



## Little Braxted Parish Council

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**Minutes of the Annual Meeting of Little Braxted Parish Council held in The Braxted Bakery, Witham Road, Little Braxted on Tuesday 22<sup>nd</sup> May 2018 at 7.25 pm.**

**Present:** Councillors: Barke, Chapman, Dobie and Speakman

**1. Election of Chair**

Cllr Speakman was elected as Chair for 2018/2019 and duly signed his Declaration of Acceptance of Office.

**2. Election of Vice-Chair**

Cllr Dobie was elected as Vice-Chair for 2018/2019.

**3. Apologies for absence**

Apologies for absence had been received from Councillor Bendall and District Councillor Bass.

**4. Declarations of Interest**

No Members declared any interests in matters on the agenda.

**5. To Consider any requests from Members for Dispensations**

There were no requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest.

**6. To Agree and Approve the Minutes of the Meeting held 17<sup>th</sup> April 2018**

The Council agreed and approved the minutes of the meeting held on 17<sup>th</sup> April 2018 which were signed as a true record.

**7. To Review Standing Orders and Financial Regulations**

The Council reviewed and agreed to adopt the new Standing Orders and Financial Regulations.

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

The Council reviewed and confirmed the inventory of land and assets including office equipment.

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

With the withdrawal of the Councillor's previous insurer from the market, the Council considered quotations from other insurers and agreed to accept the quotation from BHIB. The Council confirmed the insured values.

**10. To Review the Council's Subscriptions to Other Bodies**

The Council reviewed the Council's subscriptions to other bodies and agreed the renewed subscription to the Essex Association of Local Councils for 2018/19.

**11. To Review the Council's Complaints Procedure**

The Council reviewed and confirmed as still appropriate the Council's Complaints Procedure.

**12. 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 reviewed the Council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 1998 and the new General Data Protection Regulations 2018 and agreed that these were in order.

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

The Council reviewed and confirmed the Council's policy for dealing with the press/media.

**14. To Update the Council's Data Privacy Notice**

The Council formally agreed to adopt the updated Data Privacy Notice as prepared by Maldon District Council's Data Protection Officer.

**15. To Adopt a Data Protection Policy**

The Council agreed to adopt a Data Protection Policy as prepared by Maldon District Council's Data Protection Officer.

**16. To Confirm the Time and Place of Ordinary Meetings of the Full Council up to and including the Next Annual Meeting of Full Council**

The Council determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council as follows:-

5<sup>th</sup> June (earlier than usual as timescale for External Audit has changed)

17<sup>th</sup> July

4<sup>th</sup> September

16<sup>th</sup> October

27<sup>th</sup> November

29<sup>th</sup> January 2019

26<sup>th</sup> March

23<sup>rd</sup> April

14<sup>th</sup> May

**17. To Agree to Continue to Appoint Maldon District Council's Data Protection Officer as Little Braxted Parish Council's Data Protection Officer**

The Council agreed, despite the last minute change in legislation removing the need to appoint a Data Protection Officer from Local Councils, to continue to appoint Maldon District Council's Data Protection Officer as Little Braxted Parish Council's Data Protection Officer.

**18. To Receive a Financial Report and Note the Current Financial Situation for 2018/2019**

The Council receive a financial report showing income and expenditure to 30<sup>th</sup> April, a comparison against budget and a bank reconciliation showing £8,431.37 as the Council's funds, and noted the current financial situation.

**19. To Comment on Maldon District Council's Draft Affordable and Viable Housing Supplementary Planning Document**

The Council agreed to comment in support of Maldon District Council's Draft Affordable and Viable Housing Supplementary Planning Document.

**20. To Approve the Following Payments**

The Council approved the following payments:-

<b>Cheque No.</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
514	H Bendall	Litterpicking – May	£56.50
515	G N Mussett	Clerk's Salary – May	£122.80
516	BHIB	Insurance Premium	£303.38

**21. Closure**

The meeting was closed at 7.48 p.m.