

**MINUTES OF THE CLOSED BRUISYARD PARISH COUNCIL MEETING HELD ON 4<sup>TH</sup>  
NOVEMBER 2020 AT 7.30 PM IN THE VILLAGE HALL**

**1. Attendance and apologies****Attendees:**

Cllr Paul Church (Chair)  
Cllr Anne Smith (RFO)  
Cllr Thelma Barham  
Cllr Chris Smith

**Apologies for absence:**

No apologies

**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 current financial position

Please see financial report at end of minutes

b) Cheques signed and to be signed

Please see financial report at end of minutes

The RFO reported that the insurances for the Village Hall and the Council had been combined. She also reported that a new dog litter bin had been ordered and that the budget was on target. A safety report had been received from RoSPA which pointed out two problems; the entrance gate swings back too quickly and the large rocking horse sways. These items will be rectified in due course.

**4. Minutes of the previous meeting**

a) To approve the minutes of the Parish Meeting held on Monday 14<sup>th</sup> September 2020.

The minutes were approved as a true and accurate record: proposed by Cllr Anne Smith and seconded by Cllr Chris Smith.

b) Cllr Paul Church had rung the Planning department regarding application no.

DC/203234/ROC. He was told that the planning application had been passed but family only were allowed to live in the adapted accommodation.

**5. Village Hall Report**

Due to COVID 19 the Village Hall is closed and therefore there is no report.

**6. Tree and Hedge Planting**

The Council agreed that a posting rail, hedge or fence be placed at the back of the park as a safety measure.

**7. Tree Felling within the Park**

It was reported that there are three Ash trees by the bridge that need to be felled due to the risk they present. The RFO needs a definite quote so that she can put the amount in the budget. Cllr Anne Smith will get the quote for cutting the trees and Cllr Paul Church has been in touch with Powergen regarding the electricity cables. It was reported that Kindewood will mulch the cuttings.

**8. Discussion regarding the appointment of new Parish Councillors**

The Chair said he would like to ask members of the Village Hall Committee not already on the Parish Council to consider becoming a Councillor. It was suggested that only Albert Lain was interested in joining the Parish Council. Cllr Anne Smith said she had two people interested in joining the Parish Council: Mr Ray Farrar and Mr James Ingmire. All agreed that the three men should be invited to the next Parish Meeting in January where they can be co-opted onto the Council. There was also a suggestion that the Village Hall Committee meet at the end of each Parish Council Meeting. All agreed.

**10. To adopt the Parish Council Meeting dates for 2021.**

The new dates were approved by the Council.

**11. Questions to the Chair**

It was suggested that because of the new one way system of leaving the Hall, nonslip matting be placed by the double doors outside the village hall. This would provide a safe exit from the Hall.

**12. To confirm the next meeting of the Parish Council**

The next meeting will take place on Monday 18<sup>th</sup> January 2021.

As there was no other business the meeting was closed at 8.10 pm.

A handwritten signature in black ink, appearing to be 'Maureen Philpot', is centered on the page.

Maureen Philpot (Clerk)  
clerk@bruisyard.com

<b>BRUISYARD PARISH COUNCIL</b>		
<i>(Last)</i>	<b>Summary Receipts and Payments Account</b>	<i>(Current)</i>
<i>Year ended</i>	<b>For the Year to 3rd November 2020</b>	<i>To</i>
<i>31st March 2020</i>		<i>3rd Nov 2020</i>
£	<b>Receipts</b>	£
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	445.21
596.32	VAT	1,293.02
<b>15,978.41</b>	<b>Total Receipts</b>	<b>14,638.23</b>
	<b>Payments</b>	
131.89	General Administration	47.64
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	805.92
-	Parish Council Committee payments	-
10,014.34	Village Hall running costs	4,873.06
2,624.00	Other Payments	2,775.62
1,334.87	VAT	1,304.49
<b>15,740.46</b>	<b>Total Payments</b>	<b>10,070.89</b>
<b>BRUISYARD PARISH COUNCIL</b>		
<b>Receipts and Payments Summary</b>		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>To</i>
<i>31st March 2020</i>		<i>3rd Nov 2020</i>
£		£
14,535.64	Balance brought forward	14,773.59
15,978.41	Add Total Receipts	14,638.23
30,514.05		29,411.82
15,740.46	Less Total Payments	10,070.89
<b>14,773.59</b>	Net bank and cash box balance	<b>19,340.93</b>
271.22	Unpresented PC cheques at 3 Nov 2020	<b>22.80</b>
-	Unpresented VH cheques at 7 Nov 2020	-
15,044.81	Reconciled to bank accounts and cash box at year end	19,363.73
	Bank accounts and cash box at 7 Nov 2020:	
485.05	Barclays Premium Business Account No.40779474	485.25
4,108.13	Barclays Community Account No.70212008	2,943.64
-	Parish Council petty cash	-
10,327.23	Barclays Bank Village Hall account No. 23713326 (restricted fund)	15,810.44
124.40	Village Hall cash box (restricted fund)	124.40
<b>15,044.81</b>		<b>19,363.73</b>

**Bank reconciliation at 3 November 2020**

<b>Balance per bank statements as at 3 Nov 2020</b>					
<b>Account</b>	<b>Acct No</b>	<b>£</b>	<b>£</b>		
Barclays PC Community Account	70212008	2,943.64			
Barclays PC Business Premium Account	40779474	485.25			
Barclays VH Current Account	23713326	15,810.44			
Parish Council petty cash		-			
Village Hall cash box		124.40			
				19,363.73	
Less any un-presented cheques at 3 Nov 2020					
Total Parish Council cheques		22.80			
Total Village Hall cheques		-			
				22.80	
<b>Net bank and cash box balances as at 3 Nov 2020</b>				<b>19,340.93</b>	
<b><i>The net balances reconcile to the Receipts and Payments account for the year to date, as follows:</i></b>					
Total funds at start of year		14,773.59			
Add: Receipts in the year		14,638.23			
Less: Payments in the year		10,070.89			
				19,340.93	

**Parish Council receipts and payments 15-9-2020 to 3-11-20**Receipts

30/09/2020	Village Hall, insurance	Transfer from VH	BACS	£386.67
30/09/2020	East Suffolk	Precept	BACS	£1,450.00

Payments

30/09/2020	Business Services@CAS Ltd	Agency Srvcs	Cheque	£647.35
30/09/2020	Maureen Philpot	Staff costs	Cheque	£132.08
06/10/2020	Kindlewood	Other payments	Cheque	£48.00
12/10/2020	SALC - payroll service	Agency Srvcs	Cheque	£22.80
24/10/2020	Wix - 3yr domain payment	General admin	Debit card	£57.16

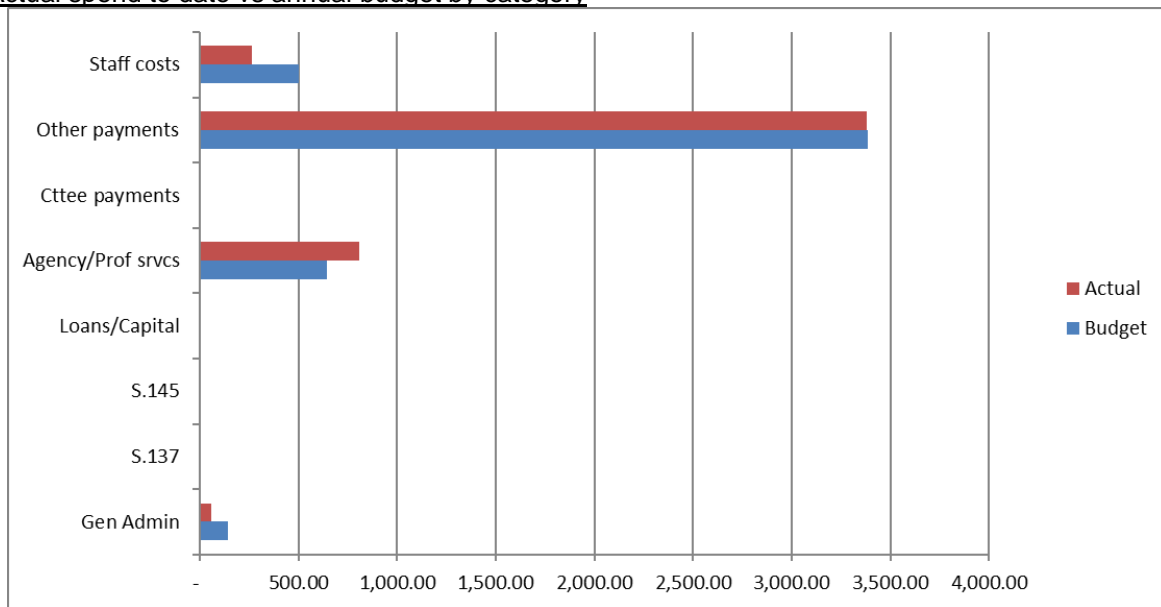
Expected liabilities

	Norse	Dog litter bin	£195+VAT
17/11/2020	Wix	annual sub for website hosting	£74.25

**Bruisyard Parish Council Precept - Budget vs Expenditure 2020-21 (1 Apr 2020 to 3 November 2020)**

ACTUAL EXPENDITURE inc VAT										
Month	Transfer to VH	Gen Admin	S.137	S.145	Loans/Capital	Agency/Prof svcs	Cttee payments	Other Payments	Staff costs	Total
April	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	139.57	-	-	-	139.57
June	1,148.58	-	-	-	-	-	-	2,032.20	132.08	3,312.86
July	-	-	-	-	-	-	-	1,045.53	-	1,045.53
August	-	-	-	-	-	-	-	169.98	-	169.98
September	-	-	-	-	-	647.35	-	83.00	132.08	862.43
October	-	57.16	-	-	-	22.80	-	48.00	-	127.96
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-
Totals	1,148.58	57.16	-	-	-	809.72	-	3,378.71	264.16	5,658.33

Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget

