



Little Braxted Parish Council

Minutes of the Annual Meeting of Little Braxted Parish Council held virtually on Tuesday 26th May 2020 at 7.00 p.m.

Present: Councillors: Barke, Bendall, French, Mills and Speakman

1. Election of Chair

Councillor Speakman was elected as Chair for 2020/2021.

2. To Sign the Declaration of Acceptance of Office

Councillor Speakman signed the Declaration of Acceptance of Office.

3. To Elect a Vice-Chair

Councillor Barke was elected as Vice-Chair for 2020/2021

4. To Receive and Approve Apologies for absence

There were no apologies for absence.

5. To Receive Declarations of Interest

No Members declared any interests in matters on the agenda.

6. 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.

7. To Agree and Approve the Minutes of the Meeting held 9th March 2020

The Council agreed and approved the minutes of the meeting held on 9th March 2020 which were signed as a true record.

8. To Review Standing Orders and Financial Regulations

The Council reviewed Standing Orders and Financial Regulations and agreed that no changes needed to be made to either of these documents..

9. 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.

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

The Council reviewed and confirmed the arrangements for insurance cover in respect of all insured risks.

11. To Review the Council's Subscriptions to Other Bodies

The Council reviewed the Council's subscriptions to other bodies and agreed to continue to subscribe to the Essex Association of Local Councils in future years.

12. To Review the Council's Complaints Procedure

The Council reviewed the Council's Complaints Procedure and agreed that there were no changes required.

13. To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The Council reviewed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and agreed that there were no changes required to the procedure.

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

The Council reviewed the Council's policy for dealing with the press/media and agreed that there were no changes required to the procedure.

15. To Review the Council's Data Privacy Notice

The Council reviewed the Council's Data Privacy Notice and agreed that no changes were required.

16. To Review the Data Protection Policy

The Council reviewed the Council's Data Protection Policy and agreed that no changes were required.

17. To Receive and Note the Internal Audit Report for 2019/20

The Council received and noted the Internal Audit Report for 2019/20. The only recommendation, a change to reflect rounding up/down of figures in the Annual Return, had already been addressed.

18. To Review the Effectiveness of the Internal Audit

The Council reviewed the effectiveness of the Internal Audit and agreed that the existing depth of audit was sufficient.

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

The Council agreed to re-appoint the Suffolk Association of Local Councils as the Council's Internal Auditors.

20. To Review the Separate Statement of Internal Controls

The Council reviewed the separate Statement of Internal Controls and agreed that no changes were required.

21. To Appoint the Clerk as the Council's Responsible Financial Officer

The Council re-appointed the Clerk as the Council's Responsible Financial Officer.

22. To Agree the Governance Statements Within the Annual Governance and Accountability Return

The Council agreed the individual Governance Statements within the Annual Governance and Accountability Return should be answered with a YES. The Return was then signed by the Chairman.

23. To Agree the Financial Statements Within the Annual Governance and Accountability Return

The Council agreed the Financial Statements within the Annual Governance and Accountability Return, which was then signed by the Chairman.

24. 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 agreed that, under the powers of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Clerk be delegated to call meetings as required.

25. To Receive a Financial Report and Note the Current Financial Situation for 2020/2021

The Council received a financial report and note the current financial situation showing a balance of £6,780.20. The Clerk reported that during lockdown he was paying the Council's bills.

26. To Approve the Following Payments

The Council approved the following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
604	G N Mussett	H Bendall Litterpicking	£41.60
605	G N Mussett	Clerk's Salary	£125.15
606	G N Mussett	EALC Subscription	£66.72
607	G N Mussett	Insurance Renewal	£317.38

The Council approved the following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
608	G N Mussett	H Bendall Litterpicking	£50.10
609	G N Mussett	Clerk's Salary	£93.95
610	SALC	Internal Audit Fee	£126.00
611	McAfee	Anti-Virus Software Subscription	£89.99

27. Closure

The meeting was closed at 7.23 p.m.