

**Minutes of an Extra Ordinary Meeting of Bradfield Parish Council  
held on Tuesday 24<sup>th</sup> June 2025  
at 6pm on the Village Field, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chair)  
Cllr. G. Allnutt (GeA)  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. A. House  
Cllr. S. O'Reilly  
Mrs. H. Pratt (Clerk)  
No Members of the public.

71. **Apologies.**  
Apologies of absence were received and accepted from Cllr. Allen.
72. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 72.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
73. **To consider the Internal Auditor's report.**  
The Internal Auditor has completed an audit of Bradfield Parish Council and made the following recommendations:
- The cash book needs to be improved to include a running total. This could be done using a simple accounting package or by introducing a new Excel spreadsheet.
  - BPC must move to online banking on the basis that increasing numbers of suppliers are refusing to accept cheque payments.
  - There is a new assertion on the AGAR which comes into effect in FY25/26 about digital and data compliance.
  - General reserves exceed recommended levels set out by NALC in the Practitioners' Guide. By earmarking some of these reserves for the play area/MUGA, this should rectify this situation.
  - The Clerk must be given a contract of employment and BPC must make a retrospective payment for any pay awards not actioned in previous years.
74. **Annual Governance and Accounting Report.**
- 74.1 **Annual Governance Statement.**  
BPC considered the Annual Governance Statements. It was agreed that BPC could not answer "yes" to statement 7: "We took appropriate action on all matters raised in reports from internal and external audit."  
Several of the points raised in the Internal Auditors report this year were also raised last year.  
It was resolved that all other statements had been complied with, and Chairman and the Clerk signed the statement.
- 74.2 **Annual Statement of Accounts.**  
BPC approved the Annual Statement of Accounts, which was then signed by the Chairman.
75. **The meeting concluded at 6.20pm.**  
**Next BPC meeting: Tuesday 1st July 2025 at 6.30pm in St. Peter's Church, Bradfield Southend.**