

**MINUTES OF THE BRUISYARD PARISH COUNCIL VIRTUAL AGM HELD ON MONDAY  
11<sup>TH</sup> MAY 2020 AT 7.30 PM**

**1. Election of Chairman**

Cllr Paul Church stated that he would be willing to carry on as Chairman. This was proposed by Cllr Anne Smith and seconded by Cllr Thelma Barham

**2. Attendance and apologies****Attendees:**

Cllr Paul Church (Chair)  
Cllr Anne Smith (RFO)  
Cllr Thelma Barham  
Cllr John McKee  
Cllr Jacqui Grimwood  
Cllr Maurice Cook

**Apologies for absence:**

Cllr Chris Smith (No computer)  
Cllr Stephen Burroughes -  
(Unable to join remotely)

**Also in attendance:**

Maureen Philpot (Clerk)

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

None received.

**4. Finance**

- a) Cllr Anne Smith had circulated the Audit sheet for the Council from the beginning of the new financial year (see Appendix 1). All approved.
- b) The Accounts for 2019/2020 had been previously circulated and all approved.
- c) Cllr Anne Smith had circulated 'The Receipts and Payments' document previously and all approved (see Appendix 2).
- d) Cllr Anne Smith confirmed the receipt of the half yearly precept.
- e) Mr Steve Roberts has agreed to act as internal auditor for Bruisyard Parish Council. All approved.
- f) The Annual Governance Accountability Return 2019/2020 Part 2 had previously been circulated and all approved. All documents for audit have been approved previously.

The above financial documents were proposed by Cllr Paul Church and seconded by Cllr Thelma Barham and approved by all and can be seen at the end of the minutes.

**5. Public Forum**

- a) There were no public in attendance.
- b) The report from Cllr Stephen Burroughes had been previously circulated and read by all.
- c) The report from Cllr Maurice Cook had been previously circulated and read by all. Cllr Cook said that he would like to say well done for meeting remotely, he is very pleased with local councils who are doing a wonderful job. It appears that everyone is being looked after and as we are all in this together let us get through it as best we can. Cllr Cook's responsibility is to circulate grants for local businesses. Unfortunately, many small businesses have fallen through the gaps. He also stated that the green waste scheme will be picked up soon.

**6. Minutes of the previous meeting**

- a) The minutes of the previous meeting held on Monday 9<sup>th</sup> March 2020 (copies of which had been previously circulated) were proposed by Cllr Thelma Barham and seconded by Cllr John McKee as a true and accurate record and will be signed by the Chair.
- b) Cllr Stephen Burroughes was given a quote for £250 to provide new matting for the swings. Nothing has been heard since due to the current situation but Cllr Anne Smith said she will email for a progress report.

**7. Village Hall Committee report**

Cllr John McKee reminded the Parish Council that it owed the Village Hall the sum of £144 to reimburse the payment made to Kindlewood for grass cutting. The Treasurer of the Village Hall Committee had agreed that they will pay the total amount by online banking for grass cutting and the council will reimburse when cheques can be signed. Cllr Anne Smith also reported that she will also arrange a cheque payable to the Village Hall for the 2019/20 recovered VAT (£842.58).

The Village Hall had applied for a grant of £10,000 for loss of income during the COVID 19 crisis which had been gratefully received. Cllr John McKee noted that this would underwrite ongoing expenses for the Village Hall for about 18 months as little or no income is likely over this period.

**8. Noticeboards**

The new noticeboards didn't arrive because the delivery men were locked in. The new boards are being stored at the warehouse and will be sent when possible. The balance will then be paid.

**9. Planning application DC/20/0489/FUL**

This application has been withdrawn.

**10. Correspondence**

No correspondence has been received.

**11. Questions to the Chair**

Cllr John McKee reported that he had seen approximately 40 walkers together but the Chair said that this was a matter for the police and not for the council.

**12. Next meeting**

It was agreed that the next meeting will be held on 13<sup>th</sup> July 2020 at 7.30 pm and once again all agreed that it would be a virtual meeting.

There being no other business the Chair closed the meeting at 8.45 pm.



Maureen Philpot

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## Appendix 1

<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 7th May 2020</b>	<i>To</i>
<i>31st March 2020</i>		<i>7th May 2020</i>
£	<b>Receipts</b>	£
2,900.00	Precept	1,450.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
2,350.00	Grants	-
1,177.50	Village Hall grants	10,000.00
8,954.59	Other Receipts	32.68
596.32	VAT	1,293.02
<b>15,978.41</b>	<b>Total Receipts</b>	<b>12,775.70</b>
	<b>Payments</b>	
131.89	General Administration	-
950.93	Staff costs	-
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
684.43	Agency/Professional Services	-
-	Parish Council Committee payments	-
10,014.34	Village Hall running costs	283.50
2,624.00	Other Payments	-
1,334.87	VAT	48.00
<b>15,740.46</b>	<b>Total Payments</b>	<b>331.50</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>7th May 2020</i>
£		£
14,535.64	Balance brought forward	14,773.59
15,978.41	Add Total Receipts	12,775.70
30,514.05		27,549.29
15,740.46	Less Total Payments	331.50
<b>14,773.59</b>	<b>Net bank and cash box balance</b>	<b>27,217.79</b>
271.22	Unpresented PC cheques at 7 May 2020	-
-	Unpresented VH cheques at 7 May 2020	-
<b>15,044.81</b>	<b>Reconciled to bank accounts and cash box at year end</b>	<b>27,217.79</b>
	Bank accounts and cash box at 7 May 2020:	
485.05	Barclays Premium Business Account No.40779474	485.05
4,108.13	Barclays Community Account No.70212008	6,612.61
-	Parish Council petty cash	-
10,327.23	Barclays Bank Village Hall account No. 23713326 (restricted fund)	19,995.73
124.40	Village Hall cash box (restricted fund)	124.40
<b>15,044.81</b>		<b>27,217.79</b>

Appendix 2

**BRUISYARD PARISH COUNCIL TRANSACTIONS - 7 March - 11 May 2020**

**Payments**

31/04/20 Clerk salary - £264.16

27/03/20 Microsoft 365 - £54.72

30/03/20 RFO expenses - £3.60

30/03/20 SALC - Payroll - £21.60

**Income**

9/03/20 Grant From BSAC. - £2000.00

8/04/20 VAT refund - £1293.02

21/04/20 UK Networks way leave £32.68

29/04/20 Precept - £1,450.00

**Outstanding liabilities**

SALC membership subscription £139.57 due 31/05/20

Balance for noticeboards 50%. - £1,668.00

VAT refund to be transferred to Village Hall - £842.58

Kindlewood for 3 x grass cutting £144.40 - paid by BACS by Village Hall and to be refunded when cheque signing can be resumed

**Expected income**

Tax refund from Clerks salary