



## Little Braxted Parish Council

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You are hereby summoned to attend the Annual General Meeting of Little Braxted Parish Council to be held on Tuesday 16<sup>th</sup> May 2023 at 7.15 p.m or immediately following the Annual Parish Meeting, whichever is the later, at the Braxted Bakery, Witham Road.

**Gordon Mussett**  
**Parish Clerk**  
**9<sup>th</sup> May 2023**

### **AGENDA**

- 1. Election of Chair**  
*To elect a Chair for 2023/2024*
- 2. To Sign the Declaration of Acceptance of Office**  
*For the Chair to sign the Declaration of Acceptance of Office*
- 3. To Co-Opt Councillors to Fill the Two Vacancies**  
*To co-opt Councillors to fill the two vacancies*
- 4. To Elect a Vice-Chair**  
*To elect a Vice-Chair for 2023/2024*
- 5. To Receive and Approve Apologies for absence**  
*To receive and approve apologies for absence*
- 6. To Receive Declarations of Interest**  
*For Members to declare any interests in matters on the agenda*
- 7. 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*
- 8. To Agree and Approve the Minutes of the Meeting held 21<sup>st</sup> March 2023**  
*To agree and approve the minutes of the meeting held on 21<sup>st</sup> March 2023 as a true record*
- 9. To Review Standing Orders and Financial Regulations (attached)**

*To review Standing Orders and Financial Regulations.*

**10. To Review the Inventory of Land and Assets including Office Equipment (attached)**

*To review the inventory of land and assets including office equipment*

**11. To Confirm the Arrangements for Insurance Cover in Respect of All Insured Risks (attached)**

*To confirm the arrangements for insurance cover in respect of all insured risks*

**12. To Review the Council's Subscriptions to Other Bodies (attached)**

*To review the Council's subscriptions to other bodies*

**13. To Review the Council's Complaints Procedure (attached)**

*To review the Council's Complaints Procedure*

**14. To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (attached)**

*To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998*

**15. To Review the Council's Policy for Dealing with the Press/media (attached)**

*To review the Council's policy for dealing with the press/media*

**16. To Review the Council's Data Privacy Notice (attached)**

*To review the Council's Data Privacy Notice*

**17. To Review the Data Protection Policy (attached)**

*To review the Council's Data Protection Policy*

**18. To Review the Effectiveness of the Internal Audit (attached)**

*To review the effectiveness of the Internal Audit*

**19. To Re-Appoint the Suffolk Association of Local Councils as the Council's Internal Auditors (attached)**

*To re-appoint the Suffolk Association of Local Councils as the Council's Internal Auditors*

**20. To Review the Separate Statement of Internal Controls (attached)**

*To review the separate Statement of Internal Controls*

**21. To Agree the Governance Statements Within the Annual Governance and Accountability Return (attached)**

*To agree the Governance Statements within the Annual Governance and Accountability Return*

**22. To Agree the Financial Statements Within the Annual Governance and Accountability Return (attached)**

*To agree the Financial Statements within the Annual Governance and Accountability Return*

**23. To Declare the Authority as Exempt from a Limited Assurance Review Audit - Attached**

*To declare the authority as exempt from a limited assurance review audit*

**24. To Appoint the Clerk as the Council's Responsible Financial Officer (attached)**

*To appoint the Clerk as the Council's Responsible Financial Officer*

**25. To Agree to Adopt the General Power of Competence**

*To agree to adopt the General Power of Competence*

**26. To Second the Clerk to the Remembrance Day Service Working Party**

*To second the Clerk to the Remembrance Day Service Working Party*

**27. To receive a financial statement as of 30<sup>th</sup> April 2023 - attached**

*To receive a financial statement as of 30<sup>th</sup> April 2023*

**28. To Confirm the Time and Place of Ordinary Meetings of the Full Council up to and Including the Next Annual Meeting of Full Council (attached)**

*To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council*

**29. To Approve the Following Payments**

To approve the following payments meetings:-

<b>Docu ment Referenc e</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
797	EALC	Annual Subscription	£70.94
798	H Bendall	Litterpicking April	£61.22
799	G N Mussett	Clerk's Salary April	£146.12
800	BHIB	Insurance Renewal	£354.89
801	Wickham Bishops Parish Council	Remembrance Day Service Public Liability Insurance	£4.25
802	Essex Community Foundation	Donation (ex Barclays Bank)	£100.00
803	G N Mussett	Clerk's Salary May	£146.12
804	H Bendall	Litterpicking May	£75.81

**30. Closure**

**ITEM 2**

To Sign the Declaration of Acceptance of Office

# **Little Braxted** **Parish Council**

Declaration of Acceptance of Office

I ..... having been elected to the office of Chairman of Little Braxted Parish Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Little Braxted Parish Council.

Signed: ..... Date: .....

This declaration was made and signed before me.

Signed: .....

Proper Officer of Little Braxted Parish Council

## **ITEM 8**

### **To Review Standing Orders and Financial Regulations**

Both Standing Orders and Financial Regulations were reviewed at the May 2022 meeting of the Council. Since that date there have been no new legislative changes and no comments from either the Internal or External Auditor to suggest that further changes should be incorporated.

**Recommended: That the Standing Orders and Financial Regulations as separately circulated and as published on the Council's website be adopted.**

## **ITEM 9**

### **To Review the Inventory of Land and Assets including Office Equipment**

The Council owns the following assets:-

<b>Asset Register</b>	<b>Date of Acquisition</b>	<b>Value</b>	<b>Basis of Valuation</b>
Village Green	First Registered	£ 1	Village green registration
Village Sign	unknown	£ 900	Estimate
Noticeboard	Jun-10	£ 178	Cost at time of purchase
Circular Teak seat	Donated Jan 2013	£ 1,000	Original purchase price
Queen Elizabeth Silver Jubilee Sign	1977	£ 200	Estimate
Traditional seat with arms	unknown	£ 650	Renewal price 2012
HP 15.6 Laptop	May-16	£ 250	Purchase price 2016
War Memorial	Jun-16	£ 1	Community Asset
HP Envy Wifi Printer	May-16	£ 58	Purchase price 2016
Best Village Sign 2015	Nov-15	£ 100	Purchase price 2015
Barriers	Apr-16	£ 60	Purchase price 2016
Defibrillator	Mar-17	£ 1,406	Purchase price 2017
Defibrillator	Sep-22	£ 1,590	Purchase price 2022
		<b>£ 6,394</b>	

The Village Green is registered with the Land Registry – Title Reference EX782540.

The change from the data published in May 2022 has been the acquisition, with funds from the Essex Community Foundation, of a second defibrillator.

**Recommended: That the Council note the Inventory of Assets**

## **ITEM 10**

### **To Confirm the Arrangements for Insurance Cover in Respect of All Insured Risks**

The Council is currently insured with BHIB. The insurance cover, which falls due for renewal on 1<sup>st</sup> June, provides for the following insured values, some of which are the minimum set values available:-

<b>Insurance of</b>	<b>Insured Value</b>
Business Interruption	£20,000
Employer's Liability	£10,000,000
Public and Products Liability	£10,000,000
Fidelity Guarantee	£250,000

Libel and Slander	£250,000
Officials Indemnity	£500,000
Personal Accident	£100,000
Legal Expenses	£250,000
War Memorials	£28,361
Street Furniture	£0
Office Contents	£8,176
Money	£2,500
Money in transit	£2,500

The Council can sign up to a three-year agreement at a combined premium of £354.89 per annum or for a single year at a combined premium of £398.69.

**Recommended: That Council note and accepts the three year insurance cover offered by Aviva Insurance**

### **ITEM 11**

#### **To Review the Council's Subscriptions to Other Bodies**

The Council currently subscribes to the Essex Association of Local Councils. This body provides legal and procedural advice and support to local councils in Essex and continued membership is identified in the Council's Corporate Risks document as a means of reducing risk to the Council. The subscription for 2023/24 is £70.94.

**Recommended: That the Council remains in membership in future years**

### **ITEM 12**

#### **To Review the Council's Complaints Procedure**

The Council's Complaints Procedure is shown below:-

#### **LITTLE BRAXTED PARISH COUNCIL**

#### **COMPLAINTS POLICY AND PROCEDURE**

#### **Introduction**

This policy and procedure is designed for those occasions when a member of the public has a complaint regarding the Council's processes and/or employees. It is not intended to deal with complaints regarding Council decisions taken in public meetings, nor with complaints about individual Councillors.

#### **Policy**

All complaints will be considered in public by the Council at the next meeting of the Council and the agreed outcome published as part of the minutes of that meeting.

#### **Procedure**

##### **Before the Meeting**

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk.
2. If the complainant does not wish to put the complaint to the clerk or other proper officer, they may be advised to put it to the chairman of the council.

3. The clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the council.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

#### **At the Meeting**

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the meeting and reported to the next council meeting in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, clerk or other proper officer to explain the council's position.
12. Members to ask any question of the clerk or other proper officer.
13. Clerk or other proper officer and complainant to be offered opportunity of last word (in this order).
14. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
15. Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

#### **After the Meeting**

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

**Recommended: That members note but not amend this policy which was last reviewed in May 2022**

#### **ITEM 13**

## **To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations 2018**

The Council publishes as much as possible on its website. Requests for additional information, subject to its being able to be lawfully released, are addressed to and answered by the Clerk within the legal timescale. No formal Freedom of Information requests have been received during 2022/2023 but a number of general queries have been responded to, with thanks being received from the enquirers. It should be noted that the GDPR reduces the timescale for responding to Data Subject Access requests to one month (from 40 days). The Clerk is also responsible for ensuring that personal data is managed securely.

**Recommended: That the Council note and confirm the procedures**

### **ITEM 14**

#### **To Review the Council's Policy for Dealing with the Press/media**

At present the Council has no formal policy. Requests for information from the press are usually referred to specific Councillors to respond, as these have generally been on matters on which they are taking a lead role in other ways. Relationships with the press have not been an issue to date.

**Recommended: That the Council notes the absence of a policy and directs that the Clerk continue to refer the press to individual Councillors for a response.**

### **ITEM 15**

#### **To Review the Council's Data Privacy Notice**

The Council reviewed this policy in May 2022.

#### **Your Privacy**

Little Braxted Parish Council is committed to protecting your privacy when you use our services. The Privacy Notice below explains how we use information about you and how we protect your privacy.

If you have any concerns or questions about how we look after your personal information, please contact the Parish Clerk, Gordon Mussett on 01376 520103

### ***Why we use your personal information?***

#### **Do you know what personal information is?**

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details.

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. We very rarely need to collect anything of this nature. If we do, we make sure our handling of your data is secure.

### ***Why do we need your personal information?***



We may need to use some information about you to:

- deliver services and support to you;
- manage those services we provide to you;
- train and manage the employment of our workers who deliver those services;
- help investigate any worries or complaints you have about your services;
- keep track of spending on services;
- check the quality of services; and
- to help with research and planning of new services.

### **How the law allows us to use your personal information**

There are a number of legal reasons why we need to collect and use your personal information.

Generally we collect and use personal information in the circumstances where:

- you, or your legal representative, have given consent
- you have entered into a contract with us
- it is necessary to perform our statutory duties
- it is necessary to protect someone in an emergency
- it is required by law
- it is necessary for employment purposes
- you have made your information publicly available
- it is necessary for legal cases

If we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact the Parish Clerk ([littlebraxtedpc@hotmail.com](mailto:littlebraxtedpc@hotmail.com)) and tell us which service(s) you're using so we can deal with your request.

### **We only use what we need!**

Where we can, we'll only collect and use personal information if we need it to deliver a service or meet a requirement.

We don't sell or pass your personal information to anyone else for marketing purposes.

### **You can ask for access to the information we hold on you**

You have the right to ask for all the information we have about you and the services you receive from us. When we receive a request from you in writing, we must give you access to everything we've recorded about you.

However, we can't let you see any parts of your record which contain:

- Confidential information about other people; or
- Data a professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
- If we think that giving you the information may stop us from preventing or detecting a crime

This applies to personal information that is in both paper and electronic records. If you give permission, we'll also let others see your record (except if one of the points above applies).

### **You can ask to change information you think is inaccurate**

You should let us know if you disagree with something written on your file. We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

### **You can ask us to delete information (right to be forgotten)**

In some circumstances you can ask for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason why it was collected in the first place
- Where you have removed your consent for us to use your information (where there is no other legal reason us to use it)
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal requirement

Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- we're required to have it by law
- it is used for freedom of expression
- it is required for public health purposes
- it is necessary for legal claims

### **You can ask to limit what we use your personal data for**

You have the right to ask us to restrict what we use your personal information for where:

- you have identified inaccurate information, and have told us of it
- where we have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether

When information is restricted it can't be used other than to securely store the data and with your consent to handle legal claims and protect others, or where it's for important public interests of the UK. Where restriction of use has been granted, we'll inform you before we carry on using your personal information.

You have the right to ask us to stop using your personal information for any council service. However, if this request is approved this may cause delays or prevent us delivering that service.

Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law.

### **You can ask to have your information moved to another provider (data portability)**

You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format. This is called data portability.

However this only applies if we're using your personal information with consent (not if we're required to by law) and if decisions were made by a computer and not a human being.

It's likely that data portability won't apply to most of the services you receive from the Council.

### **Who do we share your information with?**

We rarely share any of our information. We will only do so where necessary to deliver our services to you. Where we have these arrangements there is always an agreement in place to make sure that the organisation complies with data protection law.

We may share your personal information when we feel there's a good reason that's more important than protecting your privacy. This doesn't happen often, but we may share your information:

- **in order to find and stop crime and fraud; or**
- **if there are serious risks to the public, our staff or to other professionals;**
- **to protect a child; or**
- **to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them**

For all of these reasons the risk must be serious before we can override your right to privacy.

### **How do we protect your information?**

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong

### **How long do we keep your personal information?**

There's often a legal reason for keeping your personal information for a set period of time, please contact us if you wish to understand how long your data may be retained for.

### **Where can I get advice?**

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer on 01376 520103.

For independent advice about data protection, privacy and data sharing issues, you can contact the Data Protection Regulator for the UK, the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Members are recommended to confirm this policy**

### **ITEM 16**

#### **To Review the Council's Data Protection Policy**

The Council reviewed this policy in May 2022.

## **LITTLE BRAXTED PARISH COUNCIL**

### **DATA PROTECTION POLICY**

Little Breaxted Parish Council ('the Council') aims to ensure that personal information/data is treated lawfully and correctly.

The lawful and correct treatment of personal information is extremely important in maintaining the confidence of those with whom the Council deals and in achieving its objectives.

This policy applies to all officers, Members and those engaged undertaking business with or on behalf of the Council.

The Council fully endorses and adheres to the Data Protection principles set out below:-

### **DATA PROTECTION PRINCIPLES**

#### **Personal Information shall be:**

- Processed fairly, lawfully and in a transparent manner;
- Collected for specific, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary to meet the purpose;
- Accurate and up to date;

- Kept for no longer than is necessary;
- Kept secure to maintain integrity and confidentiality;
- Processed in an accountable manner;

### **Policy Aim**

To ensure the Council continuously complies with all relevant legislation and good practice in order to successfully protect the data it holds and processes.

### **Policy Objectives**

To achieve the overall aim the Council will:

- Provide adequate resources to support an effective corporate approach to Data Protection;
- Ensure all staff are appropriately trained to perform their roles;
- Comply with all relevant statutory obligations;
- Respect the confidentiality of all personal data, irrespective of source;
- Publicise the Council's commitment to Data Protection;
- Compile and maintain appropriate policies, procedures and documentation;
- Promote general awareness and provide specific training, advice and guidance at all levels to ensure standards are met;
- Monitor and review compliance with legislation and introduce changes where necessary;
- Assist the Regulator and auditors as necessary

### **Processing of Information:**

The Council, through appropriate management controls will, when processing personal information on any individual:

- Observe fully conditions regarding the collection and use of information meet the Council's legal obligations under Data Protection legislation;
- Collect, process and retain data only to the extent that it is needed to fulfil operational needs or to comply with any legal requirement;
- Ensure that the rights of people about whom information is held can be fully exercised including:-
- The right to be informed that processing is being undertaken;
- The right of access to personal information;
- The right to withdraw or amend consent for processing\*;
- The right to correct, amend or erase information\*;
- The right to be forgotten\*.
- Ensure staff are reminded that data covered by Data Protection legislation is exempt from disclosure under the Freedom of Information Act 2000.

- \*Ensure where an individual exercises their right to be forgotten or withdraws permission for their data to be processed, the Council will inform the subject of the potential impact of this decision, as it may prevent the Council being able to provide a service which the subject has requested.
- **Note:** The right to be forgotten or withdraw permission for processing does not apply where there the Council has a statutory obligation or requirement to process that information.

### **Fair Obtaining/Processing**

Individuals whose data is collected by the Council must be made aware at the time of collection of all the processes that data may be subject to. No manual or automatic processing of an individual's data can take place unless reasonable steps have been taken to make that individual aware of that processing.

Individuals must also be informed of likely recipients of their information, both internal and external, and also be given details of who to contact in order to query the use or content of their information (Data Protection Officer).

When consent is used as the lawful basis for processing data, it must be explicit and granular to allow the subject to 'opt-in' to any processing activity. The Privacy Notice where this data is collected should also explain how a subject's data will be used, how they can amend or withdraw their consent, and to whom they should contact to do so.

### **Data Uses and Purposes**

- All processing performed must only be for the purpose that is necessary to enable the Council to perform its duties and services, and which has been notified by the Council to the Information Commissioner. Personal data can only be processed in line with notified purposes.
- No new processing may take place the data subjects have been informed and, their consent obtained.
- All personal data should be regarded as confidential and only disclosed to persons (internal and external) who are listed for the purpose concerned in the Council's current notification AND whose authority to receive it has been explicitly established.
- Information owned by the Council must not be used for non-Council purposes. This applies when Council data is being processed at employees' homes. Employees will be held responsible for any misuse or unauthorised disclosures while the data is in their control.

### **What counts as Personal Data?**

The term 'personal data' applies to any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

The regulations apply to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the regulations depending on how difficult it is to attribute the pseudonym to a particular individual. Likewise, anonymised data that can be ‘reverse engineered’, or manipulated on its own or in conjunction with other data sources to identify an individual, will also be classified as personal data.

A name and address, or information attached to a reference number that we can use to look someone up, are both personal data. So is a company e-mail address if it includes a person’s name.

### **Data Quality & Document Retention**

Information processed shall not be excessive or irrelevant to the notified purposes.

Information will be held only for as long as is necessary for the notified purposes, after which it shall be deleted or destroyed in accordance with the Council’s Document Retention periods.

Whenever information is processed, reasonable measures shall be taken to ensure that it is up-to-date and accurate. A data subject has the right to request that any errors or omissions are rectified.

### **Organisational Responsibilities and Security**

All personal data should be kept secure, in a manner appropriate to its sensitivity and the likely harm should a breach occur. Security shall be applied to all stages of processing to prevent unauthorised access or disclosure (internal or external), damage (accidental or deliberate) or loss.

Personal data must not be left on display or unsecured when unattended. Computer software shall be kept secure when not in use. System entry passwords should be known only to the holder and be changed regularly.

Everyone managing and handling personal information is appropriately trained to do so.

Everyone managing and handling personal information is appropriately supervised.

Anybody wanting to make enquiries about handling personal information knows what to do.

Queries about handling personal information are promptly and courteously dealt with.

Methods of handling personal information are clearly described.

A regular review and audit is made of the way personal information is managed.

Methods of handling personal information are regularly assessed and evaluated.

Performance with handling personal information is regularly assessed and evaluated.

All Council employees and Members will be provided with a copy of the Policy as adopted by the Council together with appropriate training. Employees have a duty to follow the Policy and procedures and to co-operate with the Council to ensure this Policy is effective.

Action may be taken against any employee/Member who fails to comply or commits breach of the Policy.

It is the duty of individual employees and Members to ensure that personal information held by them is dealt with in accordance with Data Protection legislation.

Processing carried out by a third party on behalf of the Council shall be subject to a contract, which stipulates compliance with Data Protection regulations and this policy.

Similarly, when the Council is processing personal data on behalf of a third party it will need to demonstrate that the data is subject to the same standards of care.

Any breaches of security shall be reported to the Data Protection Officer.

### **Complaints & Queries**

Queries regarding this policy should be addressed to the Council's Data Protection Officer: [littlebraxtedpc@hotmail.com](mailto:littlebraxtedpc@hotmail.com)

If you are not happy with the Council's response to a Data Protection request you can complain using the Council's complaints system.

You can speak to your local Councillor(s) to see if they can resolve the issue for you.

If you are unclear who this is telephone the Council Officers (01376 520103) or visit our website .

You can complain to the Information Commissioner at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 700

Web: [www.ico.gov.uk](http://www.ico.gov.uk)

**Members are recommended to confirm this policy**

### **ITEM 18**

**TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT**



The Council, with usually a very small financial turnover, has an annual independently-conducted Internal Audit. The scope and manner of the audit are contained in page 2 of the Internal Audit Report, which has in recent years been conducted by trained auditors of the Suffolk Association of Local Councils. These auditors vary the elements of the Council's activities to be reviewed in detail each year based on feedback from the appointed External Auditors as to issues found nationally during the audit process.

**Members are required to assure themselves that the scope and manner of the Internal Audit satisfy their requirements, and that no other measures are needed at audit to ensure the Council's assets are protected.**

#### **ITEM 19**

#### **TO RE-APPPOINT THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS AS THE COUNCIL'S INDEPENDENT INTERNAL AUDITOR**

If Members are assured that the current level, scope and manner of Internal Audit is sound, to re-appoint the Suffolk Association of Local Councils as their Internal Auditor for 2023/2024.

#### **ITEM 20**

#### **TO REVIEW THE STATEMENT OF INTERNAL CONTROLS**

The following Statement last reviewed in May 2022.

#### **Little Braxted Parish Council Statement of Internal Control**

##### ***Scope of Responsibility***

Little Braxted Parish Council (the Council) is a local authority funded by public money and is responsible for ensuring its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, used economically, efficiently and effectively.

In meeting this responsibility assurance is required that there is a sound system of internal control and that the Council's accountability framework is 'risk' based; proportionate to that risk and to the amounts of public money involved and to the stakeholders' need for assurance.

##### ***The Purpose of the System of Internal Control.***

The system of internal control is designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

##### ***The Internal Control Environment***

###### **The Council:**

- appoints a Chairman to be responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the clerk's advice.

- reviews its obligations and objectives and approves budgets for the following year at its January meeting. This meeting also approves the level of precept for the following financial year.
- meets a minimum of 4 times each year and monitors progress against its aims and objectives.

**The Council Clerk to the Council/Responsible Financial Officer:**

- is appointed by the Council to act as the Council's advisor and administrator
- is the Council's Responsible Financial Officer and is responsible for administering the council's finances
- is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks
- ensures that the council's procedures, control system and policies are adhered to.

**Payroll Controls:**

- the clerk has a contract of employment with clear terms and conditions.
- Salary paid to agree with that approved by the Council.
- PAYE is being properly operated by the Council as an employer and monthly submission are made to HMRC under Real Time.

**Payments:**

- are reported to the Council for approval
- are made by cheque and signed by 2 councillors (who also sign the relevant invoice and the counterfoil).

**Income**

- is banked in the Council's name in a timely manner and reported to the Council

**Risk Assessments (Risk Management)**

- assessments are carried out in respect of actions, systems and controls are regularly reviewed.

**The Internal Audit**

- is carried out by an independent Internal Auditor who reports to the Council on the adequacy of its records, procedures, systems, internal controls, regulations and risk management reviews.

**Standing Orders**

- the Council has adopted the Model Standing Orders as recommended by N.A.L.C.

**Financial Orders**

- the Council has adopted and reviews updates as necessary each year.

**VAT**

- VAT payments are identified, recorded and reclaimed.

**Petty Cash**

- The Council does not operate a Petty Cash system

**Asset Register**

- the Council maintains a register of all material assets owned or in its care. The Clerk to update as and when necessary and to be approved annually.

**Insurance**

- The Council's insurance provision is reviewed annually both in relation to its schedule of cover and also its value for money.

**Code of Conduct**

- Each members must sign Acceptance of the Code and complete a Register of Interest form. Members to consider every items on the agenda and ensure that any interest is declared at the beginning of the meeting or before the matter is discussed.
- an item 'Declarations of Interest' will be placed on every agenda.
- Paragraph 12 (2) of the revised Model Code of Conduct has been adopted.

**Members are recommended to agree this Statement of Internal Control**

**ITEM 21**

**To Agree the Governance Statements Within the Annual Governance and Accountability Return (attached)**

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

**LITTLE BRAXTED PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Answer			Your response to the Auditor
	Yes	No	Not	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to ensure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances.				has only done what it has the legal power to do and has complied with Proper Practices in doing so
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				consulted and documented the financial and other risks it faces and dealt with them properly
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial matters and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit
8. We considered whether any litigation, liabilities or commitments, assets or transactions, occurring either during or after the year-end, have a financial impact on the authority and, where appropriate, have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	Not	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded on minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk:

**31. To Agree the Financial Statements Within the Annual Governance and Accountability Return (attached)**

Section 2 – Accounting Statements 2022/23 for

**LITTLE BRAXTED PARISH COUNCIL**

	Year ending:		Notes and guidance Please refer to the notes to these accounts and report A6, A7, A8 (optional), A9. A9(a) must apply to reporting financial decisions.
	31 March 2022	31 March 2023	
1. Balances brought forward	5349	10155	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4400	4500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6007	4307	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2720	2985	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers' NI contributions, employees' pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2881	12347	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (+) Balances carried forward	10155	3630	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	10155	3630	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliations.
9. Total fixed assets plus long term investments and assets	4804	6394	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWRs).

For Local Councils Only	Yes	No	Not	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practice and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*G O JWA*

Date 2/5/23

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## 32. To Declare the Authority as Exempt from a Limited Assurance Review Audit - Attached

### Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than 30 June 2023 notifying the external auditor.

LITTLE BRAXTED PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000

Total annual gross income for the authority 2022/23:

£ 8807

Total annual gross expenditure for the authority 2022/23:

£ 15332

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of £210 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor has not:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer      Date

I confirm that this Certificate of Exemption was approved by this authority on this date

Signed by Chairman      Date

as recorded in minute reference:

Generic email address of Authority

Telephone number

**ITEM 24  
TO RE-APPOINT THE CLERK AS THE COUNCIL'S RESPONSIBLE FINANCIAL  
OFFICER**

The Clerk has been the Council's Responsible Financial Officer since appointment but it is necessary to confirm the re-appointment on an annual basis.

**Members are recommended to re-appoint the Clerk as the Council's  
Responsible Financial Officer**

**ITEM 27****To receive a financial statement as of 30<sup>th</sup> April 2023****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>
11/04/2023		K Speakman	Coronation Mugs			23.4		£ 23.40
12/04/2023		HMRC	VAT Refund				1386.06	£ 1,386.06
17/04/2023		Maldon District Council	Precept			£ 4,775.00		£ 4,775.00
<b>Total for Year</b>				<b>£ -</b>	<b>£ -</b>	<b>£ 4,798.40</b>	<b>£ 1,386.06</b>	<b>£ 6,184.46</b>

**EXPENDITURE**

NIL

**BUDGETARY COMPARISON**



<b>BUDGET ANALYSIS</b>				
<b>2022/23</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>
Clerk's Salary			£ 2,350.00	
Subscriptions			£ 75.00	
Audit Fees			£ 180.00	
Insurance			£ 375.00	
War Memorial			£ 425.00	
Information Commissioner			£ 40.00	
Grass Cutting			£ 450.00	
Hall Hire			£ 150.00	
Transparency Fund				
Other			£ 400.00	
Election Fees			£ 90.00	
Remembrance Day Parade			£ 130.00	
Parish Plan				
Village Fete/Coronation		£ 23.40	£ 250.00	
Litterpicking			£ 820.00	
Housing Needs Survey				
Defibrillator				
Precept				
Neighbourhood Watch Meetings				
McAfee Subscription			£ 85.00	
Website Hosting			£ 55.00	
Speed Checks			£ 250.00	
VAT Refund	£ 120.00	£ 1,386.06		
<b><u>Totals net of VAT</u></b>				
VAT				
<b><u>Totals inc VAT</u></b>				

# BANK RECONCILIATION



NOI 005025 F1V1155A 700F30P4D00031 36000 A 10833

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



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40  
Account No 20189405

SWIFT Ref BUKBGB22

IBAN GB33 8008 2000 4020 1894 05

Issued on 02 May 2023

## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
1 Apr	Start Balance			4,030.06
4 Apr	Cheque Issued Ref: 100791	61.22		3,968.84
5 Apr	Cheque Issued Ref: 100792	148.60		3,820.24
11 Apr	Direct Credit From Speakman TA Ref: N/A		23.40	3,843.64
12 Apr	Direct Credit From HMRC Vbr Ref: Age126000107926		1,386.06	5,229.70
14 Apr	Cheque Issued Ref: 100794	125.00		5,104.70
17 Apr	Cheque Issued Ref: 100795	64.69		5,040.01
	Direct Credit From Maldon DC - Payment Ref: Mdc21110		4,775.00	9,815.01
28 Apr	Balance carried forward			9,815.01
	Total Payments/Receipts	399.51	6,184.46	

### 01 - 28 Apr 2023

Start balance	£4,030.06
Money out	£399.51
• Commission charges	£0.00
Money in	£6,184.46
• Gross interest earned	£0.00
End balance	£9,815.01

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

<b>As at 31/3/23</b>	
Represented by	
Barclays Bank	£ 4,030.06
<b>Total</b>	<b>£ 4,030.06</b>
<b>Plus unpresented cheques</b>	<b>-399.51</b>
Less Uncashed Cheques	£ -
<b>Total</b>	<b>£ 3,630.55</b>
Add Income for year	<b>£ 6,184.46</b>
Less Expenditure for year	<b>£ -</b>
<b>Total</b>	<b>£ 9,815.01</b>
<b>As at 30/4/23</b>	
Represented by	
Barclays Bank	£ 9,815.01
<b>Total</b>	<b>£ 9,815.01</b>
Plus unpresented cheques	£ -
Less Uncashed Cheques	0
<b>Total</b>	<b>£ 9,815.01</b>

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

**ITEM 28**

**To Determine the Time and Place of Ordinary Meetings of the Full Council up to and Including the Next Annual Meeting of Full Council**

The following dates are provisionally proposed for the regular meetings of the Council:-

13<sup>th</sup> June

5<sup>th</sup> September

14<sup>th</sup> November

16<sup>th</sup> January 2024

19<sup>th</sup> March 2024

7<sup>th</sup> May 2024