

**Minutes of the BRUISYARD PARISH COUNCIL MEETING**  
**held on Monday 13 November 2017 at 7.30pm in the Bruisyard Village Hall.**

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

**AGENDA**

- 1. Public participation:** None.
- 2. Apologies for absence:** John Marten
- 3. Declaration of interests by Parish Councillors:** none.
- 4. Minutes of the last meeting:** none.
- 5. Matter arising:** None.
- 6. Village Hall Committee Report:** John McKee reported that the Village Hall had a very successful harvest supper on 21 October which raised £415.00. Soup and pud lunches are going strong. Village Hall gets a lot of bookings mostly from outside the village. Country Music starting first Saturday in February until July and will take place once a month. 12<sup>th</sup> Night party is taking place on 6 January. Village Hall bank account currently stands at £8876.30. BSAC at £4965.46 with £500.00 of that money from soup and pud evening.
- 7. Financial Matters:**

Paul Church proposed that financial transactions a) to m) were all in order and Anne Smith seconded this proposal.

- a) Payment to Playsafety Ltd. for annual playground inspection of £159.60 made on 13/11/17
- b) Payment to BDO LLP for external audit of £156.00 made on 13/11/17
- c) Payment to SALC for Data Protection Reform briefing of £26.40 made on 13/11/17
- d) Payment to Framlingham Heating and Plumbing for fitting a water pressure regulator of £65.00 made on 18/08/17
- e) Payment to Kindlewood for grass cutting of £86.40 made on 18/08/17
- f) Correction of payment (Vat adjustment) f £12.00 made on 18/08/17
- g) Payment to B T McKee for cleaning of £60.00 made on 05/09/17
- h) Payment to Anglian Security & Fire for alarm maintenance of £168.00 made on 05/09/17
- i) Payment to Scottish Power for utility services of £31.85 made on 29/08/17
- j) Payment to Kindlewood for grass cutting of £72.00 made on 12/09/17
- k) Payment to CAS Ltd for VH insurance of £651.57 made on 14/09/17
- l) Payment to Anne Smith for mediterranean food evening of £57.55 made on 29/09/17
- m) Payment to P Barker (returned deposit) of £35.00 made on 08/10/17

- n) Payment to Kindlewood for grass cutting of £72.00 made on 09/10/17
- o) Payment to Scottish Power for utility services of £31.85 made on 16/09/17
- p) Payment to B T McKee for cleaning of £10.00 made on 09/10/17
- q) Payment for card used in error of £46.81 made on 24/10/17
- r) Payment to NWG Water for utility services of £46.00 made on 24/10/17
- s) At the last statement the Parish Council current account held £3419.47, the deposit account held £482.88 and the Village Hall account held £8876.30.

**8. 2018-2019 Precept and Budget:** the Council reviewed the current expenditure for Parish Council. Clerk reported that we are on track to stay within budget in the current financial year. All of the items (with the exception of clerk's salary and SALC annual subscription) in the budget came under or at exact amount. We do not anticipate any significant increases in expenditure and we have sufficient reserve on the PC account. However, taking into account Clerk's salary increase from £500.00 per annum to £ 600.00 per annum and Data Protection Regulation which comes into force on 25 May 2018 (see p. 12) and the financial burden that the legislation will bring it has been agreed to ask for an increase of £300.00 bringing the total precept for Bruisyard Parish Council to £2900.00.

**9. BDO External Audit:** the Clerk has reported on recommendations provided by the BDO. It has been noted by the BDO that the Council has not undertaken a review of the effectiveness of internal control including arrangements for the management of risks during the year ended 31 March 2017 as required under the Accounts and Audit Regulations 2015. This has resulted in the qualified audit. The Clerk has taken those recommendations on board and this will be addressed during the course of this meeting. It has been unanimously agreed by the Council to approve the report. A full report by the BDO can be obtained from the Parish Clerk.

**10. Car park fence:** gate posts leading into the field need mending, they are relatively new and it shouldn't have happened. Country Care Anglia need to put it right as they are the ones that did it in the early 2016. John McKee reported that someone from the company is visiting this week to do the inspection to see what they can do.

**11. Review of internal financial controls:** following recommendations by the internal and external auditors the Council has undertaken a review of effectiveness of internal control and risk management. Clerk has produced a risk assessment document that discusses in detail all financial risks of running of parish council and village hall. All risks were identified along with the level of risk, measures to reduce the risk of ineffectiveness were put in place. At the same time, we agreed on how often the council will be checking the effectiveness of the measure put in place. The Council has unanimously agreed to adopt the risk assessment and financial management procedures for period from 1 April 2017 to 31 March 2018.

**12. Data Protection Regulation:** the Clerk reported that she attended a meeting set up by the Suffolk Association of Local Councils to cover the new Data Protection Regulation that is coming into effect on 25 May 2018. The legislation means that all organisations including smaller authorities will have to put in place measures that will enable them to comply with this regulation. This will include reviewing organisation's data security

practices, 'impact assess' all data organisation stores and databases organisation is responsible for, appoint at appropriate person to act as the Data Protection Officer on an ongoing basis. All of the above carries a fee. SALC are looking into a group scheme where we will pay into a scheme with other parish councils, therefore, reducing the cost of this service. SALC estimate that this will cost very roughly £280.00 per annum. It has been agreed that Bruisyard Parish Council should join the scheme when it becomes available through SALC.

**13. Transparency Fund Application:** the Clerk has reported that in order to comply with the Transparency Code that came into force in April 2015 requiring all smaller councils with a turnover less than £25K to provide taxpayer with a clear picture of Council's activities, spending and governance by publishing this information on a website the government has set up the Transparency Fund which enables councils to set up existing website or update an existing one. Money available covers the cost of setting up a new website, internet connection specifically for the purposes of complying with the Transparency Code, cost of printer, scanner, staffing and training. The Clerk has been asked to apply for any funding available to assist with the financial costs of maintaining the current website.

**14. Date of the Next Meeting:**

Monday 15 January 2018 at 7.30pm

**15. Any other business:**

Fibre cables have been installed in Bruisyard a couple of weeks ago opposite Anne Smith's house.

Planning application for Lark Rise will be discussed at the Planning meeting next week.

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