

Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA

Tel: 01842 337488 Email: BradfieldCombustwithStanningfieldpc@outlook.com

Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

DRAFT UNTIL SIGNED MINUTES

of the Bradfield Combust with Stanningfield

Parish Council Meeting held on July 10th 2023 at Stanningfield Village Hall

Present:

Cllr D Staff (Chairman)

Cllr C Mears

Cllr J Clark

Cllr B Austin

Cllr T Kaciubsky

In attendance: C/Cllr K Soons, D/Cllr S Mildmay-White, N Glading, parish clerk and seven members of the public

2023/23	CHAIRMANS WELCOME and RECORDING OF MEETING	
a.	To establish whether it is the intention of any person to record the meeting	
2023/24	APOLOGIES FOR ABSENCE	
	a) Apologies for absence had been received from Cllr T Langan b) Councillors consented to accept the apologies received	
2023/25	DECLARATIONS OF INTEREST	
a.	None	
2023/26	PUBLIC PARTICIPATION	
	<p>Members of the public may speak about specific items on this agenda, providing that the clerk has been notified of the intention to speak and the subject 24 hours prior to the meeting.</p> <p>(i) I regularly walk our dog on the bridle way leading to the main road. Achieving this is now impossible, owing to a fallen tree completely blocking the second part of the said bridle way. It has now been a few months since this happened and nothing has been done to remove it by either farmer who's land it's on, to make any effort to clear the tree obstructing the path. Hoping you could contact the right people to resolve this. (Via Cllr D Staff) This is in the orchard. Cllrs don't know who owns the land thought to be a Mr Williams of Church Farm, Bradfield Combust. Cllrs Mears and Staff will contact the landowner.</p> <p>(ii) Access on to main road is awful, could be dangerous (more on the left) A134 Chapel Road. Clerk to write Highways. A member of the public had completed a report some time ago, he will see if he can find it.</p> <p>(iii) An attendee from Suffolk Market Events Farmers Market told the meeting that their advertising sign had been taken down from Bradfield Combust village Green. She felt this was unfair. She contacted Cllr Langan, who said that a Cockfield Film sign had been agreed because it benefits the local community. The group has over 15k followers on social platforms, she feels that this benefits those not on the internet. Bradfield Combust with Stanningfield councillors responded that, as democratically elected councillors, a decision was made not to allow advertising signage on the village greens. The Suffolk Market Events Farmers Market group had named Cllr Langan on social platforms and the Councillors feel that the responses from social media followers were</p>	

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	<p>quite offensive, Cllr Tony Langan has given years of service to the community.</p> <p>The Councillors asked for an apology from the internet trolls that the Suffolk Market Events Farmers Market group had set in motion. If Cllr Langan made an error, we apologise.</p> <p>A Bradfield Combust resident commented that all in the village all are passionate about rural life: what has happened in the past years is that the number of billboards has increased. Some put up boards one month ahead of an event and don't bother to collect, e.g., two huge signs were put up next to the War Memorial. The resident had contacted Cockfield Film club about removal of their sign, and they were massively understanding. The reason it went up in the first place was to promote a new initiative. He commented that he had read all the 80 odd comments, and most were out of parish. A compromise would be to find a location alongside the road outside of our village.</p> <p>D/Cllr S Mildmay-White observed that there are vacancies on the Parish Council, should people wish to get involved and assist the community.</p> <p>Cllr Austin told the meeting that he is from a retail background and has dealt with retail advertising space. The Councillors had to decide. We cannot be all things to all people. If we say yes to you we will have signs everywhere. It is disappointing that we have to say no.</p> <p>Cllr Mears observed that a conversation beforehand would have been beneficial, and that the decision had been compounded by other issues, e.g., car parking on the Greens. It was not intended to single out any particular organisation.</p> <p>(iv) Request from an allotment holder: he would like to instal a hive at the allotments for bee keeping in September. The hive will be placed as far away as possible. It was agreed that one hive is permissible. If an additional allotment is required for this purpose, there will be no charge.</p>	
2023/27	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	To receive an update from County Councillor K. Soons: not present	
b.	<p>To receive an update from the District Councillor S Mildmay-White: Councillors had been forwarded her report that afternoon</p> <p>The Labour leader is now leader of West Suffolk Council supported by the Independents. The Boundary Commission confirms that the area will remain in Bury St Edmunds. There is a Community Forum tomorrow night. She will attend the Planning training. There has been training in anti-terrorism for staff because of new regulations concerning events of over 100 people in village halls.</p> <p>Planning: Beechcroft application is ongoing.</p> <p>Q. No change to services e.g. bin collection?</p> <p>A: Believe it will remain the same, worth keeping an eye on</p>	

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2023/28	MINUTES OF THE PARISH COUNCIL MEETING held May 2023	
a.	The Minutes of the Parish Council meeting held in May 2023 were AGREED unanimously and the Chair authorised to sign the same.	
b.	Business remaining from the meeting not on this agenda: none	
2023/29	COUNCILLOR VACANCIES	
	There were no candidates for co-option.	
2023/30	MATTERS RELATING TO PLANNING	
a.	To consider application no: DC/23/0610/LB Consultation Expiry: 12 July 2023 Consultation on application received by West Suffolk Council Local Planning Authority Proposal Application for listed building consent - replacement windows to front, side and rear Location Fox House Bury Road Stanningfield Suffolk IP29 4RU https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RT42OJPDIL700 Decision: SUPPORT	Planning Officer informed 11/07/2023
2023/31	INSURANCE MATTERS	
a.	Update on claim The Clerk and Chairman are dealing with this, our insurers have been informed and will decide how they wish to proceed. Various questions from the insurers have been answered.	
2023/32	MATTERS RELATING TO STANNINGFIELD ALLOTMENTS	
a.	The revised Allotment Agreement document (including non-cultivation penalty) was AGREED Responsibility for clearing up is in the agreement but tenants ignore this and leave a mess behind when they leave. <i>Discuss next meeting (day at allotments?)</i> Owner of hedge leading up to the allotments: the Parish Council can cut this ourselves	Appendix A Next meeting
b.	The Allotment fees 2023-2024 were reviewed It was unanimously AGREED that fees should remain at £15 pa for a full plot or £7.50 for a half plot	
2023/33	MATTERS RELATING TO FINANCE	
a.	The Accounts Payable for June 2023 were unanimously AGREED	Appendix B
b.	The signatories were authorised to sign the relevant cheques	
c.	The corrected Annual Governance and Accountability Return 2022-2023 (page 6: correction to asset register figure) was unanimously AGREED	Appendix C
e.	To consider the allocation of BCS Reserves: deferred until next meeting	Next meeting Policy
f.	The report from the internal auditor was RECEIVED and considered. There were no questions or comments.	Appendix D

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e.	The Allied Westminster insurance for Stanningfield Village Hall had been received after the agenda went out. The renewal was considered by the Councillors, and it was unanimously AGREED at £793.56	See Appendix at 2023 32 a.
2023/34	MATTERS RELATING TO STANNINGFIELD PLAYGROUND	
a.	The playground inspection report dated 23rd May 2023 was RECEIVED and considered.	
2023/35	CHAIRMAN'S ITINERARY, REPORTS and CONSULTATIONS	
a.	<u>Chairman's report:</u> (i) The renovation of Stanningfield's telephone box is ongoing	
b.	Clerk & Councillor's reports (on the night) and correspondence (i) Consultation on the extension of existing Public Space Protection Orders: BCS reply: none (ii) The purchase of a fireproof, metal safe box to hold parish documents, to be situated in the Village hall was AGREED at £291.60 - Phoenix Titan FS1283k	
2023/36	GOVERNANCE	
a.	The BCS Asset Register (amendment) was considered and AGREED	Appendix E
b.	The BCS Risk Assessment (annual) was considered and AGREED	On website
	Information Cllr Austin is concerned about speeding. Cllr Mears will draft up a Facebook article Cllr Staff and Mears will distribute notices about speeding to all residents around Stanningfield Green Speed gun initiative to be looked at again There were 4 volunteers i.e. D Staff, C Mears, J Clark and B Austin Advance update: All Saints Church 1 st August 2023: Rev Potter will become the Rector open 9am-5pm, 5days a week The SCA representative advised the meeting that Stanningfield Hall booking clerk has changed to David Staff and Clive Mears pro tem.	Cllr Staff Cllr Mears Clerk next meeting
2023/37	EXCHANGE OF INFORMATION	
a.	To exchange any relevant information at the discretion of the Chairman: none	
	Dates of next meetings Sept 11 th 2023, Nov 13 th 2023, 15 th January 2024, 11 th March 2024	

Meeting closed 9.23pm

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Appendix A

Bradfield Combust with Stanningfield Parish Council

TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

THIS AGREEMENT made on the First day of October 2023 between:

NAME AND ADDRESS

(Plot number)

Bradfield Combust with Stanningfield Parish Council of 6 Albert Rolph Drive Lakenheath IP27 9DA ('the Council') and ('the tenant') by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at Hoggard's Green, Stanningfield and referenced as in the Council's Allotment Register ('the Allotment Garden')
2. The Council shall let the Allotment Garden to the tenant for a term of twelve months commencing on the first day of October 2023 and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £15.00 (full plot) or £7.50 (half plot) or such other sum decided by the Council, whether demanded or not which shall be payable in full on the first day of October and for every year after the first year of the tenancy on the first day of October.

A pro-rata charge for the supply of water to the Allotment Garden will be made annually in arrears on first day of October.

4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by himself and his family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. The tenant shall reside within the parish of Bradfield Combust with Stanningfield during the tenancy unless by Arrangement and Approval of the Parish Council.
7. During the tenancy, the tenant shall :
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation.
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment garden.
 - c) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade.
 - d) not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent.
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment garden.
 - f) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden greater than 1.2 metres x 1.8 metres without first obtaining the Council's written consent and if appropriate planning permission; For reasons of safety all greenhouses must be of polycarbonate glazing and no glass is to be used
 - g) not fence the Allotment Garden without first obtaining the Council's written consent.
 - h) maintain and keep in repair the fences and gates forming part of the Allotment garden.

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- i) trim and keep in decent order all hedges forming part of the Allotment garden.
 - j) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission.
 - k) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission.
 - l) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property.
 - m) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents; Should the inspectors feel the need they will contact the tenant and seek confirmation that they wish to retain tenancy of the allotment and undertake to keep it in good order.
 - n) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
8. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
 9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
 10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
 11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
 - c. the tenant lives more than one mile outside the parish Boundary without prior council permission, or
 - d. The Parish Council determines that the plot remains uncultivated.
 12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
 13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
 14. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
 15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
 16. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council Clerk.

Signed byThe tenant

N Glading

For and on behalf of the Council

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Appendix B

BCS ACCOUNTS PAYABLE JUNE 2023		
<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Staff costs	June salary	£295.46
First Connect	Service alarm and emergency lighting at Stanningfield Village Hall	£175.20
Re imburse A Tucker	Wreaths	£54.50
HMRC	Tax	£221.60
Allied Westminster Stanning field VH insurance	VH Insurance	£793.56

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Appendix C

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY			
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	16,932	24,219	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	13,528	14,559	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	24,275	5,051	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,638	3,845	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26,879	20,213	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	24,219	19,771	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	24,219	19,771	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	624,437	628,985	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

N. Glading REQUIRED

Date: 10/07/2023

I confirm that these Accounting Statements were approved by this authority on this date:

10/07/2023

as recorded in minute reference:

2023/33 c MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

D. Staff REQUIRED

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Appendix D

SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 1 ` Internal Audit Report for Bradfield Combust with Stanningfield Parish Council for the period ending 31 March 2023 Clerk Nicola Gladding RFO (if different) Chairperson David Staff Precept £ 14,559 Income £ 24,058 Expenditure £ 19,610 General reserves £ Amounts to be reviewed in July 2023 Earmarked reserves £ Amounts to be reviewed in July 2023 Audit type Annual Auditor name Linda Harley Introduction The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit. The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources

SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 2 `

- compliance with applicable policies, procedures, laws, and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- the integrity and reliability of information, accounts, and data

Methodology When conducting the audit, the internal auditor may:

- conduct a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2022/23 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being conducted as planned

SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 3 `

Section 1 – proper bookkeeping The internal auditor will look at the methods and processes used to manage the council's accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified. Evidence Internal auditor commentary Is the ledger maintained and up to date? Yes The RFO has put in place effective procedures to accurately and promptly record all financial transactions. The Council's ledger (computerised cash sheet) is well maintained and accurate. Is the cash book up to date and regularly verified? Yes Up to date accounting records are maintained throughout the year and referenced which provides evidence to support the Council's underlying accounting statements. Is the arithmetic correct? Yes Spot checks were made and were found to be correct. Additional comments: SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 4 `

Section 2 – Financial Regulation and Standing Orders The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes. Evidence Internal auditor commentary Have Standing Orders been adopted, up to date and reviewed annually? Yes The Council's Standing Orders, as seen on the website, were those reviewed at the meeting of 14/11/22 and are based on the Model Standing Orders produced by NALC in 2018. Comment: To bring their Standing Orders fully up to date Council may wish to: increase the procurement threshold from £25,000 to £30,000 to comply with the full requirements of the Public Contract Regulations 2015 updated on 21/12/2022. Are Financial Regulations up to date and reviewed annually? Yes The Council's Financial Regulations, were reviewed at a meeting on 16/1/23 and are based on the Model Financial Regulations produced by NALC in 2019. Comment: To bring their Financial Regulations fully up to date Council may wish

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to increase the procurement threshold from £25,000 to £30,000 to comply with the full requirements of the Public Contract Regulations 2015 updated on 21/12/2022 and update the figures relating to public contracts. Has the Council properly tailored the Financial Regulations? Yes The Financial Regulations are tailored to the Council. Has the Council appointed a Responsible Financial Officer (RFO)? 1 Yes The minutes of 9/5/22 confirm that the Clerk is the Financial Officer. Additional comments: 1 Section 151 Local Government Act 1972 (d) SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 5 ` Section 3 – Payment controls The internal auditor will specifically check bank reconciliation including credit/debit cards and management approval processes and evidence that internal Financial Regulations (FO) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed. Evidence Internal auditor commentary Is there supporting paperwork for payments with appropriate authorisation? Yes The Council complies with its Financial Regulations and a sample of payments confirmed they were supported by invoices. At each full Council Meeting a list of all payments is presented to the meeting with formal approval of such expenditure being shown in the minutes and evidence of such paperwork in the files submitted for internal audit. A sample taken shows that the Council had the legal power to approve payments. Comment: Council may wish to ensure that, in line with their Financial Regulations, all invoices are initialled as checked by 2 signatories. Samples checked only had 1 signature. Where applicable, are internet banking transactions properly recorded and approved? N/A The Council does not make payments using internet banking. Is VAT correctly identified, recorded, and claimed within time limits? Yes VAT is identified in the cash book. The claim for the period 1.4.21 to 31.3.22 in the sum of £3,549.12 was settled during the year under review. This agrees to supporting accounting records. In accordance with legislation, Council has noted that in order to be able to recover the VAT it has incurred on its non-business activities it must have placed the order, received the supply, received a tax invoice addressed to the parish council and paid the invoice direct from its own funds SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 6 ` Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? 2 Yes The Council confirmed in their minutes of 9/5/22 that the criteria to adopt the General Power of Competence has been met. Are payments under s.1373 separately recorded, minuted and is there evidence of direct benefit to electorate? N/A The Council was able to use the General Power of Competence to incur expenditure that in its opinion is in the interests of and will bring benefit to its area and any of it or all of some of its inhabitants. Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements? N/A The Council does not have any loans. Additional comments: Section 4 – Risk management The internal auditor will expect to find evidence of the management of risks from identification of what those are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council. Evidence Internal auditor commentary Is there evidence of risk assessment documentation? Yes The Risk Assessment Document for the period 1st April 2022 to 31st March 2023 has been adopted by the Council. There is no minute note to confirm the review of this document in this audit year, although the auditor has been advised it was reviewed in January 2023. It covers in general terms the matters which could possibly prevent a smaller relevant body from functioning. They have taken appropriate steps to manage those risks including the introduction of internal controls and external insurance cover. 2 Localism Act 3 Section 137 of the Local Government Act 1972 (“the 1972 Act”) enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the

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statutory limit – of £8.41 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants. SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 7`

The Council has appropriate arrangements in place for the inspection of play areas, which is provided by West Suffolk Council. Comment: Council may wish to clearly note in the minutes the annual review of their risk assessment documentation. Is there evidence that risks are being identified and managed? Yes Council has a comprehensive Financial Risk Assessment which identifies the risks associated with ensuring that public finances are adequately protected and managed and has taken steps to mitigate such risks. Comment: the documentation of the specific control procedures that have been adopted by the council for payments not only protects the RFO but also fulfils an internal control objective. Council shows good practice by including in their risk assessment document that a risk assessment is undertaken for all events and insurance confirmed. Does the Council have appropriate and adequate insurance cover in place for employment, public liability and fidelity guarantee and has been reviewed on an annual basis? Yes General Insurance is in place under a Hiscox Commercial Policy Schedule and shows core cover including Business Interruption, Public Liability and Employer's Liability of £10m. Fidelity Guarantee Cover is within the recommended guidelines of the Council's balance at 31/3/23 + the annual precept. Council reviewed its current insurance cover at the meeting of 13/3/23. Village Hall insurance is provided by under a Village Guard Policy from Allied Westminster. Evidence that internal controls are documented and regularly reviewed 4 Yes The Council has shown that it has a sound system of internal control which facilitates the effective exercise of its functions, ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk. The internal control document was signed by a non-councillor and noted in the minutes of 9/5/22 and 16/1/23. Comment: Council may wish to note in the minutes the annual review of their internal control document. Evidence that a review of the effectiveness of internal audit was conducted during the year, including Yes The effectiveness of internal audit was discussed by full Council within the Internal Control Statement submitted and approved at a meeting of 9/5/22. 4

Accounts and Audit Regulations SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 8`

consideration of the independence and competence of the internal auditor prior to their appointment 5

Comment: by reviewing the terms of reference for internal audit, Council has followed guidance within the Governance and Accountability Guide and recognises that the internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. Additional comments: 5 Practitioners Guide SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 9`

Section 5 – Budgetary controls The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed Evidence Internal auditor commentary Verify that budget has been properly prepared and agreed Yes The Council prepared and formally approved the budget for the year, prior to the setting of the precept. Verify that the precept amount has been agreed in full Council and clearly minuted Yes The full Council has considered, approved and adopted the annual precept for the year. Although the Council minuted that the precept had been increased by 6%, the amount was not noted in the minutes of 31/1/22. Comment: It is good practise for the Council to include the amount of the precept they are applying for in the minutes. Regular reporting of expenditure and variances from budget Yes Comparisons between budgeted and actual income and expenditure is included within the detailed documentation circulated to Councillors quarterly in accordance with Council's own Standing Orders. The minutes reflect that they have been received and noted. Reserves held – general and earmarked 6 No Council was unable to provide figures for their general and earmarked reserves. They will be reviewing them in July 2023. Comment: When reviewing their reserves Council should be aware that the generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue

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Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA

Tel: 01842 337488 Email: BradfieldCombustwithStanningfieldpc@outlook.com

Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

Expenditure. There is no limit for earmarked reserves. Additional comments: 6 In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 10 ` SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 11 ` Section 6 – income controls The internal auditor will seek evidence to ensure income is correct managed – recorded, banked, and reported and test mechanisms used to achieve this. Evidence Internal auditor commentary Is income properly recorded and promptly banked? Yes Expected income was received, properly recorded and promptly banked. A number of items of income were cross checked against cash book and bank statements and found to be in order. Comment: in accordance with Proper Practices, the Responsible Financial Officer ensures that the accounting records contain entries from day to day of all sums of money received. Is income reported to full council? Yes All income received by the parish council is reported as part of the Financial Reports submitted by the RFO quarterly. The RFO ensures that monies received are promptly banked. Does the precept recorded agree to the Council Tax Authority's notification? Yes The precept of £14,559 agrees with West Suffolk Council's notification. If appropriate, are CIL reporting schedules in accordance with the Regulations?7 N/A The Council have not received any funds from CIL as West Suffolk Council does not operate this system. Is CIL income reported to the council? N/A Does unspent CIL income form part of earmarked reserves? N/A Has an annual report been produced? N/A Has it been published on the authority's website? N/A Additional comments: 7 Community Infrastructure Levy Regulations 2010 SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 12 ` Section 7 – petty cash The Internal Auditor will seek evidence that the Council has followed its own policies, procedures, and verification processes and that these are up to date. Evidence Internal auditor commentary Is petty cash in operation? N/A The Council does not operate a system of petty cash. If appropriate, is there an adequate control system in place? N/A Additional comments: SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 13 ` Section 8 – Payroll controls The Internal Auditor will check salaries were approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. The Internal Auditor will also review how payroll is managed including evidence of approval of payslips. Evidence Internal auditor commentary Do all employees have contracts of employment? Yes Council has 1 employee on its payroll at the period end of 31st March 2023. Employment contracts were not reviewed during the internal audit but it has been confirmed that a contract of employment is in place. All salary payments are authorised by full council. Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council. The Clerk's salary was reviewed by the council and noted in the minutes of 16/11/22. Has the Council approved salary paid? Yes Minimum wage paid? Yes Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied? Yes The Council has robust payroll arrangements in place. The payroll function is operated within the RTI system and outsourced to SALC. Cross-checks were completed on two payments covering salary and PAYE and were found to be in order. There are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation. Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC? Yes In accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs, if applicable, on or before the dates prescribed. Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?8 Yes Inline with their pension responsibilities the Council has completed a redeclaration of compliance with regards to automatic enrolment duties on 16/12/22 (minuted 16/1/23). This was registered with The Pensions Regulator. 8 The Pension Regulator – website click here

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SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 14 ` Are there any other payments (e.g.: expenses) and are these reasonable and approved by the Council? Yes All payments are reasonable and approved by the Council. Additional comments: Section 9 – Asset control The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location, and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval. Evidence Internal auditor commentary Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?9 Yes The Council’s assets are properly maintained and efficiently managed. The Asset Register was reviewed during the Internal Audit for year-end and accurately reflects those items listed under insurance and within the Parish Council's remit for maintenance and ownership. It is noted that the declared value for all assets at year-end (31.03.2023) was £628,985 which agrees with box 9 of the AGAR. All assets have been stated as at the acquisition value and where assets have been gifted or where there is no known value have been given the proxy value of £1. The register has been updated with any additions or disposals during the year. Records of deeds, articles, land registry title number were not reviewed during the internal audit which was carried out via remote means. Is the value of the assets included? (Note value for insurance purposes may differ) Yes Are records of deeds, articles, land registry title number available? Yes 9 Practitioners Guide SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 15 ` Is the asset register up to date and reviewed annually? Yes The Asset Register value has been stated on the Annual Governance and Accountability Return (AGAR) which was signed at the time of Internal Audit. Cross checking of insurance cover Yes The Council compared the asset register with their insurance schedule to ensure that all assets as recorded are appropriately insured. A number of items as listed under the Asset Register were reviewed against items under insurance and cover was deemed to be appropriate. Additional comments: SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 16 ` Section 10 – bank reconciliation The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation. Evidence Internal auditor commentary Is bank reconciliation regularly completed and reconciled with the cash book and cover every account? Yes Statements reconciling each of the Council’s bank accounts with it’s accounting records are prepared on a quarterly basis and reconcile with the cash sheets. They are subject to independent review by Councillors and signed as evidence of this review. Bank statements are periodically independently verified to the balances stated in the bank reconciliations. Comment: The RFO, as evidence of good financial practice, provides evidence of the bank reconciliations at meetings to be verified by the Parish Council. This not only safeguards the Responsible Financial Officer but also fulfils an internal control objective – to enable the prevention and detection of inaccuracies. Do bank balances agree with bank statements? Yes Bank balances agree with supporting period end statements and as at 31st March 2023 stand at: £19,770.82 across all accounts held by the Council. Is there regular reporting of bank balances at Council meetings? Yes There is regular reporting of bank balances within the financial reports submitted on a quarterly basis to the parish council. Section 11 – year end procedures Evidence Internal auditor commentary Are appropriate accounting procedures used? Yes Accounting statements prepared during the year are produced on a Receipts and Payments basis and agree to the cashbook. All were found to be in order Financial trail from records to presented accounts Yes There is a clear audit trail from the financial records held to the presented accounts. Has the appropriate end of year AGAR10 documents been completed? Yes As Council is a smaller authority with gross income and expenditure not exceeding £25,000 it has completed Part 2 of the AGAR. Did the Council meet the exemption criteria and correctly declared itself exempt? Yes As the Parish Council had

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gross income and expenditure not exceeding £25,000 it was able to declare itself exempt from a limited assurance review. The Certificate has been published on the Council's website. During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015? Yes The Internal Auditor was able to confirm that the details of the arrangements for the exercise of public rights for the period ending 31st March 2023 were on the public website used by the Council. Have the publication requirements been met in accordance with the Regulations? 11 Partly met The Council has complied with the requirements of the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities and has published the following on a public website: Certificate of Exemption Annual Internal Audit Report of the AGAR Section 1 – Annual Governance Statement of the AGAR Section 2 – Accounting Statements of the AGAR Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015. 10 Annual Governance & Accountability Return (AGAR) 11 Accounts and Audit Regulations 2015 SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 18 ` Bank Reconciliation for the period ending 31st March 2023 Comment: To be fully compliant Council may wish to publish their Analysis of variances form on their website. Additional comments: SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 19 ` Section 12 – internal audit The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken. Evidence Internal auditor commentary Has the Council considered the previous internal audit report? Yes The Internal Auditor's Report for the year ending 31st March 2023 was considered and accepted at the meeting of the Parish Council on 18/7/22. Has appropriate action been taken regarding the recommendations raised? Mostly met The following items were raised by the internal audit for 2021/2022: 1. Adoption of NALC model Standing Orders – actioned. 2. Financial Regulations tailored to Parish Council – actioned. 3. Annual insurance review – actioned. 4. Amendments to AGAR form – completed. 5. Publication requirements – the following items had not been published: Bank reconciliation and Analysis of Variances – bank reconciliation actioned. Analysis of Variances – not actioned. 6. Minute that report has been received from internal auditor and an action plan put in place – actioned. 7. Consider using a secure email address – council decided not to action. Has the Council confirmed the appointment of an internal auditor? Yes It was noted in the minutes of 9/5/22 that SALC has been appointed as the internal auditor. Additional comments: SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 20 ` Section 13 – external audit for the period under review The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be considered. Evidence Internal auditor commentary Has the Council considered the previous external audit report? 12 Partly met Council has included on their agenda for 22/11/22 an item to consider their external audit however this was not minuted. Comment: Council may wish to ensure that the Council's annual review of the external audit is clearly minuted. Has appropriate action been taken regarding the comments raised? Yes The external auditor noted that they had been unable to complete the audit in time for the Council to publish the required documents inline with statutory requirements. Additional comments: 12 Regulation 20 Accounts and Audit Regulations 2015 – following completion of an audit the Council should note that it is the Council as a whole (i.e., All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes should reflect that these have been received. SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 21 ` Section 14 – additional information The internal auditor will look for additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations. Evidence Internal auditor commentary Was the annual meeting held in accordance with legislation? 13 Yes The Annual Meeting of the Parish Council was held on

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9/5/22 with the first item on the agenda being the election of the Chairman in accordance with the Local Government Act of 1972 Schedule 12, paragraph 7(2) and Schedule 15(2). Is there evidence that Minutes are administered in accordance with legislation? 14 Yes The minutes were not seen as a virtual audit was carried out. Full Council minutes clearly document the approval of the previous minutes and that they are duly signed. Absence was approved. Is there a list of members' interests held? Yes Evidence was seen on the website of West Suffolk Council for the Register of Interests for all current Parish Councillors. There is no access gained from the Council's website. Does the Council have any Trustee responsibilities and if so, are these clearly identified in a Trust Document? N/A The Council does not have any trustee responsibilities. Has the Transparency Code been correctly applied, and information published in accordance with current legislation? Yes To ensure compliance with the requirements of the Transparency Code for smaller authorities (turnover not exceeding £25,000), Council has published the following information on a public website for the year 2022/23: Internal Audit Report List of Councillors and Responsibilities Items of Expenditure Above £100 including recoverable and non-recoverable VAT End of Year Accounts Annual Governance Statement Details of Public Land and Building assets / asset register and that Agendas of Meetings; Associated Papers and Minutes should be published in accordance with the prescribed timescales as set out in the Transparency code for smaller authorities – December 2014. 13 The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2) 14 Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972, and the Localism Act 2011 SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 22 ` Has the Council registered with the Information Commissioner's Office (ICO)? 15 Yes The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. Under the data Protection Act 2018 and Registration Z743993 refers. Is the Council compliant with the General Data Protection Regulation requirements? Yes Council has taken steps to ensure compliancy with the GDPR requirements and is aware that this should be monitored at all times to ensure compliancy. The Council's Privacy Notices were seen on the Parish Council's website. Council has completed the following documents which are also available to view on the Council's website: Data Protection Impact Assessment and Data Protection & Information Management Policy; Subject Access Request Policy & Subject Access Procedure Policy; Comment: To be fully compliant Council may wish to consider adopting a Data Retention and Disposal Policy (Template available on the SALC website). Has the Council published a website accessibility statement on their website in line with Regulations? 16 Yes Council has published on its website a website accessibility statement – in line with Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018. Does the council have official email addresses for correspondence? 17 Yes Council has an email address of bradfieldcombustwithstanningfieldpc@outlook.com and has minuted that they do not wish to consider the use of a secure email system. Comment: Council might wish to consider the use of a secure e-mail system with a gov.uk address thereby identifying that it has local government status and demonstrating authenticity when building trust and credibility with the public. Such an address would be owned by the parish council (section 5.16 of the Practitioners' Guide to Proper Practices – March 2021) refers. 15 Data Protection Act 2018 16 Website Accessibility Regulations 2018 17 Practitioners Guide SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 23 ` Is there evidence that electronic files are backed up? Yes It is noted in the Council's risk assessment document that the Council has a secure back up system. Do terms of reference exist for all committees and is there evidence these are regularly reviewed? N/A The Council does not have any committees. Additional comments: Signed: Linda Harley Date of Internal Audit Report: 30/6/23 On behalf of Suffolk Association of Local Councils

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Appendix E

ASSET REGISTER 2023 Revised July 2023

Item	Valuation basis	Year	Amount	Disposals	Additions	Total	
DISPOSALS							
Laminator (no longer works)				£22.00		-£22	-558
Seat x 1	Destroyed by vandals			£536.00		-£536	See Minutes July 2022
Westcotec Speed Indicator Device	2022 purchase	2022	£3,894		£3,894	£3,894	£3,984
Stanningfield Village Hall	Insurers revaluation		£569,109			£569,109	Insured separately
CCTV at Village hall	2020 purchase	2020	£1,171			£1,171	
Seat x 1	2010 Proxy value		£564			£564	
Sports surface	2010 Proxy value	Feb-10	£10,134			£10,134	
Playground equipment	2010 Proxy value	Feb-10	£11,004			£11,004	
Playground fencing**	2019 Purchase cost	Installed May 2019	£3,909			£3,909	
Norse Avenue fencing	Purchase Cost	Nov-10	£3,639			£3,639	
Allotments	Nominal		£1			£1	*
Village Green - Stanningfield - Land at Hoggar's Green and Allotment access lane	Nominal. Registered with HM Land Registry		£1			£1	*
Village Sign - Stanningfield	Purchase Cost	Mar-11	£3,500			£3,500	
Memorial seat x 1	Purchase Cost	Jun-11	£1,000			£1,000	
Village sign - Bradfield Combust	Purchase Cost	Nov-11	£3,500			£3,500	
Grit bins x 3	Purchase Cost	Mar-12	£450			£450	
Football posts	Purchase Cost	Jul-12	£500			£500	
Overhead projector, stand & acc	Purchase Cost	Oct-12	£588			£588	
Lifebuoy rings, housing etc	Purchase Cost	Jan-13	£390			£390	
Grit bins x2	Purchase Cost	Feb-13	£158			£158	
Teen shelter	Purchase Cost	Feb-13	£3,436			£3,436	
Bus shelter	Purchase Cost	Mar-23	£5,000			£5,000	£2,608 £2,392
War memorial - Stanningfield	Nominal		£1			£1	*
War memorial - Bradfield Combust	Purchase Cost	Jul-14	£1,790			£1,790	
2 x Marquee gazebo (9m x 4m)	Purchase cost	May-14	£648			£648	
BBQ equipment	Purchase Cost	May-14	£550			£550	
Laptop		Dec-15	£333			£333	
Printer/scanner		Dec-15	£96			£96	
Village Hall - gazebo		Feb-16	£1,892			£1,892	
Village Hall Car Park Lighting	Purchase Cost	Apr-17	£1,269			£1,269	
Car Park Barrier	Purchase Cost	Nov-17	£576			£576	
Cigarette Bins	Purchase Cost	Jan-18	£25			£25	
Filing Cabinet	Purchase Cost	Mar-18	£110			£110	
Red telephone box at Stanningfield	nil	nk	£275			£275	valued by Cllr Langan
Red telephone box at Bradfield Combust	nil	Dec-21	£275			£275	-
Milestone at Bradfield Combust	replaced	nk	£400			£1,100	See Minute 2023 76b January
						£57,326	£700
						£630,419	

£624,437

* The asset is given a nominal value to ensure that the Council's ownership and responsibility is recognised and not lost or forgotten