>£ 3,274.00</b>	<b>£ 330.94</b>	<b>£ 250.00</b>	<b>£ 112.76</b>	<b>£ 3,967.70</b>



## Expenditure

Date	Document Reference	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Transparency Fund £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
43207	511	9414	EALC	Annual Subscription			£ 62.71									£ 62.71		£ 62.71
17/04/2018	512		H Bendall	Litterpicking										£ 46.80		£ 46.80		£ 46.80
17/04/2018	513		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
22/05/2018	514		H Bendall	Litterpicking										£ 56.50		£ 56.50		£ 56.50
22/05/2018	515		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
22/05/2018	516		BHIB	Insurance Premium					£ 303.38							£ 303.38		£ 303.38
19/06/2018	517		County Broadband	Hi-speed Internet Survey											£ 208.33	£ 208.33	£ 41.67	£ 250.00
19/06/2018	518		Essex County Council	Bridge Repair Survey											£ 250.00	£ 250.00	£ 50.00	£ 300.00
17/07/2018	519		H Bendall	Litterpicking										£ 46.80		£ 46.80		£ 46.80
17/07/2018	520		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
17/07/2018	521		HMRC	Tax/NI	£ 91.80											£ 104.20		£ 104.20
17/07/2018	522		SALC	Internal Audit Fee					£ 98.00							£ 98.00	£ 19.60	£ 117.60
17/07/2018	523		H Bendall	Litterpicking										£ 56.50		£ 56.50		£ 56.50
17/07/2018	524		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
04/09/2018	525		Maldon District Council	GDPR Service											£ 100.00	£ 100.00	£ 20.00	£ 120.00
04/09/2018	526		H Bendall	Litterpicking										£ 46.80		£ 46.80		£ 46.80
04/09/2018	527		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
18/09/2018	528		H Bendall	Litterpicking										£ 46.60		£ 46.60		£ 46.60
18/09/2018	529		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
18/09/2018	530		G N Mussett	Litterpickers										£ 20.48		£ 20.48		£ 20.48
16/10/2018	531		HMRC	NI/PAYE	£ 91.80									£ 12.60		£ 104.40		£ 104.40
16/10/2018	532		H Bendall	Litterpicking										£ 56.70		£ 56.70		£ 56.70
16/10/2018	533		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
16/10/2018	534		Fishwell Ltd	Noticeboard Glass											£ 25.00	£ 25.00	£ 5.00	£ 30.00

16/10/2018	535	Maldon District Council	Road Closure Notice											£ 139.17	£ 139.17	£ 27.83	£ 167.00
27/11/2018	536	Goodlife Countryside Services	Grounds Maintenance						£ 350.00					£ 380.00	£ 730.00		£ 730.00
27/11/2018	537	G N Mussett	Remembrance Day Wreath						£ 25.00						£ 25.00		£ 25.00
27/11/2018	538	G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
27/11/2018	539	H Bendall	Litterpicking									£ 46.60		£ 46.60			£ 46.60
29/01/2019	540	G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
29/01/2019	541	H Bendall	Litterpicking									£ 46.60		£ 46.60			£ 46.60
29/01/2019	542	HMRC	Tax/NI	£ 91.80								£ 12.60		£ 104.40			£ 104.40
29/01/2019	543	G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
29/01/2019	544	H Bendall	Litterpicking									£ 56.70		£ 56.70			£ 56.70
29/01/2019	545	G N Mussett	Litterpickers									£ 20.48		£ 20.48			£ 20.48
27/02/2019	546	G N Mussett	Clerk's Salary	£ 127.50											£ 127.50		£ 127.50
27/02/2019	547	H Bendall	Litterpicking									£ 50.30		£ 50.30			£ 50.30
27/02/2019	548	Information Commissioner	Registration						£ 40.00						£ 40.00		£ 40.00
<b>Total for Year</b>				<b>£1,630.90</b>	<b>£ -</b>	<b>£ 62.71</b>	<b>£ 98.00</b>	<b>£ 303.38</b>	<b>£ 375.00</b>	<b>£ 40.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 635.46</b>	<b>£ 1,102.50</b>	<b>£ 4,247.95</b>	<b>£ 164.10</b>	<b>£ 4,412.05</b>

## Budget Analysis

<b>BUDGET ANALYSIS</b>						
<b>2018/19</b>	<b>Budget</b>		<b>Figures are net of VAT</b>			
<b>Item</b>	<b>£</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Income</b>	<b>%age Budget Sp</b>	<b>Notes</b>
Clerk's Salary	£ 1,841.00		£ 1,630.90		88.6%	
Subscriptions	£ 65.00		£ 62.71		96.5%	
Audit Fees	£ 140.00		£ 98.00		70.0%	
Insurance	£ 400.00		£ 303.38		75.8%	
War Memorial	£ 375.00	£ 350.00	£ 350.00	£ 330.94	94.6%	
Information Commissioner	£ 35.00		£ 40.00		114.3%	
Grass Cutting	£ 400.00		£ 380.00		95.0%	
Hall Hire	£ 300.00					
Transparency Fund	£ 90.00					Restricted funds
Other	£ 200.00		£ 483.33	£ 250.00	116.7%	
Election Fees	£ 15.00					
Remembrance Day Parade	£ 260.00		£ 164.17		63.1%	
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 635.46		79.4%	Restricted funds
Housing Needs Survey						
Defibrillator						Restricted funds
Precept		£ 3,274.00		£ 3,274.00	100.0%	
Neighbourhood Watch Meetings						Restricted funds
Data Protection Officer	£ 100.00		£ 100.00		100.0%	
VAT Refund		£ 80.00		£ 112.76	141.0%	
<b>Totals net of VAT</b>	<b>£ 5,021.00</b>	<b>£ 4,504.00</b>	<b>£ 4,247.95</b>	<b>£ 3,967.70</b>		

# Bank Reconciliation



MR GORDON MUSSETT  
25 EBENEZER CLOSE  
WITHAM  
CMB 2HX

LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40  
Account No 20189405

BRITISH BARCELONIA  
IBAN GB23 2507 4620 1894 05

Issued on 01 March 2019

## Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 Jan	Start Balance			5,636.33
1 Feb	Cheque issued Ref 100540	122.80		5,513.53
	Cheque issued Ref 100541	122.80		5,390.73
	Cheque issued Ref 100542	20.48		5,370.25
6 Feb	Cheque issued Ref 100543	46.60		5,323.65
	Cheque issued Ref 100544	104.40		5,219.25
	Cheque issued Ref 100545	56.70		5,162.55
28 Feb	Balance carried forward			5,162.55
	<b>Total Payments/Receipts</b>	<b>473.78</b>	<b>0.00</b>	

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

## At a glance

**01 Jan - 28 Feb 2019**

Start balance	£5,636.33
Money out	£473.78
↳ Commission charges	£0.00
Money in	£0.00
↳ Cross interest earned	£0.00
<b>End balance</b>	<b>£5,162.55</b>

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

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Barclays Bank UK PLC. Authorized by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 259676). Registered in England. Registered No. 0190522. Registered Office: 1 Churchill Place, London E14 4EU.

BANK RECONCILIATION	
<b>As at 31/03/18</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 5,878.40
<b>Total</b>	<b>£ 5,878.98</b>
Less Uncashed Cheques	-£ 489.30
<b>Total</b>	<b>£ 5,389.68</b>
Add Income for year	£ 3,967.70
Less Expenditure for year	-£ 4,412.05
<b>Total</b>	<b>£ 4,945.33</b>
<b>As at 28/2/19</b>	
<b>Represented by</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 5,162.55
<b>Total</b>	<b>£ 5,163.13</b>
Less Uncashed Cheques	-£ 217.80
<b>Total</b>	<b>£ 4,945.33</b>