



Little Braxted Parish Council

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 30th January 2018 at 7.00 p.m.

Gordon Mussett
Parish Clerk
16th January 2018

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 28th November 2017**
To agree and approve the minutes of the meeting held on 28th November 2017 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 Governance and Associated Risks - attached**
To review the Council's Governance and Associated Risks
- 7. To Review the Council's Risk Assessments – attached**
To review the Council's Risk Assessments
- 8. To Receive an Update on the Implementation of the General Data Protection Regulations and Agree Further Action – attached**
To receive an update on the implementation of the General Data Protection Regulations and agree further action
- 9. To Agree to Support the Neighbourhood Watch Scheme – attached**
To agree to support the Neighbourhood Watch Scheme

10. receive a financial statement as of 31st December 2017 - attached

To receive a financial statement as of 31st December 2017

11. To Agree the Budget and Precept for 2018/19 – attached

To agree the Budget and Precept for 2018/19

12. To Approve the following payments:-

To approve the following payments:-

Document Reference	Payable To	In Respect of	£
467	G N Mussett	Noticeboard	£69.95
468	G N Mussett	Noticeboard	£29.40
469	HMRC	PAYE/NI	£99.20
470	G N Mussett	December Salary	£120.72
471	H Bendall	December Litterpicking	£45.60
472	G N Mussett	Replacement Litterpickers	£9.56
473	G N Mussett	January Salary	£120.72
474	H Bendall	January Salary	£45.60

13. Clerks Report – for Information

To receive an update from the Clerk including:-

Replacement noticeboard

Award of Litterpicking Grant

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press are requested to withdraw in view of the confidential nature of the business to be transacted.

14. To Agree Changes to Hours/Salaries as Outlined in the Confidential Report

15. 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

Internal controls	Action by the Council
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
Internal audit assurance	
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

Internal Controls	Action by the Council
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
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
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 to review during 2015
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Suffolk 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

Internal Audit Assurance	
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 Review the Council's Risk Assessments

The Council uses a proprietary system called LCRS to record its risks.

The following pages show the current risk assessments.

Members are recommended to note these principal risks and the action being taken to negate them.

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
457	Administration/Legal Content <i>To maintain effective administration.</i> Ensure that all content is specifically approved by council.	Low Medium	3	Clerk to ensure content meets requirements of transparency code.	Clerk	01/04/2017	<input type="checkbox"/>
0	Administration/Legal Loss of Data/ inability to access backup <i>To avoid risk arising from loss of data.</i> Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed time scale. Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to.	Low High	4	Clerk to maintain electronic copy of all documents on website.	Clerk	01/04/2017	<input type="checkbox"/>
0	Administration/Legal Non compliance with Freedom of Information Act <i>To minimise risk.</i> Ensure that legal requirements are met in full. Ensure that all information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.	Low Medium	3	Clerk to ensure all information is made available on the website.	Clerk	01/04/2017	<input type="checkbox"/>
0	Administration/Legal Non conformance with the Data Protection Act <i>To minimise risk.</i> Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be fairly and lawfully processed. Ensure that all legal requirements are met.	Low Medium	3	Clerk to ensure compliance with legislation,	Clerk	01/04/2017	<input type="checkbox"/>

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
War Memorials							
208	Physical Vandalism <i>To minimise the risk of loss/damage/injury arising from vandalism,</i> Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Low Medium	3	Council to maintain adequate level of insurance	Clerk	01/04/2017	<input type="checkbox"/>
469	Physical Inadequate budget provision <i>To ensure annual service review.</i> Review service provision within annual budget process.	Low Medium	3	Consider establishing a reserve towards future maintenance	Clerk	01/04/2017	<input type="checkbox"/>
0	Physical Inadequate maintenance. <i>To maintain war memorial and the surrounding area to an acceptable standard</i> Define responsibility for maintenance. Structure should be inspected annually. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed. Annual maintenance carried out prior to Remembrance Sunday.	Low Medium	3	Clerk to inspect annually. Consider establishing a reserve for future maintenance.	Clerk	01/04/2017	<input type="checkbox"/>

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
206	Physical Vandalism <i>To minimise the risk of loss/damage/injury arising from vandalism.</i> Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Low Medium	3	Clerk to check condition of signs when posting agendas on noticeboard	Clerk	01/04/2017	<input type="checkbox"/>
0	Physical Inadequate maintenance. Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Low Medium	3	Clerk to check condition of signs when posting agenda on noticeboard	Clerk	01/04/2017	<input type="checkbox"/>

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kit Speakman

Signed by responsible Finance officer: Gordon Mussett

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
0	Physical Fire To safeguard against fire risk. Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.	Low Medium	3	Cannot control arson attempts. No history of arson in the village.	Clerk	01/04/2017	<input type="checkbox"/>
0	Physical Injury or damage arising from use. To minimise risk arising from use. Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Low Medium	3	Clerk to check seat when posing agendas on noticeboard	Clerk	01/04/2017	<input type="checkbox"/>

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kit Speakman

Signed by responsible Finance officer: Gordon Mussett

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS).

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
0	Financial Inadequate budget provision <i>To ensure proper financial provision</i> Annual costs included in the precept budget.	Low	4 High	Clerk to ensure funding is included in budget	Clerk	01/04/2017	<input type="text"/>
348	Technical Failure of Website/Internet Providers <i>To maintain high standard of service provision.</i> Maintenance/service level agreements in place.	Low	4 High	Clerk to maintain electronic copies of all uploaded documents	Clerk	01/04/2017	<input type="text"/>

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kit Speakman

Signed by responsible Finance officer: Gordon Mussett

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS).

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Meeting of the Council							
35	Administration/Legal Failure to meet statutory duty on meetings <i>All Meetings open to everyone.</i> All notices are posted in the prescribed places 4 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and approved copies signed by the chairman and kept on a minute file. Maintain attendance records.	Low Medium	3	Clerk to ensure compliance.	Clerk	01/04/2017	<input type="text"/>
34	Administration/Legal Failure to report Council business in Minutes <i>Proper recording of council minutes.</i> Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated and are presented to the next meeting for approval and adoption. The approved minutes are signed by the chairman and placed in the minute file with each page dated. That the minute numbers run consecutively.	Low Medium	3	Councillors to monitor.	Councillor	01/04/2017	<input type="text"/>
36	Administration/Legal Failure to comply with new Regulations /Legislation <i>All Meetings open to everyone.</i> Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. The members also subscribe to appropriate publications which provide information on new regulations and legislation. Encourage staff networking.	Low Medium	3	Clerk to attend regular training. Council to subscribe to EALC. Council to purchase Charles Arnold Baker publication,	Clerk	01/04/2017	<input type="text"/>
40	Administration/Legal Failure to respond to the elector's wish to exercise its rights <i>All Meetings open to everyone.</i> Ensure members and staff are aware of Electors' Rights. Ensure that time is set aside prior to the start of each meeting for members questions and comments. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public.	Low Medium	3	Clerk to ensure adequate publicity given.	Clerk	01/04/2017	<input type="text"/>

0 Administration/Legal Disability & Discrimination Act

Low

3

Clerk to review compliance annually

01/04/2017

Medium

Ensure that provisions of the act are met.

Ensure that all conditions of the Act as they affect service provision are met.
Allocate responsibility to ensure that standards/ongoing requirements are met.
Carry out periodical review of service.

Clerk

Submitted to council:

No of issues listed: 5

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kit Speakman

Signed by responsible Finance officer: Gordon Mussett

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS).

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Litter							
0	Financial Inadequate budget provision To ensure adequate funding. Ensure that service requirements are included in budgetary process.	High Medium	5	Clerk to ensure adequate budgetary provision.	Clerk	01/04/2017	<input type="text"/>

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kit Speakman

Signed by responsible Finance officer: Gordon Mussett

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
37	Administration/Legal Breach of confidentiality. To ensure that statutory requirements are met. Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Low Medium	3	Clerk to maintain registration with Information Commissioner. Clerk to be trained on Data Protection.	Clerk	01/04/2017	<input type="checkbox"/>

Submitted to council:

Nb of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: KIt Speakman

Signed by responsible Finance officer: Gordon Mussett

How to complete (Individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Council Meetings							
452	Administration/Legal Failure to meet statutory duty. <i>To meet all statutory requirements and maintain effective administration.</i> Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Draft minutes should be prepared of the proceedings following every meeting. Minutes approved and signed by the chairman at the following meeting and the signed copies kept on	Low Medium	3	Set timetable of meetings. Ensure agendas are issued one week ahead. Ensure notice is on board and website.	Clerk Clerk	01/04/2017	<input type="checkbox"/>
453	Administration/Legal Access. <i>To meet all statutory requirements and maintain effective administration.</i> Ensure public access is available to all meetings of the council, except for meetings of the Staff and Salaries committees. Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors. Disability access should be provided. Specific area should be set aside for Press & Public.	Low Medium	3	Clerk to ensure agendas are properly prepared, and advertise public question time	Clerk Clerk	01/04/2017	<input type="checkbox"/>
454	Physical Security. <i>To ensure that effective security arrangements are in place.</i> Define policy for security of staff, members, premises and equipment. Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Low Medium	3	Clerk to advise Police if large numbers of public expected.	 Clerk	01/04/2017	<input type="checkbox"/>
455	Physical Personal Injury. <i>Ensure that effective arrangements are in place to minimise risk.</i> Ensure that appropriate regulations/controls are in place to minimise the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. That the council has appropriate insurance cover. That the relevant access and public areas are all risk assessed.	Low High	4	Clerk to check premises are safe before admitting public and Councillors.	Clerk Clerk	01/04/2017	<input type="checkbox"/>

LCRS 7. Action Plan/s for Little Braxted Parish Council

Assessment year: 2017

Ref	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
0	Physical Loss/damage arising from unauthorised use. <i>Maintain security of computer.</i> Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Low Medium	3	Update Chairman with new password	Clerk	31/05/2017	<input type="checkbox"/>
0	Physical Loss arising from theft/misappropriation. <i>Maintain adequate security of site and equipment.</i> Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed.	Low High	4	Purchase back-up data storage	Clerk	30/09/2017	<input type="checkbox"/>
365	Technical Crash of IT System. <i>To minimise risk arising from breakdown of equipment.</i> Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Low High	4	Purchase back-up data storage	Clerk	30/09/2017	<input type="checkbox"/>

ITEM 8

To Receive an Update on the Implementation of the General Data Protection Regulations and Agree Further Action

Council agreed in September 2017 to nominate the Clerk as the Data Protection Officer should legislation require such an appointment. Further guidance on the Regulations has now been received which indicates that the Clerk, nor any Member, can act in this capacity. It will therefore be necessary to contract this function out. Discussions are still taking place locally and nationally as to whether another principal Council will offer this facility to the Parishes, whether a new national organisation will be established to service all Parishes throughout the uk, or whether commercial operators will be offering the service.

Whichever is the final outcome there will be a charge to the Council (and thereby our residents). Best guestimates is that this will be in the region of £100 per annum and **the Council is recommended to include this sum in the 2018/19 budget.**

ITEM 9

To Agree to Support the Neighbourhood Watch Scheme

The local Neighbourhood Watch Scheme has been successful inobtaining a grant of £972 to fund its regular meetings, but does not have its own bank account. The Council has been asked if it would manage the Scheme's funds on its behalf.

Members are recommended to agree tothis request

ITEM 10**To receive a financial statement as of 31st December 2017****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
28/04/2017		Maldon District Council	Precept	£ 3,125.00				£ 3,125.00
02/05/2017		HMRC	VAT Refund				£ 553.67	£ 553.67
15/12/2017		EALC	Course Bursary Refund			£ 33.75		£ 33.75
21/12/2017		Great Braxted Parish Council	War Memorial Upkeep		£ 50.58			£ 50.58
21/12/2017		Essex Community Foundation	Litterpicking Grant			£ 2,460.00		£ 2,460.00
28/12/2017		Essex Community Foundation	Neighbourhood Watch Meetings Grant			£ 972.00		£ 972.00
Total for Year				£ 3,125.00	£ 50.58	£ 3,465.75	£ 553.67	£ 7,195.00

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 £
18/04/2017	492		G N Mussett	Clerk's Salary	£ 90.72											£ 90.72		£ 90.72
18/04/2017	493		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
18/04/2017	494		EALC	Annual Subs			£ 61.75									£ 61.75		£ 61.75
18/04/2017	495		AON	Insurance Premium Virus Check Renewal					£ 347.74							£ 347.74		£ 347.74
18/04/2017	496		McAfee	Renewal								£ 79.16				£ 79.16	£ 15.83	£ 94.99
23/05/2017	497		SALC	Internal Audit				£ 135.00								£ 135.00	£ 27.00	£ 162.00
23/05/2017	498		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
23/05/2017	499		G N Mussett	Clerk's Salary	£ 90.32											£ 90.32		£ 90.32
26/05/2017	Cash		Post Office	Stamp				£ 1.86								£ 1.86		£ 1.86
27/06/2017	500		HMRC	PAYE/NI	£ 150.40									£ 9.20		£ 159.60		£ 159.60
27/06/2017	501		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
27/06/2017	502		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
27/06/2017	503		G N Mussett	Litterpicking Warning Sign										£ 76.88		£ 76.88	£ 15.38	£ 92.26
27/06/2017	504		A Stow	Installation of Defibrillator Cabinet											£ 180.00	£ 180.00		£ 180.00
27/06/2017	505		The Green Man	Electricity for Defibrillator Cabinet											£ 25.00	£ 25.00		£ 25.00
20/07/2017	506		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
20/07/2017	507		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
20/07/2017	508		Cancelled													£ -		£ -
05/09/2017	509		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
05/09/2017	510		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/10/2017	455		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
17/10/2017	456		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/10/2017	457		HMRC	PAYE/NI	£ 90.00									£ 11.20		£ 101.20		£ 101.20
17/10/2017	458		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
17/10/2017	459		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/10/2017	460		Royal British Legion	Wreath											£ 17.00	£ 17.00		£ 17.00

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 £
28/11/2017	461		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
28/11/2017	462		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
28/11/2017	463		Maldon District Council	Road Closure Notice											£ 107.00	£ 107.00		£ 107.00
28/11/2017	464		J Aldis	Grasscutting											£ 370.00	£ 370.00		£ 370.00
28/11/2017	465		J Aldis	Grasscutting						£ 275.00						£ 275.00		£ 275.00
28/11/2017	466		EALC	Training Course											£ 45.00	£ 45.00		£ 45.00
Total for Year					£1,145.76	£ -	£ 61.75	£ 136.86	£ 347.74	£ 275.00	£ -	£ 79.16	£ -	£ 422.08	£ 744.00	£ 3,212.35	£ 58.21	£ 3,270.56

INCOME/EXPENDITURE AGAINST BUDGET

BUDGET ANALYSIS						
2017/18	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Net £	%age Budget Spend	Notes
Clerk's Salary	£ 1,900.00		£ 1,145.76	£ 754.24	60.3%	
Subscriptions	£ 65.00		£ 61.75	£ 3.25	95.0%	
Audit Fees	£ 85.00		£ 136.86	-£ 51.86	161.0%	
Insurance	£ 340.00		£ 347.74	-£ 7.74	102.3%	
War Memorial	-£ 81.00	-£ 50.58	£ 275.00	-£ 305.42	-339.5%	Awaiting payments from WBPC
Information Commissioner	£ 35.00		£ -	£ 35.00	0.0%	
Grass Cutting	£ 380.00		£ 370.00	£ 10.00	97.4%	
Hall Hire	£ 300.00			£ 300.00	0.0%	
Transparency Fund			£ 79.16	-£ 79.16		Restricted funds
Other	£ 200.00	-£ 33.75	£ 62.00	£ 171.75	31.0%	
Election Fees	£ 15.00			£ 15.00	0.0%	
Remembrance Day Parade	£ 220.00		£ 107.00	£ 113.00	48.6%	
Parish Plan	£0			£ -		Restricted funds
Village Fete	£0			£ -		Restricted funds
Litterpicking		-£ 2,460.00	£ 422.08	£ 2,037.92		Restricted funds Awaiting confirmation from CCE
Defibrillator	£0		£ 205.00	-£ 205.00		Restricted funds Money in reserves to offset this spend
Precept	-£ 3,125.00	-£ 3,125.00		£ -	100.0%	
Neighbourhood Watch Meetings		-£ 972.00				Restricted funds
VAT Refund	-£ 100.00	-£ 553.67		£ 453.67	453.7%	
Totals net of VAT	£ 234.00	-£ 7,195.00	£ 3,212.35	£ 3,244.65		
VAT		£ -	£ 58.21	£ 58.21		
Totals inc VAT		-£ 7,195.00	£ 3,270.56	£ 3,302.86		

BANK RECONCILIATION



MG 881077 F1V878A 89953PRCA88889 36380 1478267911

MR GORDON MUSSETT
25 EBENEZER CLOSE
WITHAM
CMS 2HX

Your Community Account

► Our UK ring-fencing plans
We plan to transfer UK retail and business banking customers to our ring-fenced bank in April 2018.
Learn more, including how to participate in the court process should you wish, at [home.barclays/ring-fencing-explained] or contact us via your usual point of contact at Barclays.

Date	Description	Money out £	Money in £	Balance £
1 Nov	Start Balance			4,055.74
4 Dec	Cheque Issued Ref: 100462	120.72		3,935.02
	Cheque Issued Ref: 100463	107.00		3,828.02
6 Dec	Cheque Issued Ref: 100468	45.00		3,783.02
7 Dec	Cheque Issued Ref: 100461	37.60		3,745.42
13 Dec	Cheque Issued Ref: 100464	370.00		3,375.42
	Cheque Issued Ref: 100465	275.00		3,100.42
15 Dec	Deposit at: B5 Colchester Ref: Exc Refund		33.75	3,134.17
21 Dec	Deposit at: M1 Witham Ref: Letter Grant and W		2,510.58	5,644.75
28 Dec	Deposit at: M3 Witham Ref: N March		972.00	6,616.75
29 Dec	Balance carried forward			6,616.75
Total Payments/Receipts		955.32	3,516.33	

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

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Firm's) Services Register No: 1227022.
Registered in England. Registered No: 1026187. Registered Office: 1 Churchill Place, London E14 5HP.

BANK RECONCILIATION	
As at 31/03/17	
Petty Cash	£ 2.44
Barclays Bank	£ 3,002.57
Total	£ 3,005.01
Less Uncashed Cheques	-£ 337.12
Total	£ 2,667.89
Add Income for year	£ 7,195.00
Less Expenditure for year	-£ 3,270.56
Total	£ 6,592.33
As at 31/12/17	
Represented by	
Petty Cash	£ 0.58
Barclays Bank	£ 6,616.75
Total	£ 6,617.33
Less Uncashed Cheques	-£ 25.00
Total	£ 6,592.33

ITEM 11

To Review the Budget for 2018/19 and Agree the Precept

The Council's financial position remains healthy, albeit with the help of substantial successful grant applications. However, as with the General Data Protection Regulations, additional legislative requirements will place a future financial burden on the Council. This together with the continued withdrawal of previously "free" services from other organisations such as the Police and the District Council means that a minor increase in precept is to be recommended at this time.

A precept of £3,500 is recommended; this equates to an increase in Band D Council Tax of £2.61 per annum (5p per week), a percentage increase of 7%.

That such a large percentage increase in Council Tax produces such a small overall increase in precept (£375) makes a mockery of the Government's continued threat to impose referenda on "excessive" Parish Council Tax increases, especially when the cost of a referendum for this Parish is likely to exceed £700.

Item	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Proposed Budget 2018/19	Notes on Proposed Budget				
Clerk's Salary	£ 1,507.81	£ 1,223.83	£ 1,253.19	£ 971.20	£ 2,000.00	£ 1,768.00	£ 1,808.00	£ 1,809.00	£ 1,900.00	£ 1,841.00	Allows for small pay award				
Petty Cash	£ 101.60	£ 109.91	£ 118.52	£ 90.35	£ 75.00	£ -	£ -								
Subscriptions	£ 51.21	£ 52.63	£ 54.95	£ 56.44	£ 58.00	£ 60.00	£ 60.00	£ 60.00	£ 65.00	£ 65.00					
Audit Fees	£ 50.00	£ 70.00	£ 75.00	£ 75.00	£ 160.00	£ 85.00	£ 85.00	£ 88.00	£ 85.00	£ 140.00					
Insurance	£ 398.29	£ 425.17	£ 363.97	£ 378.28	£ 425.00	£ 380.00	£ 380.00	£ 340.00	£ 340.00	£ 400.00	Previous insurer withdrawn from market				
Election Fees	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15.00	£ 15.00	£ 15.00					
War Memorial	-£ 82.06	£ 275.00	-£ 410.98	-£ 12.00	£ 275.00	£ 30.00	£ 30.00	£ 250.00	£ 356.00	£ 375.00					
PCSO	£ 198.10	£ -	£ -	£ -		£ -									
Information Commissioner	£ -	£ -	£ -	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00					
Data Protection Officer										£ 100.00					
Remembrance Day Wreath				£ 50.00			£ 40.00	£ 40.00		£ 40.00					
Hall Hire				£ 30.00		£ 100.00	£ 150.00	£ 300.00	£ 300.00	£ 300.00					
Grass Cutting						£ 360.00	£ 375.00	£ 360.00	£ 380.00	£ 400.00					
Remembrance Day Parade							£ 125.00	£ 160.00	£ 220.00	£ 220.00					
Litterpicking								£ 516.00	£ 200.00	£ 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							
Other	£ 45.00	£ 425.50	£ 108.24	£ 225.46		£ 100.00	£ 200.00	£ 87.00		£ 200.00					
Precept	-£ 2,000.00	-£ 2,500.00	-£ 2,000.00	-£ 2,500.00	-£ 2,500.00	-£ 2,700.00	-£ 2,900.00	-£ 3,100.00	-£ 3,125.00	-£ 3,500.00					
VAT Refund	£ -	-£ 82.40	£ -	£ -	-£ 60.00	-£ 20.00	-£ 30.00	-£ 55.00	-£ 100.00	-£ 80.00					
Halifax Interest	-£ 59.64	£ -	-£ 2.26	-£ 0.94	£ -	£ -	£ -	£ -							
Gift - S Pulford	£ -	£ -	£ 32.48	£ -	£ -	£ -	£ -	£ -							
Litterpicking								-£ 780.00	-£ 200.00	-£ 800.00	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					
Transparency Fund															
Defibrillator Grant								-£ 2,000.00			Non-recurring item				
Prize							-£ 150.00								
Totals	210.31	- 0.36	- 406.89	- 601.21	468.00	198.00	208.00	- 447.00	140.00	291.00					
Figures are NET of VAT which is reclaimable															
Bank Account Balances at end of year	£ 1,420.27	£ 1,408.38	£ 1,800.27	£ 2,220.98	£ 1,687.38	£ 1,578.85	£ 1,570.00	£ 2,668.00	£ 5,492.00						
								Included £1,418 of earmarked funds	Includes £3,654 of earmarked funds						
Reserves Net of Earmarked Funds	£ 1,420.27	£ 1,408.38	£ 1,800.27	£ 2,220.98	£ 1,687.38	£ 1,578.85	£ 1,570.00	£ 1,250.00	£ 1,838.00						
Band D Equivalent								83.4	84.1	88					
Band D Council Tax								£ 37.17	£ 37.16	£ 39.77					