



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held virtually on Tuesday 30th March 2021 at 7.00 p.m.

Gordon Mussett
Parish Clerk
10th March 2021

To join this meeting at 7pm:-

Join Zoom Meeting

<https://us04web.zoom.us/j/76329489179?pwd=eGZGN2xUc0JSSnpFTzJSZjNMUWo5QT09>

If it continues beyond 7.30pm rejoin here:-

Join Zoom Meeting

<https://us04web.zoom.us/j/75149048265?pwd=VzkwN2ZkSTZDeTdZWECwc2IXZ3VSQT09>

And if beyond 8pm rejoin again here:-

Join Zoom Meeting

<https://us04web.zoom.us/j/78258133617?pwd=ampJeGJwZGtHaW5WU2FLKzZJRUXyZz09>

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 20th January 2021

To agree and approve the minutes of the meeting held on 20th January 2021 as a true record

5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish

6. To receive a financial statement as of 26th February 2021 - attached

To receive a financial statement as of 26th February 2021

7. To Approve the following payments:-

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

Document Reference	Payable To	In Respect of	£
633	G N Mussett	Clerk's Salary	£73.16
634	CANCELLED		
635	H Bendall	Litterpicking	£54.04
636	G N Mussett	Clerk's Salary	£96.33
637	H Bendall	Litterpicking	£43.35
638	Information Commissioner	Registration Fee	£40.00
639	G N Mussett	Clerk's Salary	£96.33
640	H Bendall	Litterpicking	£43.35
641	HMRC	Tax/NI	£226.00

8. Clerks Report – for Information

- a. An update on the A12 widening
- b. An update on the A120 to A12 scheme
- c. Meetings between 7th May and 21st June 2021

9. Closure

ITEM 6**To receive a financial statement as of 26th February 2021****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
12/01/2021		Wickham Bishops PC	Contribution towards War Memorial and Remembrance Day		£ 339.26	£ 90.97	£ -	£ 430.23
14/01/2021		Essex Community Foundation	Litterpicking Grant			£ 2,500.00		£ 2,500.00
Total for Year				£ 3,950.00	£ 339.26	£ 2,590.97	£ 252.83	£ 7,133.06


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
21/11/2020	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
Total for Year					£1,442.99	£ -	£ 66.72	£ 305.00	£ 317.38	£ 350.00	£ -	£ -	£ 534.51	£ 620.83	£ 3,637.43	£ 109.17	£ 3,746.60

Budgetary Comparison

2020/21	Budget		Figures are net of VAT				
Item	£	Income £	Expenditure £	Income	%age Budget Spe	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	£ 339.26	2.9%		
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	£ 90.97	12.4%		
Parish Plan						Restricted funds	
Village Fete						Restricted funds	
Litterpicking	£800		£ 534.51	£ 2,500.00	66.8%	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	£ -	£ -	£ 50.00				
Bridge Repairs						Restricted funds	
VAT Refund		£ 180.00		£ 252.83	140.5%		
Totals net of VAT	£ 4,900.00	£ 4,130.00	£ 3,637.43	£ 7,133.06			
VAT		£ -	£ 109.17	£ -			
Totals inc VAT		£ 4,130.00	£ 3,746.60	£ 7,133.06			

BANK RECONCILIATION



NO 00097 71V442A 70F372B86001 38300 8419267002 A

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

LITTLE BRAXTED PARISH COUNCIL
Sort Code 20-07-48
Account No 20189905
VANTAGE BARCLAYS
BRANCH 2011 4030 1004 05
Issued on 01 March 2021

Your Community Account

Date	Description	Money out £	Money in £	Balance £
30 Jan	Start Balance			5,943.74
3 Feb	Deposit Re 45Watum 100094	77.62	6,021.36	
26 Feb	Balance carried forward			6,021.36
	Total Payments/Receipts	0.00	77.62	

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

30 Jan - 26 Feb 2021

Start balance	£5,943.74
Money out	£0.00
+ Commission charges	£0.00
Money in	£77.62
+ Gross interest earned	£0.00
End balance	£6,021.36

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

As at 31/03/20	
Petty Cash	£ 0.58
Barclays Bank	£ 3,478.74
Total	£ 3,479.32
Less Uncashed Cheques	-£ 901.95
Total	£ 2,577.37
Add Income for year	£ 7,210.68
Less Expenditure for year	-£ 3,746.60
Total	£ 6,041.45
As at 28/02/21	
Represented by	
Petty Cash	£ 0.58
Barclays Bank	£ 6,021.36
Total	£ 6,021.94
Plus unpresented cheques	£ 19.51
Less Uncashed Cheques	£ -
Total	£ 6,041.45

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