

Minutes of the Annual General Meeting of Little Braxted Parish Council held on Tuesday 7th May 2024 at 7.15 p.m at the Braxted Bakery, Witham Road.

Present: Councillors Barke, French, Howard (from item 3), Jepson (from item 3) and Yeates.

Also present: Four members of the public

1. Election of Chair

The Council elected Councillor Barke to be Chair for 2024/2025.

2. To Sign the Declaration of Acceptance of Office

Councillor Barke signed the Declaration of Acceptance of Office.

3. To Co-Opt Councillors to Fill the Two Vacancies

The Council co-opted Gary Howard to fill the first of two vacancies. Councillor Howard signed the Declaration of Acceptance of Office.

The Council then co-opted Nick Jepson to fill the second vacancy. Councillor Jepson signed the Declaration of Acceptance of Office.

4. To Elect a Vice-Chair

The Council elected Councillor Jepson to be Vice-Chair for 2024/2025.

5. To Receive and Approve Apologies for absence

There were no apologies for absence.

6. To Receive Declarations of Interest

No Members declare any interests in matters on the agenda.

7. 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.

8. To Agree and Approve the Minutes of the Meeting held 19th March 2024

The Council agreed the signing of the minutes of the meeting held on 19th March 2024 as a true record.

9. To Review Standing Orders and Financial Regulations

The Council reviewed Standing Orders and Financial Regulations and agreed that no changes were required..

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

The Council reviewed the inventory of land and assets including office equipment and agreed no changes were required.

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

The Council confirmed the arrangements for insurance cover in respect of all insured risks, noted the changes in insured value of the War Memorial, and agreed to renew for a further year.

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

The Council reviewed its subscriptions to the Essex Association of Local Councils and confirmed its renewal for 2024/2025.

13. To Review the Council's Complaints Procedure

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

14. 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 no changes were required.

15. 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 no changes were required.

16. To Review the Council's Data Privacy Notice

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

17. To Review the Data Protection Policy

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

18. To Review the Council's Reserves Policy

The Council reviewed the Council's Reserves Policy, noted the reserves held at 31st March 2024, and agreed no changes were required.

19. To Review the Effectiveness of the Internal Audit

The Council reviewed the effectiveness of the Internal Audit and agreed no changes were required.

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

The Council re-appointed the Suffolk Association of Local Councils as the Council's Internal Auditors for 2024/2025.

21. To Review the Separate Statement of Internal Controls

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

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

The Clerk read, and the Council agreed all sections of the Governance Statements within the Annual Governance and Accountability Return, which was then signed by the Clerk and Chairman.

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

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

24. To Declare the Authority as Exempt from a Limited Assurance Review Audit

The Council declared the authority as exempt from a limited assurance review audit and the Certificate of Exemption was then signed by the Clerk and Chairman.

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

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

26. To receive a financial statement as of 28th March 2024

The Council received a financial statement as of 28th April 2024 including detailed income and expenditure, budget comparisons and a bank reconciliation supported by a bank statement, showing total funds as £6,253.10. The Council noted that a further financial statement to 31st March 2024 had been circulated which showed the total funds at year end as £6,253.10..

27. 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 the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council as follows (all starting at 7.00p.m. except for the Annual General Meeting in May 2025 which would start at 7.15p.m.):-

4th June

10th September

12th November

14th January 2024

18th March 2024

6th May 2024

28. To Approve the Following Payments Made Between Meetings

The Council approved the following payments made between meetings:-

Docu ment Referenc e	Payable To	In Respect of	£
855	Maldon District Council	Speedchecks	£97.27
856	EALC	Annual Subscription	£73.22
857	G N Mussett	Clerk's Salary	£161.21
858	H Bendall	Litterpicking	£67.53

29. To Approve the Following Payments

The Council approved the following payment:-

Docu ment Referenc e	Payable To	In Respect of	£
859	Clear Insurance Management Ltd	Insurance Policy Renewal	£378.46

30. Closure

The meeting was closed at 7.39p.m.