



Little Braxted Parish Council

Minutes of the Annual Meeting of Little Braxted Parish Council held in The Braxted Bakery, Witham Road, Little Braxted on Tuesday 23rd May 2017 at 8.00 pm.

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

Also Present: One member of the public

1. Election of Chair

Cllr Speakman was elected as Chair for 2017/2018 and duly signed his Declaration of Acceptance of Office.

2. Election of Vice-Chair

Cllr Dobie was elected as Vice-Chair for 2017/2018.

3. Apologies for absence

There were no apologies for absence.

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 18th April 2017

The Council agreed the minutes of the meeting held on 18th April 2017 which were duly signed as a true record.

7. To Review Standing Orders and Financial Regulations

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

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

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

10. 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.

11. To Review the Council's Complaints Procedure

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

12. 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 the existing arrangements needed no amendments.

13. 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 the existing arrangements needed no amendments.

14. 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 confirmed 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 at The Braxted Bakery, Witham Road):-

27th June 2017

5th September

17th October

28th November

30th January 2018

27th March

17th April

22nd May

All meetings to start at 7.00 p.m.

15. To Receive a Financial Report and Note the Current Financial Situation for 2017/2018

The Council receive a full financial report including details of all income and expenditure to 30th April 2017, a comparison against budget, and a bank reconciliation including a scan of the Council's Bank Account. The Council noted the current financial situation, with a reconciled sum of £5,160.09 in its accounts.

16. To Receive and Note the Internal Audit Report for 2016/2017

The Council received and noted the Internal Audit Report for 2016/2017 and agreed to amend the asset register in accordance with the Internal Auditor's recommendation.

17. To Agree the Governance Statement in the Annual Return for 2016/17

The Clerk read the statements in Part 1 of the Annual Return and the Council agreed that they had complied with all the Governance Statement in the Annual Return, which part was then signed.

18.To Receive, Agree and Sign the Annual Return to the External Auditor

The Council received, agreed and approved the signing the Annual Return for 2016/2017.

19.To Approve the Following Payments

The Council approved the following payments:-

| Docu ment Referenc e | Payable To | In Respect of | £ |
|---|---|------------------------|----------|
| 497 | Suffolk Association of Local Councils | Internal Audit Fee | £162.00 |
| 498 | H Bendall | Litterpicking May 2017 | £45.60 |
| 499 | G N Mussett | Clerk's Salary | £90.32 |

20.To Confirm the Appointment of Councillor Dobie as the Council's Representative on the Colemans Farm Quarry Liaison Meeting

The Council confirmed the appointment of Councillor Dobie as the Council's representative on the Colemans Farm Quarry Liaison Meeting

21.Closure

The meeting was closed at 20.22 p.m.