

Minutes of the Bruisyard Parish Council Meeting held by videocall on 18th January 2021 at 7.30 pm

1. Attendance and apologies

Attendees:

Cllr Paul Church (Chair)
Cllr Anne Smith (RFO)
Cllr Thelma Barham
Ray Farrar
James Ingmire
Albert Lain

Apologies for absence:

Cllr Maurice Cook
Cllr Chris Smith (No internet)
Cllr Stephen Burroughes

Also in attendance:

Maureen Philpot (Clerk)

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

None received

3. To co-opt three new councillors onto Bruisyard Parish Council

Mr Ray Farrar was proposed by Cllr Anne Smith and seconded by Cllr Paul Church, Mr James Ingmire was proposed by Cllr Anne Smith and seconded by Cllr Paul Church and Mr Albert Lain was proposed by Cllr Anne Smith and seconded by Cllr Paul Church. All in agreement to these proposals.

4. Finances

a) To note the current financial position

Please see financial report at end of minutes

b) To approve quarterly bank reconciliation

Please see financial report at end of minutes

c) Cheques to be signed

As the council is in lockdown the RFO will pay the clerk with monies from her own account and the Parish Council will reimburse her at a later date. All agreed.

Please see financial report at end of minutes

d) To review annual budget

This had previously been circulated to the clerk and councillors. Please see financial report at end of minutes. All accepted the budget

e) To approve precept for 2021/2022

The Council decided to keep the precept at the current figure of £2,900.00. Cllr Anne Smith Proposed this motion and Cllr Paul Church seconded. All agreed. The RFO said that the precept will arrive in one payment at the end of April.

Action: The clerk will sign the precept form and send it to East Suffolk Council

Cllr Ray Farrar asked the RFO why there was an expenditure in March 2021. Cllr Anne Smith said the spreadsheet referred to budget rather than actual expenditure. She also reported that the seesaw needed repairing but wasn't sure at the moment how much this will cost. Cllr Paul Church reported that the new dog bin has arrived.

5. Public Forum

a) Public invited to speak

No members of the public had joined the videocall.

b) To receive a report from Cllr Stephen Burroughes

At this point Cllr Stephen Burroughes had left the meeting as he had another meeting to attend. Cllr Burroughes report had been previously circulated. Cllr Anne Smith remarked that in the report Cllr Burroughes had said that East Suffolk Council are looking for charging points for electric vehicles in rural locations and maybe one/two could be put in the car park. Cllr Anne Smith said that she would have liked to speak with Cllr Stephen Burroughes regarding the locality budget, as the Village Hall is now ten years old and the lighting needs replacing.

Action: Cllr Anne Smith will contact Cllr Stephen Burroughes regarding this matter.

c) To receive a report from Cllr Maurice Cook

Cllr Maurice Cook is now sending weekly reports and these are circulated.

6. Minutes of the previous meeting

a) To approve the minutes of the closed meeting held on Wednesday 4th November 2020.

The minutes were approved as a true and accurate record and proposed by Cllr Anne Smith and seconded by Cllr Thelma Barham

b) Matters arising.

None

c) To approve the minutes of the planning meeting held on Monday 14th December 2020

The minutes were approved as a true and accurate record and proposed by Cllr Paul Church and seconded by Cllr Anne Smith

d) Matters arising

The Clerk has forwarded the Councils comments to the Planning Department

7. Village Hall Committee Report

Cllr Paul Church said that the loft in the Village Hall had needed a good clean which he has done. He has sorted the glasses out and removed the out-of-date drinks. He also said that there is a container of bottles that need to go to the bottle bank.

It was agreed that a fire door and a fire exit is needed in the main hall and the emergency alarm system should be checked.

Action: Cllr Paul Church will arrange a Skype meeting with Kevin.

Mr John McKee, who served on the Parish Council and also on the Village Hall Committee for many years, was given a cheque from Bruisyard Social Amenities committee as a thank you for the amazing amount of work and dedication that he had given to Bruisyard. A reporter and photographer was in attendance which resulted in an article in the East Anglian Daily Times. Cllr Albert Lain thanked Cllr Paul Church for organising this for John and suggested that the photograph be purchased and framed and put up in the Village Hall. Cllr Paul Church remarked that Phil Jay will be dealing with the trees on Thursday and he suggested that some timber be given to Cllr Albert Lain to make a walking stick for John McKee.

Action: Cllr Paul Church will ring Phil Jay to remind him about the trees.

8. Correspondence

The clerk reported that none has been received.

9. Questions to the Chair

The Parish Council would like condolences sent to the family of Cllr Colin Hart who had been a good friend to Bruisyard.

The RFO remarked that Mr John McKee should be removed from the banking mandate and asked the new councillors if anyone would be willing to be a co-signatory. Cllr James Ingmire said that he would be happy to volunteer.

10. To confirm the next meeting as Monday 8th March at 7.30 pm.

This was confirmed.

As there was no other business the Chairman closed the meeting at 8.10 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 14th January 2021	<i>To</i>
<i>31st March 2020</i>		<i>14th Jan 2021</i>
£	Receipts	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
2,350.00	Grants	-
1,177.50	Village Hall grants	10,000.00
8,954.59	Other Receipts	639.22
596.32	VAT	1,293.02
15,978.41	Total Receipts	14,832.24
	Payments	
131.89	General Administration	109.52
950.93	Staff costs	264.16
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
684.43	Agency/Professional Services	952.47
-	Parish Council Committee payments	-
10,014.34	Village Hall running costs	5,074.15
2,624.00	Other Payments	2,891.12
1,334.87	VAT	1,388.05
15,740.46	Total Payments	10,679.47
BRUISYARD PARISH COUNCIL		
Receipts and Payments Summary		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>To</i>
<i>31st March 2020</i>		<i>14th Jan 2021</i>
£		£
14,535.64	Balance brought forward	14,773.59
15,978.41	Add Total Receipts	14,832.24
30,514.05		29,605.83
15,740.46	Less Total Payments	10,679.47
14,773.59	Net bank and cash box balance	18,926.36
271.22	Unpresented PC cheques at 14 Jan 2021	-
-	Unpresented VH cheques at 14 Jan 2021	-
15,044.81	Reconciled to bank accounts and cash box at 14 Jan 2021	18,926.36
	Bank accounts and cash box at 14 Jan 2021:	
485.05	Barclays Premium Business Account No.40779474	485.26
4,108.13	Barclays Community Account No.70212008	2,715.99
-	Parish Council petty cash	-
10,327.23	Barclays Bank Village Hall account No. 23713326 (restricted fund)	15,537.71
124.40	Village Hall cash box (restricted fund)	187.40
15,044.81		18,926.36

Bank reconciliation at 14 January 2021

Balance per bank statements as at 14 January 2021					
Account	Acct No	£	£		
Barclays PC Community Account	70212008	2,715.99			
Barclays PC Business Premium Account	40779474	485.26			
Barclays VH Current Account	23713326	15,537.71			
Parish Council petty cash		-			
Village Hall cash box		187.40			
				18,926.36	
Less any un-presented cheques at 14 January 2021					
Total Parish Council cheques		-			
Total Village Hall cheques		-			
				-	
Net bank and cash box balances as at 14 January 2021				18,926.36	
<i>The net balances reconcile to the Receipts and Payments account for the year to 4 Jan 2021, as follow</i>					
Total funds at start of year		14,773.59			
Add: Receipts in the year		14,832.24			
Less: Payments in the year		10,679.47			
				18,926.36	

Parish Council receipts and payments 4 Nov 2020 to 14 Jan 2021Receipts

None

Payments

10/11/2020	Adrian Holden-Hedge cutting	Other payments	Cheque	100596	40.00
17/11/2020	Wix - annual website fee	General admin	Anne's debit card		74.25
30/11/2020	Playsafety Limited	Other payments	Cheque	100597	90.60

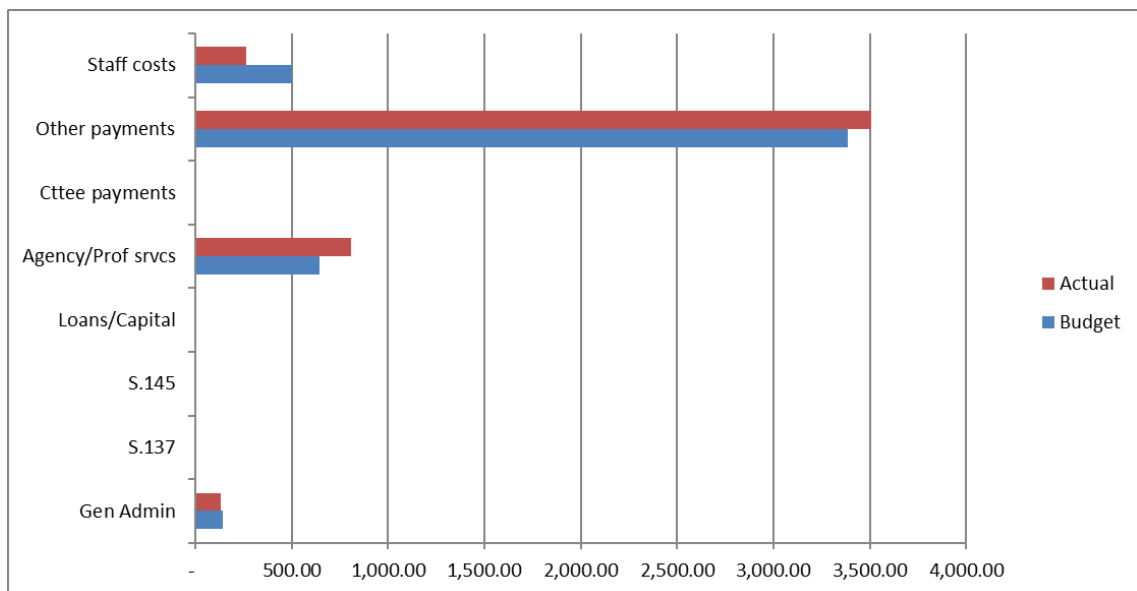
Expected liabilities

Clerks Salary due end December	£132.08
Hedge cutting (50% of £200 approx – shared with village hall)	£100
Novembers grass cutting invoice - paid by village hall and to be reimbursed by cheque	£48

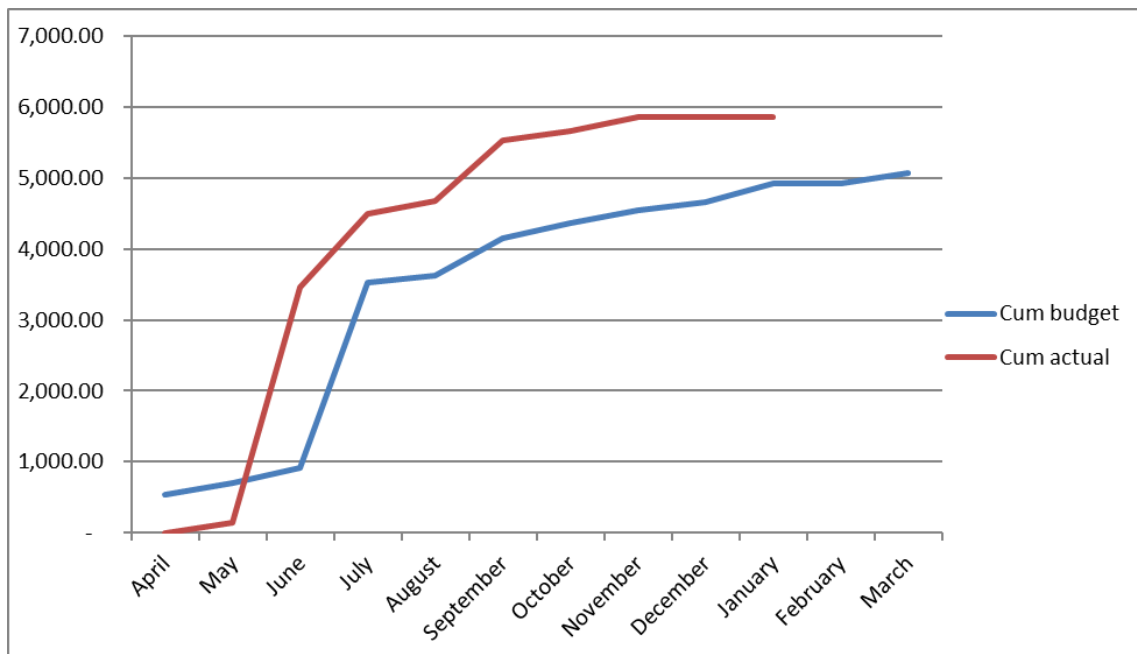
Bruisyard Parish Council Precept - Budget vs Expenditure 2020-21 (1 Apr 2020 to 14 January 2021)

BUDGET EXPENDITURE inc VAT										
Month	Transfer to VH	Gen Admin	S.137	S.145	Loans/Capital	Agency/Prof srvc	Cttee payments	Other Payments	Staff costs	Total
April		55.00				139.00		350.00		544.00
May								150.00		150.00
June								100.00	125.00	225.00
July	400.00					111.00		2,100.00		2,611.00
August								100.00		100.00
September						261.00		135.00	125.00	521.00
October						111.00		100.00		211.00
November		75.00						100.00		175.00
December									125.00	125.00
January						11.00		250.00		261.00
February										-
March		10.00							125.00	146.00
Totals	400.00	140.00	-	-	-	644.00	-	3,385.00	500.00	5,069.00

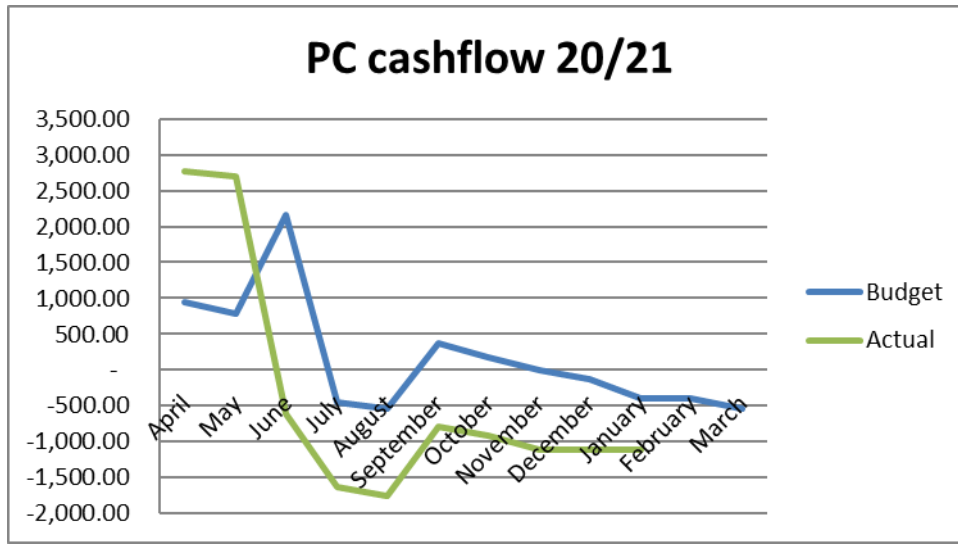
Actual spend to date vs annual budget by category



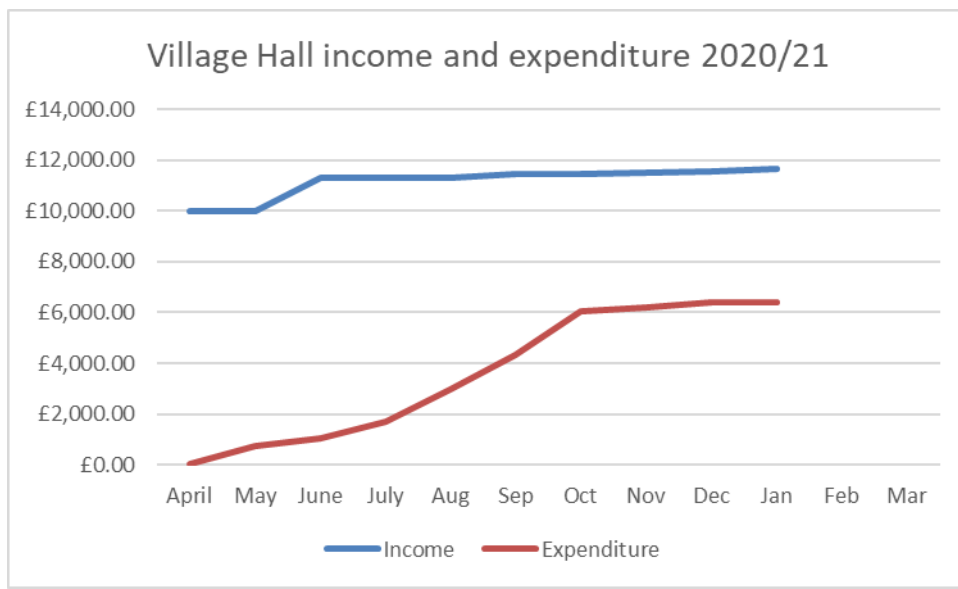
Cumulative actual spend to date vs budget



Parish Council cashflow – financial year to 14 January 2021



Village Hall income and expenditure – financial year to 14 January 2021



Agenda items 4d and 4e: Finance – Proposed budget, precept and reserves 2021/22

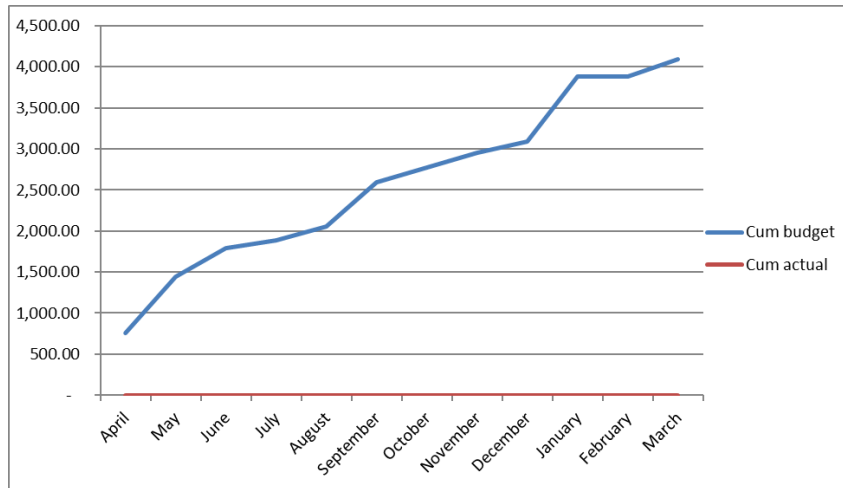
The Councillors are asked to approve the following proposal;

- 1. A budget expenditure of £4096 which includes £700 for new laptop and software.**
- 2. A precept of £2900 which is the same as for 2020/21.**
- 3. VAT recovery of £787 from 2020/21 expenditure.**
- 4. PC balance at 31 March 2021 forecast to be £2715.**
- 5. Excess expenditure in 2021/22 of £377 reducing reserves to £2338 by 31 March 2022.**
- 6. A reserve policy of between 50-100% of annual precept excluding special projects and £900 election costs. Forecast reserve as percentage of precept at 31 March 2022 is 50%.**

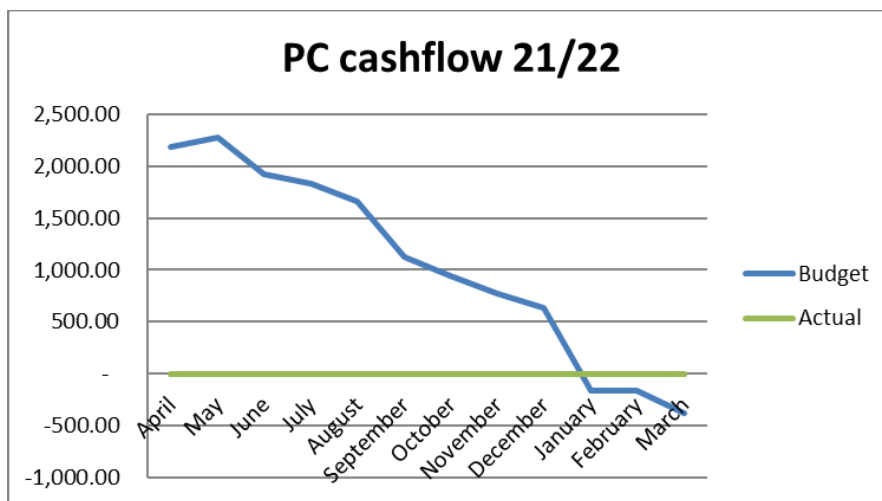
The budget for 2021/22 has been based on the following assumptions;

- Costs increase with an inflation rate of ~2.5%pa.
- Felling ash tree in Parish Park £558.
- Staff costs for the year of £544 based on 1 hour per week for the Parish Clerk.
- Purchase of new laptop and software estimated at £600 (existing laptop now 6 years old).
- Grass and hedge cutting of £985.
- Parish Council insurance of £261 (fixed in 2019 for 3 years).
- Safety inspection of the play equipment by RoSPA of £95.
- IT costs (Office 365 and website) of £130.
- Audit cost of £100.
- Dog litter bin of £195.
- Repair of play equipment (seesaw) £300 (estimate).

Proposed cumulative expenditure 2021/22



Proposed cashflow 2021/22



Anne Smith

Responsible Financial Officer

18 January 2021