

**Minutes of the BRUISYARD PARISH COUNCIL MEETING
held on Monday 15 January 2018 at 7.30pm in the Bruisyard Village Hall.**

Present: John Marten, Peter Robinson, Anne Smith, Thelma Barham, Paul Church, John McKee, Steven Stow, the Clerk

AGENDA

- 1. Public participation:** None.
- 2. Apologies for absence:** None.
- 3. Resignation of current Vice-Chairman and appointment of a new Vice-Chairman:** Peter Robinson, the current Vice-Chairman, has resigned from the Parish Council. Therefore, the position of the VC and Councillor has become vacant. Stephen Stow has proposed that Paul Church becomes the Vice Chairman, John Marten seconded the proposal. Paul has signed the Declaration of Acceptance of Office. The Clerk notified the SCDC that there is a vacancy and a vacancy notice has been displayed in the village and on the SCDC website. Glynis Holman has expressed interest in becoming the Parish Councillor. Should no one else come forward Glynis will be invited to the next PC meeting and the Council will vote her in.
- 4. Declaration of interests by Parish Councillors:** none.
- 5. Minutes of the last meeting:** The Clerk has not brought a printed copy of the minutes from the November meeting, therefore, it has been agreed that those minutes will be approved at the next PC meeting.
- 6. Matter arising:** The Clerk has reported on the application for Transparency funding. The Council is not eligible to apply for funding to cover the cost of internet set up as the Clerk already has the internet connection; costs of setting up a website cannot be covered either by the Transparency funding as the Council has a fully operational website that is able to download and upload necessary documents; costs of purchasing a computer are also not eligible to be covered as the Council owns a laptop. However, the Council is eligible to apply to cover the cost of printer/scanner and website hosting annual fee. The Clerk has put an application in to cover those costs and will report at the next meeting.
- 7. Village Hall Committee Report:** John McKee reported that the Village Hall hosted very successful Christmas part with 7 out of 8 tables sold. Soup & pud lunches raised £280.00 towards East Anglian Air Ambulance; £250.00 towards the Bruisyard Church; £250.00 to Bike Active; £20.00 to Teardrop Fund. Anne Smith, on behalf of the Parish Council, thanked John and Teresa McKee for all the hard work they put in to organising soup & pud lunches and making them such a success. Financially the Village Hall is in quite good position. We are not doing Tuesday afternoon tea and biscuits anymore. Plaque is to be fitted on the memorial seat soon. Village Hall bank account currently stands at £8642.17.

8. Financial Matters:

John McKee proposed that financial transactions a) to n) were all in order and Paul Church seconded this proposal.

- a) Payment to Dennington Hall Farms for rent of car park of £40.00 made on 13/11/17
- b) Payment to Kindlewood for grass cutting of £156.00 made on 13/11/17
- c) Payment to Geoff Rogers for grass cutting of £120.00 made on 13/11/17
- d) Payment to Today Type & Design for printing of newsletter of £30.24 made on 13/11/17
- e) Payment to the Clerk (wages) of £240.00 made on 15/01/18
- f) Payment to Post Office Ltd (NI contributions to HMRC) of £60.00 made on 15/01/18
- g) Payment to David Smith for Wix domain hosting of £ made on 15/01/18
- h) Payment to S Roberts for Mediterranean Food and Drink Evening of £222.69 made on 31/10/17
- i) Payment to B T McKee for cleaning of £35.00 made on 06/11/17
- j) Payment to Kindlewood for grass cutting of £84.00 made on 14/11/17
- k) Payment to PCC issued in error of £207.50 made on 06/11/17
- l) Payment to Kindlewood for grass cutting of £36.00 made on 07/12/17
- m) Payment to Southern Power for utilities of £178.99 made on 26/11/17
- n) Payment to B T McKee for cleaning of £50.00 made on 18/12/17
- o) At the last statement the Parish Council current account held £2696.23, the deposit account held £482.96 and the Village Hall account held £8642.17.

9. Bruisyard village website: domain ownership, website maintenance and MS Office administration: David Smith has transferred the website to the new hosting service Wix with an annual fee of £37.12 per year; David has also registered bruisyard.com as a domain name at a cost of £46.36 for 3 year period, we also pay £54.72 per year for MS Office emails and file sharing site. Anne Smith has passed on a request from David Smith that someone younger in the village should take ownership and administration of anything related to the website or hosting sites. David is happy to train that person to make the required amendments to the websites and to download any documents/files/pics etc.

10. BPC Standing Orders amendment: Procurement of Contracts: Prior to the PC meeting the Clerk has distributed to the members of the Council the amendments to Procurement of Contracts of the Standing Orders (18c and 18f) plus the inclusion of a new paragraph 18d vii which refers to the Bribery Act 2010 and amendment to 18c v which refers to the estimated value of the contract. The Council has discussed and understood the amendments. Anne Smith proposed that the standing orders are adopted with amendments, Stephen Stow seconded the proposal. All were in favour.

11. Internal Control Statement: following SALC's recommendation that the Council maintains an adequate and effective system of internal control and conducts an annual review of the effectiveness of the system of control as per Regulation 6(1) of the Accounts and Audit Regulations 2015 the council has conducted such review and has adopted an Internal Control Statement for year ending 31 March 2018. ICS is available

from the Clerk via email or on www.bruisyard.com website. It has been agreed that a review of the system of internal control will be conducted 3 times a year and reported back to the Council at three out of six Parish Council meetings. Stephen Stow was appointed a Councillor to conduct such a review.

12. Date of the Next Meeting:

Monday 12 March 2018

13. Any other business:

Parish Park fence requires repairs, some posts are rotten and unsteady. Quote was acquired from Paul Emeny and Fieldgate. Paul Emeny was the cheapest quote so it was suggested that we go with Paul Emeny to make the repairs.

There being no further business the Chairman closed the meeting at 21.00