

**MINUTES OF THE BRUISYARD PARISH COUNCIL MEETING HELD ON MONDAY
11th NOVEMBER 2019 AT 7.30 PM IN THE BRUISYARD VILLAGE HALL**

1. Attendance and apologies

Attendees:

Cllr. Paul Church (Chairman)
Cllr. Anne Smith
Cllr. Thelma Barham
Cllr. John McKee
Cllr. Chris Smith
Cllr. Jacqui Grimwood

Apologies for absence:

Cllr. Stephen Burroughes
Cllr. Maurice Cook

Also in attendance:

Maureen Philpot – Clerk

2. To receive declarations of interest and to consider requests for dispensations

None received

3. Finance

a) To note the current financial position

Please see page 3 for details at end of report

Barclays Premium Business Account

£484.64

Barclays Community Account

£4,111.86

Barclays Bank Village Hall Account

£11,569.37

Village Hall Cashbox

£121.10

Total Funds

£16,286.97

b) To review reserves requirement

It was agreed that there are enough reserves to cover all expected and unexpected costs.

Please see breakdown on page 4 at end of report.

c) Approve annual budget for 2020/21.

Please see details on pages 5 and 6 at end of report. Proposed by Cllr Paul Church and seconded by Cllr John McKee.

d) It was agreed to keep the precept the same as 2019/20 at £2,900.

e) Payments and receipts

Please see details on page 7 at end of report.

It was also reported by Cllr Anne Smith (RFO) that Barclays Bank have reduced the interest rate on the Business Account from 0.2% to 0.1%

4. Public Forum

a) No public attended this meeting.

b) To receive a report from Cllr Stephen Burroughes (Previously circulated)

c) To receive a report from Cllr Maurice Cook (Previously circulated)

5. Minutes of the previous meeting

a) The minutes of the Parish Council Meeting held on Monday 9th September 2019 (copies of which were previously circulated) were proposed by Cllr Thelma Barlow and seconded by Cllr Paul Church and approved as a true and accurate record and signed by the Chair.

b) No matters arising

6. Village Hall Committee Report

a) It was reported that a locality budget for £1177.50 has been granted to provide a water softener for the Village Hall. It will be ordered as soon as the money is in the bank account.

b) Cllr John McKee also said that the lighting in the Village Hall is constantly going wrong and it would be advisable to install new units in the future.

c) It was also reported that the side gate to the hall needs looking at as it is difficult to open.

d) A charity night was held in the Village Hall with a bar and it was noted that it was an enjoyable evening.

7. Grant for Village Hall Water softener

Please see item 6a) above.

8. Update on reconditioned swings

Cllr Anne Smith reported that the swings are looking very good and Cllr Paul Church said he had received a quote for £600 + VAT to install them. He had also had a quote for 30 sqm of grass matting which came to £1,080. The Council decided that this was too pricey. It was suggested that a photograph be taken of the current matting to show what type of matting is needed.

Action: The Chair will go back to the company who provided the quote and tell them how much matting is actually needed.

9. Review of clerk's hours

The clerk suggested that she reduce her hours to 1 per week. All in favour.

10. Correspondence

No correspondence received.

11. Questions to the chair

Cllr John McKee said that villagers cannot access the Rendham Road area (where the swings used to be) unless they pay because it is County Council land. Cllr Anne Smith reported that the Parish Council had received a grant of £300 towards the play area from the Heveningham Hall estate.

12. To confirm the meeting dates for 2020/21

A list of dates is on page 7 at the end of the report.

There being no other business the Chair closed the meeting at 8.20 pm.

Maureen Philpot – Clerk
clerk@bruisyard.com

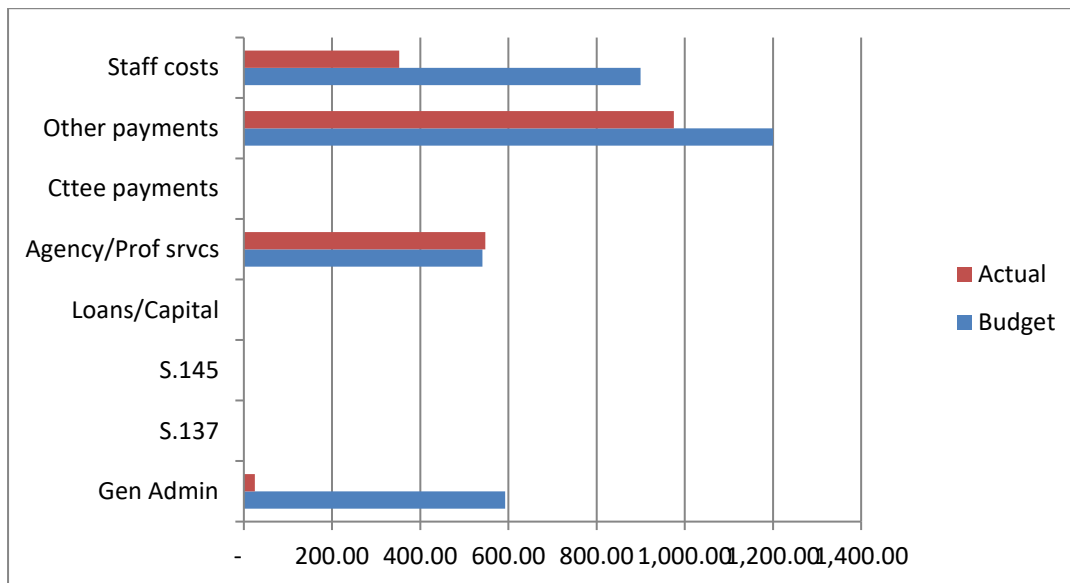


BRUISYARD PARISH COUNCIL		
<i>(Last)</i>	Summary Receipts and Payments Account	<i>(Current)</i>
<i>Year ended</i>	For the Year to 7 November 2019	<i>To date</i>
<i>31st March 2019</i>		<i>7th Nov 2019</i>
£	Receipts	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
-	Grants	-
-	Village Hall grants	-
8,315.64	Other Receipts	5,717.92
676.81	VAT	596.32
11,892.45	Total Receipts	9,214.24
	Payments	
252.56	General Administration	20.75
300.00	Staff costs	352.21
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
902.17	Agency/Professional Services	666.43
-	Parish Council Committee payments	-
6,644.60	Village Hall running costs	4,976.87
1,707.83	Other Payments	1,119.00
599.32	VAT	375.65
10,406.48	Total Payments	7,510.91
BRUISYARD PARISH COUNCIL		
Receipts and Payments Summary		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>To date</i>
<i>31st March 2019</i>		<i>7th Nov 2019</i>
£		£
13,049.67	Balance brought forward	14,535.64
11,892.45	Add Total Receipts	9,214.24
24,942.12		23,749.88
10,406.48	Less Total Payments	7,510.91
14,535.64	Net bank and cash box balance	16,238.97
283.32	Unpresented PC cheques or online payments	48.00
185.86	Unpresented VH cheques or online payments	-
15,004.82	Reconciled to bank accounts and cash box at 7 Nov 2019	16,286.97
	Bank accounts and cash box at 7 Nov 2019:	
484.16	Barclays Premium Business Account No.40779474	484.64
2,991.79	Barclays Community Account No.70212008	4,111.86
-	Parish Council petty cash	-
11,377.17	Barclays Bank Village Hall account No. 23713326 (restricted fund)	11,569.37
151.70	Village Hall cash box (restricted fund)	121.10
15,004.82		16,286.97

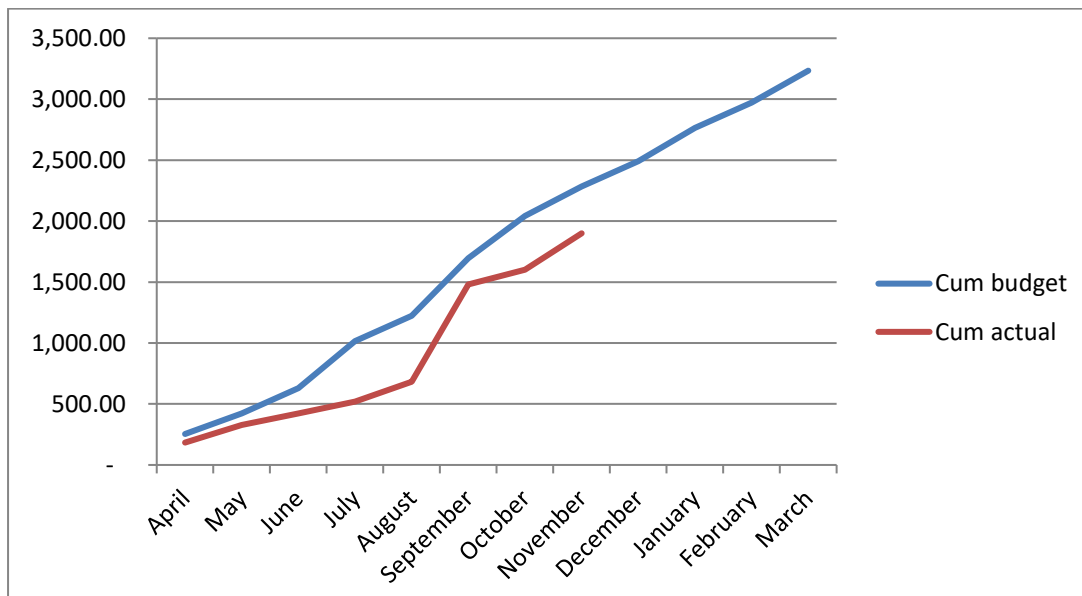
Bruisyard Parish Council Precept - Budget vs Expenditure 2019-20 (1 Apr to 7 Nov 2019)

ACTUAL inc VAT									
Month	Gen Admin	S.137	S.145	Loans/Capital	Agency/Prof srvc	Cttee payments	Other Payments	Staff costs	Total
April	-	-	-	-	135.52	-	48.00	-	183.52
May	-	-	-	-	-	-	144.00	-	144.00
June	-	-	-	-	-	-	96.00	-	96.00
July	-	-	-	-	-	-	96.00	-	96.00
August	-	-	-	-	-	-	162.00	-	162.00
September	-	-	-	-	315.08	-	131.00	352.21	798.29
October	24.90	-	-	-	97.20	-	-	-	122.10
November	-	-	-	-	-	-	298.00	-	298.00
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
Totals	24.90	-	-	-	547.80	-	975.00	352.21	1,899.91

Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget



Agenda item 3: Finance – Budget, precept and reserves 2020/21

The Councillors are asked to approve the following proposal;

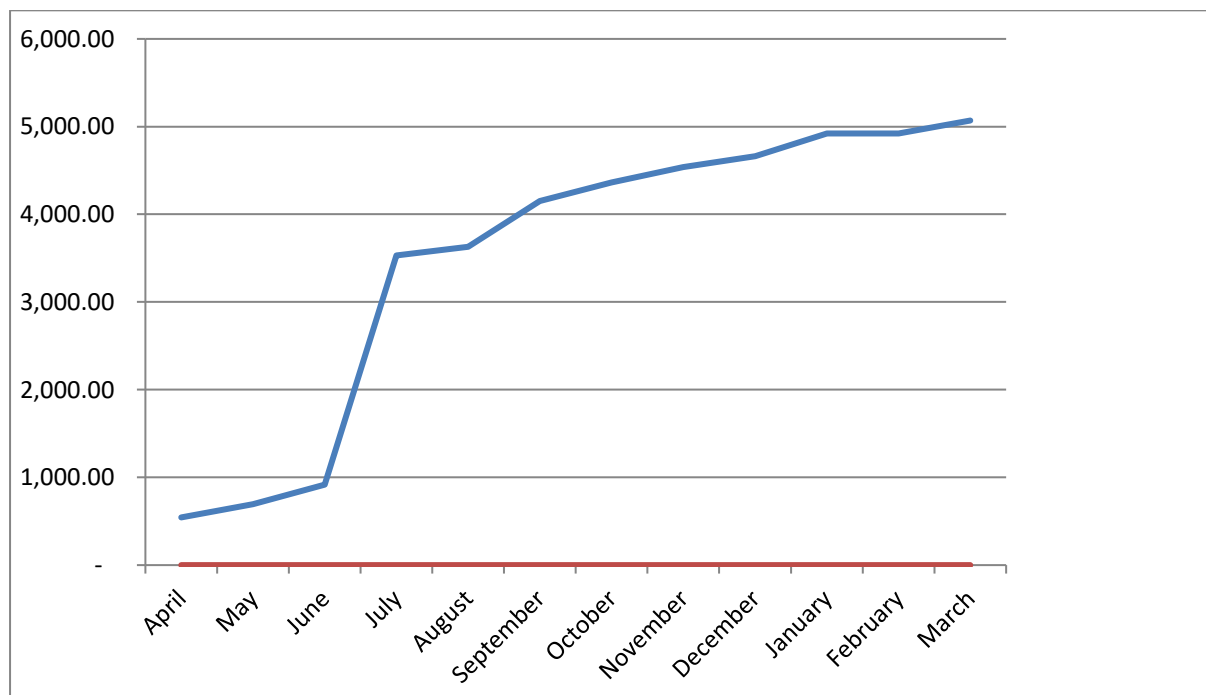
1. A budget expenditure of £5069 which includes £2000 for a new Noticeboard.

2. A precept of £2900 which is the same as for 2019/20

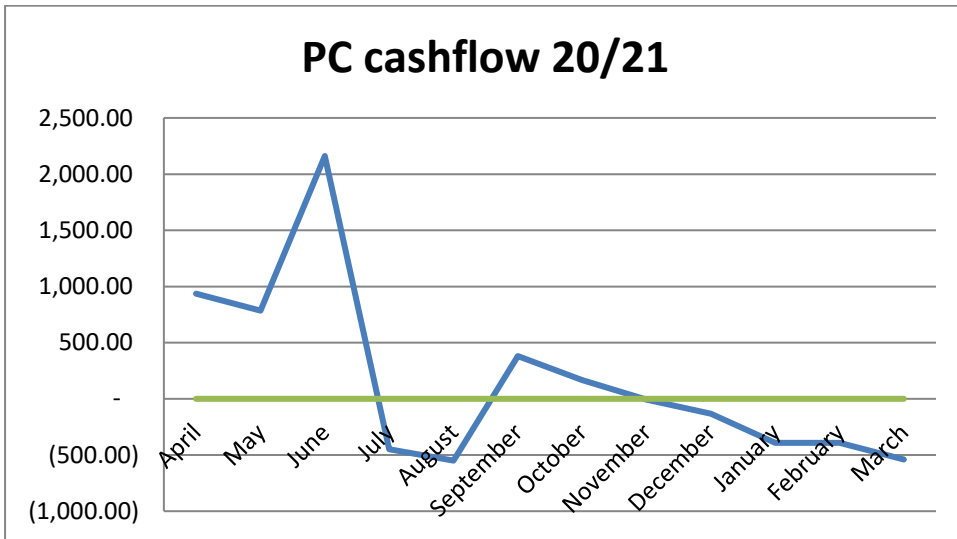
3. A reserve policy of up to 75% of annual expenditure excluding special projects (eg. new Noticeboard) and £900 election costs. This implies a reduction in reserves of £540 from estimated 2019/20 outcome.

The budget for 2020/21 has been based on the following assumptions;

- Costs increase with an inflation rate of ~2.5%pa.
- Staff costs for the year of £500 based on 1 hour per week for the Parish Clerk.
- Purchase and installation of a new Noticeboard in the Village Hall car park at an estimated cost of £2000 and dependent on a grant of £1000 being awarded.
- Grass and hedge cutting of £1050.
- Audit costs of £100
- Parish Council insurance of £261 (fixed in 2019 for 3 years).
- Safety inspection of the pay equipment by RoSPA of £90.
- IT costs (Office 365 and website) of £130.

Proposed cumulative expenditure 2020/21

Proposed cashflow 2020/21



Anne Smith

Responsible Financial Officer

7 November 2019

BRUISYARD PARISH COUNCIL TRANSACTIONS 9 September - 11 November 2019**Payments**

19/9/19. HMRC- Clerk's tax	£70.40
25/09/19. Maureen Philpot - salary	£281.81
26/09/19. Business Services at CAS.	£260.68
02/10/19. Fairsoftware.	£24.90
09/10/19. SALC- payroll services.	£10.80
10/10/19. Playsafely Limited.	£86.40
01/11/19. SGC Blastings.	£250.00
01/11/19. Kindlewood.	£48.00

Credits

27/09/19. Precept	£1450
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Anne M Smith/RFO

Bruisyard Parish Council meeting dates for 2020Monday 20th January 2020Monday 9th March 2020Monday 11th May 2020Monday 13th July 2020Monday 14th September 2020Monday 9th November 2020