

# PAPER 1

## Brantham Parish Council

### Donations for the year ending 31 March 2026 using the General Power of Competence\*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Sharon Barker	Donation for Skate Park Equipment	£0	£50.00		PC 05.25.13
Brantham Bowls Club	Commemorative Golf Towels	£1,000	£763.02		FC 06.25.04
Manningtree & District Community Bus	Bus running costs	£500	250.00		FC 06.25.04
Stour Wanderers	Football Training equipment	£500	500.00		FC 07.25.05

Subtotal of expenditure incurred in 2025-26 to date			£1,563.02
Donations budget for 2025-26			£2,500.00
Funding carried over from 2024-25			£308.00
Donations over/underspend for 2025-26			£1,244.98

\* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)



**BRANTHAM**  
Parish Council

34 Sycamore Way  
Brantham  
CO11 1TL  
07807 799480

clerk@branthamparishcouncil.co.uk

### APPLICATION FOR A GRANT OR CONTRIBUTION

Before completing this form, please carefully read Brantham Parish Council's Contributions Policy. Copies of this form must be submitted to the Parish Council along with any necessary supporting document to the address or email detailed above.

#### **General Information for Applicants**

It is Brantham Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Brantham Parish Council. The size of any contribution is awarded at the discretion of the Parish Council but will not exceed £500 in any one application.

A word copy of this form is available on request to the Clerk. If you have any queries on the completion of this form please contact the Parish Clerk using the details above.

ORGANISATION/GROUP DETAILS	
Organisation/Group name:	BRANTHAM WOMEN'S INSTITUTE
Address:	[REDACTED]
Contact Email:	brantham@sefwl.org.uk OR [REDACTED]
Contact Telephone:	[REDACTED]
Registered Charity no. (if applicable):	—
If you are part of a larger organisation enter its name:	NATIONAL FEDERATION OF WOMEN'S INSTITUTES
Aims and objectives of your organisation/group:	INSPIRING WOMEN

DETAILS OF PROJECT/ACTIVITY	
Provide an overview of your project/request:	We are celebrating our 45 <sup>th</sup> anniversary in October and we would like to give members a memento.



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What is the likely number of beneficiaries?	30 currently
Age profile of beneficiaries	65 - 91 currently
Provide details of long-term sustainability	

DETAILS OF PARISH COUNCIL FUNDING REQUESTED	
Contribution requested	£ 500
Received in the last 4 years	NONE

Please use this space for any other information about your project or organisation that may be helpful to your application:

We would like to provide our current members with a gift to remind them of this occasion

I certify that the responses provided are accurate to the best of my knowledge

Signature of applicant MEGHA

Office held PRESIDENT Date 21.08.2023



**BRANTHAM**  
Parish Council

Brantham Parish Council  
Thornfield Cottage  
Windmill Road, Bradfield  
CO11 2QW  
01206 645111

[clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk)

[www.branthamparishcouncil.gov.uk](http://www.branthamparishcouncil.gov.uk)

## CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2026

Neighbourhood CIL is governed by the CIL regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation).

*The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.*

### 1. CIL Resources available

CIL Funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2,556.87		£2,556.87	SPENT
2019-20	£104.01			SPENT
	£3,258.75		£5,919.63	SPENT
2020-21	£3,258.67			SPENT
	£2,681.48		£11,859.78	SPENT
2021-22			£11,859.78	
2022-23	£9,734.69			SPENT
	£7,747.54	£10,123.64	£19,218.37	SPENT
2023-24	£53,848.41			14.04.28
	£28,861.09	£34,323.89	£67,603.98	13.10.28
2024-25	£24,987.32			08.04.29
	£24,987.32	£13,318.00	£104,260.62	08.10.29
2025-26		£0.00	£104,260.62	
Committed		£45,796.00	£58,464.62	Balance after committed funds
<b>Totals</b>	<b>£112,051.51</b>	<b>£103,561.53</b>		

### 2. Projects completed as bids against the Neighbourhood CIL pot

*The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out.*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Minute number	Start date	Current Position
<b>TOTAL</b>				<b>£0.00</b>			

### 3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Minute number	Start date	Current Position
Play equipment replacement/repair	2500.00	Unknown	None	£2,500	FC 06.24.07	Ongoing	no projects identified
Village Hall Toilet Refit	3296.00	Unknown	Neighbourhood CIL (BDC), and external funding	£3,296	FC 06.24.07	Ongoing	no projects identified
Skate Park at LPF	None allocated	£180,000	Neighbourhood CIL (BDC), and external funding	£40,000	FC 01.25.07	Summer 2025	Bid writing underway

Items highlighted in GREY will be identified as on an "as and when demand" as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding		Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown		Consultation with Brantham residents and PC needed	
Crossing on A137	None allocated	£150,000	S106 /locality funding	£unknown		Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined			Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)			
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)			





Paper submitted by the Clerk to the Finance Committee at a meeting on 27 August 2025

### **A briefing paper for Finance Committee on the AGAR 2025-26 Assertion 10**

#### **INTRODUCTION**

JPAG is now called Smaller Authorities Proper Practices Panel.

The new guide for 2025 is now updated and available (sent via email). The 2025 guide relates to the financial year 1st April 2025 to 31st March 2026.

The newly released 2025 edition of the Practitioners' Guide introduces a new Assertion 10, focused on digital and data compliance. It is a completely new standalone assertion introduced for smaller authorities. Councils must now demonstrate real compliance to digital matters such as GDPR, not just good intentions.

#### **WHAT DOES THIS MEAN FOR BRANTHAM PC?**

Section 1, 2 and 3 of the SAPPP Practitioners' Guide represents the proper accounting and governance practices ('proper practices') referred to in statute. They set out, for responsible financial officers, the appropriate standard of financial and governance reporting for smaller authorities and are mandatory.

Assertion 10 falls into Section 1 and is therefore mandatory. To warrant a positive response to this assertion at next year's audit, the authority needs to have taken the following actions:

SECTION	ACTION	IN PROG	COMPLIANT
7	Every authority must have a generic email account hosted on an authority owned domain, for example <a href="mailto:clerk@abcp parishcouncil.gov.uk">clerk@abcp parishcouncil.gov.uk</a> rather than <a href="mailto:abcp parishclerk@gmail.com">abcp parishclerk@gmail.com</a> <i>Note - The Council already has an authority owned domain with dedicated councilor and staff emails</i>		✓
1.48	All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.		See below
1.49	All websites must meet the <a href="#">Web Content Accessibility Guidelines 2.2 AA</a> and the <a href="#">Public Sector Bodies (websites and Mobile applications) (No.2) Accessibility Regulations 2018</a> (where applicable)		✓
1.50	All websites must include published documentation as specified in the <a href="#">Freedom of Information Act 2000</a> and the <a href="#">Transparency code for smaller authorities</a> (where applicable).		✓
1.51	All smaller authorities, including parish meetings, must follow both the <a href="#">General Data Protection Regulation (GDPR) 2016</a> and the <a href="#">Data Protection Act (DPA) 2018</a> .		✓
1.52	All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. <i><b>Note</b> - The Council is registered with the Information Commissioners' Office (ICO). The principles are all covered within the various GDPR policies.</i>		✓
1.53	The <a href="#">DPA 2018</a> supplements the <a href="#">GDPR</a> and classifies an authority as both a Data Controller and a Data Processor. <i><b>Note</b> - The Council fills both these roles and is registered with the Information Commissioners Office (ICO).</i>		✓

1.54	<p>All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.</p> <p><b>Note</b> - <i>New policy to be reviewed by the Finance Committee and then approved by the Council</i></p>	✓	
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# IT POLICY

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Brantham Parish Council



## **1. Introduction**

Brantham Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## **2. Scope**

This policy applies to all individuals who use Brantham Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

## **3. Acceptable use of IT resources and email**

Brantham Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Brantham Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## **5. Data management and security**

All sensitive and confidential Brantham Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **6. Network and internet usage**

Brantham Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Email communication**

Email accounts provided by Brantham Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **8. Password and account security**

Brantham Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

## **9. Mobile devices and remote Work**

Mobile devices provided by Brantham Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

#### **10. Email monitoring**

Brantham Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

#### **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

#### **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

#### **13. Training and awareness**

Brantham Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

#### **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

#### **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

#### **16. Contacts**

For IT-related enquiries or assistance, users can contact Brantham Parish Clerk on [clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk)

All staff and councillors are responsible for the safety and security of Brantham Parish Council's IT and email systems. By adhering to this IT and Email Policy, Brantham Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.



# Internal Control Statement

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Brantham Parish Council

## **BRANTHAM PARISH COUNCIL**

### **INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2026**

#### **1. SCOPE OF RESPONSIBILITY**

Brantham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **3. THE INTERNAL CONTROL ENVIRONMENT**

##### **The Council:**

The council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The January meeting of the council approves the level of precept for the following financial year.

The Council has appointed a Finance Committee. The Committee meets eleven times during the financial year. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Council. A Councillor is appointed to have responsibility for bank reconciliation checks.

The full council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the finance committee and the parish clerk.

The council carries out regular reviews of its internal controls, systems and procedures. See attached Report.

##### **Clerk to the Council/Responsible Finance Officer:**

The Council has appointed a Clerk who serves as both advisor and administrator. The Clerk also acts as the Responsible Financial Officer and is responsible for managing the Council's finances. The Clerk advises the Council on day-to-day compliance with relevant laws and regulations, oversees risk management, and supports the Council in ensuring that its procedures, control systems, and policies are properly followed.

##### **Payments:**

All payments above £1000 are reported to the Council for approval. The Clerk may effect payments under £1000 in conjunction with the Chairman of the Council. Two members of the Council must sign every cheque or approve each online banking payment. The signatories should consider each payment alongside the relevant invoice, sign the invoice and initial the cheque counterfoil, if appropriate. All authorised signatories are members of the Council. No officer of the Council can sign cheques.

The Council has a Debit Card with Lloyds Bank which is restricted to use by the RFO for use in single transactions with a maximum limit of £1000. The use of this card is controlled by Financial Regulation 6.18.

Where delegated authority is used under Section 101(1)(a) of the Local Government Act 1972 and in line with the Council's Financial Regulations a report detailing those payments will be presented at the next full Council meeting.

**Income:**

All income is received and banked in the council's name in a timely manner and reported to the council.

**Risk Assessments/Risk Management:**

The council reviews its risk assessment annually in March and regularly reviews its systems and controls.

**Internal Audit:**

The council appoints an independent and competent internal auditor and approves the internal auditor's letter of engagement. The internal auditor reports to the council on an annual basis on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

**External Audit:**

The council's external auditors submit an annual audit certificate, which is then presented to the Council. This process does not apply to smaller authorities that have declared themselves exempt.

**4. REVIEW OF EFFECTIVENESS**

The council must carry out a yearly review to check how well its internal controls are working. This should include a look at how effective the internal audit is. The results must be shared with the Council, and the Council should approve the Statement of Internal Control.

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Chairman

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RFO/Clerk

Approved and adopted by Brantham Parish Council

Meeting date:

## BRANTHAM PARISH COUNCIL

### **INTERNAL CONTROL REPORT**

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of its internal control procedures, the Parish Council has appointed a Councillor who is not an authorised signatory to carry out a review of the internal control system. This review should be done at least once a year or more often, depending on the size of the council using the following checks. A written report of any findings must be submitted to the Council and formally recorded in the minutes.

<b>CONTROL TEST</b>	<b>TEST DONE</b>	<b>COMMENTS check documents and initial</b>
Adoption of Financial Regulations and Standing Orders  Ensuring Financial Regulations and Standing Orders are reviewed and kept up to date whenever changes are made to the model documents		
Adoption of Codes of Conduct for Members		
Declaration of Acceptance of Office		
Procedures in place to record and monitor Members’ Interests and, where applicable, Gifts and Hospitality		
Council has reviewed the internal audit report and, where applicable, the external audit report, and has addressed any recommendations, comments, or required actions		

Annual review of council policies and, where applicable, the terms of reference for committees, sub-committees, and working groups		
Annual review of contracts, as applicable		
Regular reporting on performance of Contractors (crucial for maintaining accountability, ensuring contract compliance, mitigating risks, and optimising performance)		
Annual review of risk and the adequacy of Insurance cover		
Annual review of all risk assessments, including financial risks		
Regular review of financial records and proper procedures for approving expenditure		
Regular bank reconciliation, independently reviewed		
Payments supported by invoices, authorised and minuted		
Recording in the minutes or appendices the exact powers under which expenditure is approved and ensuring S137 payments are listed separately		
Regular inspection of income records to ensure income is correctly received, recorded and banked		
Regular checks to ensure the precept and, where applicable, CIL is recorded in the cash-book matches the District Council's notification		
Regular financial reporting to the Parish Council, including Receipts & Payments (or Income & Expenditure) and updates on reserves		
Regular budget monitoring statements presented to the Parish Council		



VAT correctly accounted for: VAT payments identified, recorded and reclaimed in the cash-book and minuted		
Maintaining an up-to-date Asset Register		
Regular maintenance arrangement for physical assets (play areas, street furniture etc)		
<p>Staffing and Employment compliance: review of the following:</p> <ul style="list-style-type: none"> <li>• Contracts of employment for staff</li> <li>• Annual performance appraisal</li> <li>• Updating records to record changes in relevant legislation</li> <li>• PAYE/NIC properly operated by the Council as an employer</li> <li>• Pension Regulator re-declaration to be completed every three years</li> </ul>		
<p>Compliance with Local Transparency Code in line with your council's turnover:</p> <ul style="list-style-type: none"> <li>• Annual turnover not exceeding £25,000</li> <li>• Annual Turnover between £25,000 and £200,000</li> <li>• Annual Turnover over £200,000</li> </ul> <p>(NALC advises that all Councils adhere to the Smaller Authorities Transparency Code as a minimum)</p>		
Compliance with the DCLG 2014 Guide on Open & Accountable Local Government, Part 4: Ensuring officer decisions are properly documented and made transparent		
<p>Verifying that the Council is compliant with the General Data Protection Regulation (GDPR) requirements and the following are in place:</p> <ul style="list-style-type: none"> <li>• Registered with the ICO</li> </ul>		

<ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul>		
Minutes are properly numbered and paginated, with a master copy securely filed		
The Council's website complies with WCAG 2.2 AA accessibility standards		
Email management: The council has a generic email account hosted on an authority owned domain		
IT policy adopted		

Date of review of system of Internal Controls .....

Review of system of Internal Controls carried out by:

Name ..... Signature .....

Report submitted to Council (date) .....

(minute reference) .....

Next review of system of Internal Controls due .....

Additional comments by reviewer