

Minutes of the BRUISYARD PARISH COUNCIL MEETING held on Tuesday, 23rd March 2010, at 7.30pm in the Village Hall, The Street, Bruisyard.

Present: The Clerk, Peter Robinson (Chairman), Margaret West, John McKee, Sonia Richards, Eleanor Berwick and Jeremy Holland-Howes.

AGENDA

1) Apologies for absence:- Pc Mary Thompson. Sonia Richards apologised and left the meeting early for family reasons.

2) Minutes of the last meetings:- The minutes of the last meeting have already been circulated and read. Margaret West proposed that the minutes for the meeting held on 26th January 2010 be accepted and Eleanor Berwick seconded this proposal. All were in favour.

3) Matters arising:- No Matters arising

4) Village Hall Committee Report:- Since the last Parish Council meeting on 26th January, the village hall committee have met twice, 15th February and 8th March 2010.

a) Construction update:- Building work is now complete with the exception of the fire alarm being connected to the servery shutter to enable automatic closure in the event of a fire. This work has to be completed before SCDC Building Control can issue the Building Certificate, and similarly for Robert Smith to issue the Architect's Certificate of Practical Completion. The latter is required by the Big Lottery Fund to release the final grant payment which amounts to £9963. Robert Smith is pursuing this as a matter of urgency with Curle's (electrical contractor) and HVP (supplier of servery shutter). The sound absorbing ceiling panels were ordered and delivered from Soundsorba Ltd and these have now been fitted by Simmons Builders. These panels have made a significant reduction to the echo/reverberation in the hall and this will be further reduced when the curtains and blinds are fitted. Simmons have also installed a brick plinth below the wall which will display the low relief plasters. This is to prevent chair backs rubbing against the plasters when installed. The total cost (incl delivery) for the Soundsorba panels is £720 and the cost of installing panels and laying the brick plinth by Simmons is £500.

b) Update on funding:- An invoice for £26,424.62 was received from Simmons Builders on 16th February. After deducting the credit note for £3,524.25 resulting from the deposit previously paid for the heat exchanger system, a cheque for £22,900.37 was sent to Simmons on 4 March. This was the penultimate invoice under the agreed building contract – a final payment of £6,123 will be due in February 2011 at the end of the 12 month maintenance period. A grant application amounting to £2,465 was submitted to the Adnams Charity on 3rd March to cover the costs of fencing the car park (incl 5 bar gate), curtains and blinds, and a 3m projector screen. The trustees meet in mid April and a decision is expected late April/early May.

c) Other matters:-

A 12 month contract has been agreed with EDF Energy for electricity supply This new Economy 7 tariff (church/local government rate) is ~30% lower than the previous standard tariff.

The village hall committee has agreed that 'Bruisyard Young People' will be a sub-committee to simplify accounting and auditing, and to take advantage of the charitable status of the village hall for VAT and gift-aid purposes.

Councillor Colin Hart has approved a grant of £200 to Bruisyard Young People to get the club started.

5) Financial Matters:- John McKee proposed that items a), b), c), d), f), g), h) and i) be accepted as proper payments and financial transactions. Eleanor Berwick seconded this proposal and all agreed. A cheque for the Clerks salary was duly written and signed.

a) Payment to Simmons Builders Ltd:-

Paid £22,900.37 on 4th March from Abbey reserve account to cover invoice No. 161

b) David Smith repayment for bar stocks

Paid £142.82 on 18th February from Barclays Village Hall account to cover purchase of bar stocks from Makro and Asda

c) Payment to SALC for Clerk training day

Paid £17.62 on 15th February from Barclays Parish Council account to cover the cost of the Clerks training day

d) Transfer of money between accounts

Money was moved into the Parish Council Abbey Reserve account to pay Simmons Builders Ltd on 17th March:- £670 from Barclays Village Hall account and to make up a small shortfall £150 from Barclays Parish Council account, this will be repaid when the final 5% of the big lottery grant is received. This cannot be applied for until the PC receives the building certificate.

e) Charity donations

The following charities have asked for donations:- Disability Advice Service, Citizens Advice Bureau, Suffolk Accident Rescue Service, Age Concern, Victim Support, Home Start and Optua. Jeremy Holland-Howes proposed that Disability Advice Service, Citizens Advice Bureau, Suffolk Accident Rescue Service and Age Concern be given a grant of £15 each. Sonia Richards seconded this proposal and all agreed.

f) Suffolk Acre additional insurance premium

Paid £8.07 on 25th February from Abbey Current account as an additional premium to cover groups or individuals hiring the hall who do not have their own insurance cover.

g) Payment for hedge cutting

The hedges are in the process of being cut. Propose that John Marten be paid when he presents his invoice when he has completed the work.

h) Clerks salary

To pay the Clerk, Anne Smith, £250 as her salary for the financial year 2009/2010

i) EDF Energy Customers plc

Payment £333.19 on 15th February from the Barclays Village Hall account.

j) Internal audit and financial procedures review:- Annual audit review Richard Pawle, a local businessman carried out the internal audit for 2008/2009. The clerk, the responsible financial officer, supplied him with the audit sheet, bank reconciliation, receipts, invoices, cheque books, paying in books and bank statements for the year along with the minutes of the years meetings. It was not necessary for him to contact the Clerk with any queries about the accounts but he had direct access if he had found any anomalies or needed clarification on any item. He remains independent of the Council and holds no office or function for the Council other than that of internal auditor. The audit was carried out in good time to be sent to the external auditors. The Members were confident in the internal audit procedures and agreed that for the relatively small number of financial transaction of between 40 and 60 per annum Richard Pawle is sufficiently qualified for the job and their arrangements should continue for the coming financial year. Richard Pawle's has agreed to be the Parish Councils internal auditor for 2009/2010. The external audit was signed off by BDO Stoy Hayward without comment. This coming year the Council will undergo an intermediate audit due to the increased expenditure of the Council caused by the building of the new village hall which takes the total income and expenditure over £200,000.

The Clerk has used a spread sheet for the petty cash for 09/10 and for the year 10/11 the accounts will use double entry account book keeping on a spread sheet for all of the Councils Business.

Review of internal financial control:- Financial controls for building the village hall were set up in May with monthly invoices from the builder being certificated by the Architect as correct. Budget variations and increase in building costs were discussed and minuted in the Village Hall Committee meeting minutes. All invoices were sent to the Big Lottery Fund for the release of the grant. Budget forecasts and any changes to the building cost, with detailed reasons for the variation from original budget forecast, were sent to the Big Lottery Fund during the building phase. The Village Hall Committee, who met at least once a month, delivered progress and financial reports to the Parish Council at every bimonthly meeting. All financial transactions are voted on and minuted at full Council meetings.

Changes of use of accounts:- the Bruisyard Village Hall account with Barclays from 1st March onwards will be used exclusively for the running expenses of the village hall as agreed at last years review. The Abbey Reserve account will only hold the final payment from the Big Lottery Fund, when it is received, for the next year and used to pay the 5% retention fee for the building costs to Simmons Builders Ltd, any other outstanding building costs and the additional audit fee.

The Barclays Parish Council accounts will continue to be used for all other Council business. The changes in the mandate for this account were set out and approved at the last Council meeting.

The members were satisfied the financial controls they have in place are fit for purpose. They will be reviewed annually. The finances and the financial controls on the running of the village hall will be reviewed after the hall has been up and running for 6 months and changes will be made if necessary at a full Council meeting. The clerk will continue to keep the Members updated with the Councils finances at the bimonthly meetings with all invoices pertaining to the agenda and the most recent bank statements available for inspection. The budget for 2010/2011 was drawn up by the Clerk and agreed at the January meeting with the level of precept fixed. The Abbey bank has been taken over by Santander and all future reference to the Abbey accounts will be as Santander.

6) Park a) There have been two tenders for the grass cutting in the Park and the Pound for the coming year. Suffolk Coastal Services Ltd, who have cut the grass for the past 3 years, £224 for 8 cuts, and John's Garden Services at £30 a cut. The Members agreed that the service in the past 3 years has deteriorated with very little strimming round the edges of the Park being carried out last year. Peter Robinson proposed that John's Garden Services be awarded the contract for the coming year. Invoices will be received and paid monthly. The cuts will be authorised by the Clerk or one of the Members by email. Sonia Richards seconded this proposal and all agreed. There are a number of silver birch trees that have yet to be planted John McKee agreed to plant 5-6 in the car park close to the hedge. He and his grandson Jake Church will complete the hedge planting.

7) Fundraising and use of hall:- The Coffee Morning on 13th February raised £181.60 and was well attended.

The Wine Tasting raised £314 .20. Ticket sales amounted to £462.50 and expenses £148.30. A provisional date for another wine tasting was set for Saturday 26th June with a working title of Midsummer Wine Tasting.

John McKee opens the Village Hall every Thursday evening from 7:30 for a social evening, the bar is open, games are played and the local band plays music to entertain those present.

John and Teresa McKee with help from Mark and Jenny Myatt have put on a 'Soup and Pudding' lunches on the 3rd Wednesday of the last 2 months. This is proving a popular social event and is well attended. Proceeds are split between the Village Hall and the Church and are planned to be held every 3rd Wednesday of the month. The proceeds from these two events were £100 to the Village Hall.

A Bruisyard Young Peoples Club has been started on Wednesday nights.

A weekend of activities supported by Suffolk County Council and the London 2012 Olympics to be organised by Bruisyard Social Amenities Committee who have received a grant of £250 towards the event from Suffolk County Council. The weekend will start with an art exhibition in the Village Hall with a preview evening on Friday 23 July. On Saturday 24 July there will be a 'Children's Olympic Games' followed by a hog roast. In the evening, there will be the official opening ceremony for the Village Hall which will be followed by dancing to 'The Alde Boys'. On Sunday 25 July, there will be a 5-a-side football competition and afternoon teas will be served in the village hall. The Parish Council has been asked to run the afternoon teas, all agreed to this request.

Users of the Hall have expressed concerns about there being no lights in the car park. This makes it almost impossible to see anything on a dark evening. The Members agreed and will review the planning conditions to determine whether this can be rectified.

8) Co- option of a new Councillor:- James Ingmire has put himself forward as willing to serve as a Parish Councillor.

John McKee proposed that James Ingmire be co-opted onto the Council and Eleanor Berwick seconded this proposal.

Margaret West has written to the Council tendering her resignation due to increasing business commitments. She agreed to step down after the AGM on 10th May.

9) Litter Pick:- Suffolk Coastal Services Ltd are backing a Spring Clean Suffolk fortnight between 29th March and 11th April. The Members agreed to carry out the litter pick on 10th April. Posters will be produced by the Clerk advertising the event. Volunteers to meet at 2:00 and everybody to return to the Hall for Tea and Biscuits between 3:00-4:00. Insufficient notice of the initiative by Suffolk Coastal Services has been given and the Clerk will contact Daniel Wareing ask for more notice for in coming years.

10) School catchment area:- Jeremy Holland-Howes contacted the Education department at Suffolk County Council again to be told they have lost his letter. He has resent his letter and he has received acknowledgment from them and they are considering the request to change the catchment area for Bruisyard.

11) Highways There are a large number of dangerous pot holes on the village roads. The clerk will make a list of them and where they are located which can be circulated and added to by the Members and then pass it on to Highways Department.

12) Date of next meeting:- AGM 10th May. The Parish Meeting to be held on Tuesday 25th May, there will be reports from the organisations in the village followed by a presentation and tea and biscuits served afterwards. The bar to be opened for those who would like something stronger. The Clerk and Members will seek a guest speaker to give the short presentation.

13) Miscellaneous Items:-

Suffolk Coastal have arranged town and Parish Planning forums on planning processes and guidance 15th April and 22nd April, nobody was available to take up the training sessions
The planning permission for the barn at Hall Farm Bruisyard has been renewed.

There being no further business the Chairman closed the meeting at 9:15

Pc Mary Thompson emailed the Clerk to say there have been no incidents in Bruisyard since the last meeting.