

**Minutes of the Annual General Meeting of BRUISYARD PARISH COUNCIL  
held on Monday 13th May 2019 at 7.30pm in Bruisyard Village Hall.**

**Present:** Mr Paul Church (PC) – Chairman  
Mr John McKee (JMc)  
Mrs Thelma Bartram (TB)  
Mrs Anne Smith (AS)  
Mrs Gill Owens, Clerk

- 1. Election of Chairman and Vice Chairman.** Anne Smith proposed that Paul Church is appointed Chairman, John McKee seconded this proposal, all were in favour. It was decided that no Vice Chairman would be appointed at this stage. All were in favour. The newly appointed Chairman signed the declaration of acceptance of his office. All councillors present signed the declaration of acceptance of office.
- 2. Apologies and approval of absence:** Jacqui Grimwood. Approved.
- 3. To receive declarations of interest:** None.
- 4. To consider requests for dispensations:** None.
- 5. Minutes of the last meeting:** The Councillors reviewed minutes of the last meeting of 11<sup>th</sup> March 2019. **AS** proposed that the minutes of the last meeting are accepted as a true record, **TB** seconded the proposal, all were in favour.
- 6. To receive progress of outstanding actions from previous meetings:**  
Defibrillator batteries have been examined by **JMc** and found to be in good condition. **PC** is to enquire whether the defibrillator is registered with the emergency services. **Action: PC**  
Mole traps have been removed from being left on top of a wall and the broken litterbin removed.  
The Standing Orders and Financial Regulations for 2018/19 have been reviewed - see comments below.  
The scheduled "litter picking" day on April 7<sup>th</sup> was a success. Eight villagers turned out and rubbish was removed from most roads within the village curtilage. Tea and scones were enjoyed afterwards.
- 7. Councillor vacancies.** There are currently two vacancies on the council. Mr Chris Smith has been approached and has indicated an interest.
- 8. Election of non-council members to village hall committee.** There are currently nine members of the Village Hall committee, of whom four are current Parish Councillors. The remaining five individuals have indicated a willingness to remain on the committee and were approved to do so by the Parish Council.
- 9. Public Participation.** None
- 10. Village Hall Committee Report.** **JMc** gave a concise report on the activities of the Village Hall since 31<sup>st</sup> March. Bookings remain consistent and the committee, which meets on 20<sup>th</sup> May, is considering revising the hire charges.

Currently, wastewater and sewerage at the Village Hall is retained in a cesspool tank, which is emptied twice per annum. **JMc** suggested that a treatment plant is budgeted for with a view to reducing on going maintenance costs. He estimated the cost of the installation of a Klargestor Bio Disk treatment plant at £4,600.00. This would require discharge of processed water into the nearby River Alde.

Moles are still present within the curtilage of the Village Hall park, traps are being used but are being set slighter deeper to avoid a trip hazard.

The Village Hall requires a new water softener, prices and qualities vary and so this purchase still requires some research.

It is the sad fact that dog owners are allowing their dogs to foul the Village Hall park and play area and are not removing the faeces. It appears to be a persistent problem, as is the general littering of the village. It was suggested that the Village Hall erect some clear signage that reminds dog owners of their responsibilities.

#### 11. Financial Matters.

Village Hall bank balance on 13 <sup>th</sup> May	£11,549.81
Parish Council bank balance on 13 <sup>th</sup> May	£4004.95
Parish Council Business Premium balance on 13 <sup>th</sup> May	£484.16

- (a) **Review of unaudited receipts and payments - financial year 2018/19.** These accounts will be made available on [www.bruisyard.com](http://www.bruisyard.com). The new Responsible Financial Officer (RFO) with effect from 1 April 2019 is councillor Anne Smith. Anne explained that the 2018/19 accounts have been prepared in accordance with the NALC guidelines. Receipts and payments for the Parish Council and Village Hall are recorded online using Google sheets by the Parish Council RFO and Village Hall Chairman and Treasurer respectively. The Google sheets enables good transparency of all transactions by the RFO and VH Treasurer and are securely stored on the Google cloud. These entries are then consolidated onto a master excel spreadsheet which is securely stored on the Microsoft Office 365 server/cloud. All parish councillors and the Village Hall treasurer have direct online access to the Microsoft Office 365 server/cloud giving visibility and transparency for all transactions. The RFO has overall responsibility for consolidating the accounts for the committee meetings and at the end of the financial year, and for the production of budgets and subsequent variance analysis. This is a change from the previous practice of the Clerk being the RFO for both the Village Hall and the Parish Council, greatly simplifying the workload for the new Parish Clerk and assigns greater financial responsibility to the Village Hall committee and Treasurer. See 15 below. During the production of the 2018/19 accounts a minor error was discovered in the 2017/18 accounts that was identified explained and rectified.
- b) **The Accounting and General Audit Return.** The AGAR form was prepared and adjusted 2017/18 figures will be submitted to reflect the minor error. The AGAR form was signed by the RFO and Chairman and awaits the internal audit process before submission to the official external auditors.
- (c) **Fixed Asset register for 2018/19** will be available on [www.bruisyard.com](http://www.bruisyard.com) as part of the Accounts 18/19. A review of the register for 2018/19 did not result in any additional items but highlighted that the insurance cover level on contents of the Village Hall needs to be reviewed as it is too low by a factor of 100%.
- (d) **Review of Financial Risk Assessment 2018/19** – no issues identified.

12. **Appointment of Internal Auditors.** A short discussion was held as to whether SALC should be reappointed auditors for 2018/19. A decision was taken to defer the

appointment of the auditor whilst alternative auditors are sought, due to the cost quoted by SALC, of £188+VAT, being considered excessive. All agreed.

- 13. Approval of 2019 NALC Standing Orders and Financial Regulations.** The standing orders have been reviewed and adapted for Bruisyard using the previous version as a guideline. Notable changes are Parish Council meeting times are to be restricted to two hours, and speakers are to hold up a hand if they want to speak and stand up if they wish. All agreed to adopt the new version. The Financial regulations have been reviewed and the Members noted and accepted levels of financial restrictions as in 4. 1. listed below: - Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
1. the council for all items over £5,000
  2. a duly designated committee for all items over £500.
- Contracts may not be disaggregated to avoid controls imposed by these regulations. All agreed.
- 14. Proposed "Financial committee".** AS proposed a 'financial committee' of official bank signatories for signing cheques prior to the formal start of each bi- monthly Parish Council meeting. All agreed.
- 15. New Parish Clerk.** The Clerk, Gill Owens, previously indicated her intention to resign in February 2018 and Maureen Philpot, Clerk of Sweffling, was approached and has agreed to take over as Parish Clerk for Bruisyard on June 1<sup>st</sup>. This will mean that Bruisyard will be without a Clerk between May 18<sup>th</sup> and June 1<sup>st</sup>. Mrs Philpot has agreed a rate of £10.16 per hour and up to eight paid hours per month, to be reviewed if significantly different. Gill Owens had declined to be paid for her work as Clerk. The Chairman thanked Gill for her work as Clerk over the past 9 months.
- 16. Parish newsletter deadlines.** Gill Owens has agreed to edit the bi-monthly Bruisyard "what's-on" newsletter. The editorial deadline will be set at the middle of the month preceding the two months covered by the newsletter starting from 15<sup>th</sup> July; this will cover the deadline for the Fram Fayre publication of the 17<sup>th</sup> of the month.
- 17. Dates of 2019/20 Parish Council meetings**  
 July 8<sup>th</sup>, Sept 9<sup>th</sup>, Nov 11<sup>th</sup>, Jan 20, March 9<sup>th</sup> all at 7:30pm in the Village Hall. May 11<sup>th</sup> will start at 7pm with the Annual Parish Meeting.
- 18. Any other business.**  
 None.

There being no further business the Chairman closed the meeting at 9:30pm