

Minutes of the the Annual Meeting of Little Braxted Parish Council held on Tuesday 16th May 2023 at 7.15pm at the Braxted Bakery, Witham Road.

Present: Councillors: Barke, French and Speakman

Also present: One member of the public

1. Election of Chair

Councillor Speakman was elected Chair for 2023/2024.

2. To Sign the Declaration of Acceptance of Office

Councillor Speakman signed the Declaration of Acceptance of Office.

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

The Council agreed to co-opt Louise Yeates to fill one of the two vacancies. Councillor Yeates signed the Declaration of Acceptance of Office.

4. To Elect a Vice-Chair

Councillor Barke was elected as Vice-Chair for 2023/2024.

5. To Receive and Approve Apologies for absence

There were no apologies for absence.

6. To Receive Declarations of Interest

No Members declared 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 21st March 2023

The Council agreed and approved the minutes of the meeting held on 21st March 2023 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 and confirmed the inventory of land and assets including office equipment.

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

The Council confirm the arrangements for insurance cover in respect of all insured risks and agreed to renew with it current insurers on a new three-year agreement commencing 1st June 2023.

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

The Council reviewed the Council's subscriptions to other bodies and agreed to renew the subscription to the Essex Association of Local Councils.

13. To Review the Council's Complaints Procedure

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

16. To Review the Council's Data Privacy Notice

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

17. To Review the Data Protection Policy

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

18. To Review the Effectiveness of the Internal Audit

The Council reviewed the effectiveness of the Internal Audit and agreed that no further measures were required.

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 Agree the Governance Statements Within the Annual Governance and Accountability Return

The Clerk read to the Council the statements contained in Section 1 of the Annual Return and the Council agreed that they had complied with each of them and approved the signing of the Governance Statement for the year ended 31st March 2023.

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

The Council noted and agreed the financial data in Section 2 of the Annual Return and approved the signing of the Accounting Statement for the year ended 31st March 2023.

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

The Council confirmed that neither its income nor expenditure for 2021/2022 had exceeded £25,000 and approved the signing of the Certificate of Exemption from External Audit.

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

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

25. To Agree to Adopt the General Power of Competence

The Council was unable to adopt the General Power of Competence as the percentage of Councillors elected was below the threshold set by legislation.

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

The Council agreed to second the Clerk to the Remembrance Day Service Working Party.

27. To receive a financial statement as of 30th April 2023

The Council received a financial statement as of 30th April 2023 including detailed income and expenditure, budget comparisons and a bank reconciliation supported by a bank statement, showing total funds as £9,815.01.

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

The Council agreed the following dates, time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council:-

13th June

5th September

14th November

16th January 2024

19th March 2024

7th May 2024

All at 7pm at the Braxted Bakery, Witham Road

29. To Approve the Following Payments

The Council approved the following payments:-

Docume nt Referenc e	Payable To	In Respect of	£
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	Donation (ex Barclays Bank)	£100.00

	Foundation		
803	G N Mussett	Clerk's Salary May	£146.12
804	H Bendall	Litterpicking May	£75.81
805	McAfee	Anti-Virus Software	£109.99
806	Maldon District Council	Speedcheck	£48.64

30. Closure

The meeting was closed at 7.15pm