

**Minutes of an Extra Ordinary Meeting of Bradfield Parish Council  
held on Tuesday 18<sup>th</sup> June 2024  
at 7.30pm on the Village Field, Bradfield Southend.**

**Present:** Cllr. A. House (Vice Chairman)  
Cllr. G. Allnut (GeA)  
Cllr. R. Balsdon  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
No Members of the public.

89. **Apologies.**  
Apologies of absence were received and accepted from Cllr. Allen, Cllr. Bishop and Cllr. Dearing.
90. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 90.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
91. **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 (recommended within six months) on the basis that increasing numbers of suppliers are refusing to accept cheque payments.
  - One payment was made against a purchase order. In order to be able to reclaim the VAT, a VAT invoice must be obtained.
  - The report suggests that there are general reserves of £20,234 which is significantly more than the precept of £23,000 and that the reserves balance should be reviewed. This is rather a confusing statement.
  - The Clerk must be given a contract of employment.
92. **Annual Governance and Accounting Report.**
- 92.1 **Annual Governance Statement.**  
BPC considered the Annual Governance Statements. It was agreed that BPC could not answer "yes" to statement 5: "We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."  
Whilst BPC has insurance cover, there was no risk assessment review carried out in the financial year ending 31<sup>st</sup> March 2024. A risk assessment review was carried out at the BPC meeting on the 4<sup>th</sup> June 2024.  
It was resolved that all other statements had been complied with and Cllr. House, as Chairman of the meeting signed the statement.
- 92.2 **Annual Statement of Accounts.**  
BPC approved the Annual Statement of Accounts, which were then signed by Cllr. House.
93. **The meeting concluded at 7.50pm.**  
**Next BPC meeting: Tuesday 2<sup>nd</sup> July 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.**