

## MINUTES OF THE BRUISYARD PARISH COUNCIL MEETING HELD ON MONDAY 20<sup>TH</sup> JANUARY 2020 AT 7.30 PM IN BRUISYARD VILLAGE HALL

### 1. Attendance and Apologies

#### Attendees:

Cllr Paul Church (Chair)  
Cllr Anne Smith  
Cllr Thelma Barham  
Cllr Jacqui Grimwood  
Cllr John McKee  
Cllr Chris Smith

#### Apologies for absence:

Cllr Maurice Cook  
Cllr Stephen Burroughes

#### Also in attendance

1 Member of the Public  
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 page 3.
- b) Approve quarterly bank reconciliation  
Please see page 4.
- c) Review quarterly budget versus actual expenditure  
Please see page 5.
- d) Payments and receipts  
Please see page 6.

### 4. Public Forum

- a) Public invited to speak

A member of the public asked if the money from Heveningham Hall had been received and thanked. Cllr Anne Smith said that the cheque for £350 had been received and that Heveningham Hall had been thanked for their kind donation.

- b) To receive a report from Cllr Stephen Burroughes (previously circulated)
- c) To receive a report from Cllr Maurice Cook (previously circulated)

### 5. Minutes of the Previous Meeting

- a) The minutes of the Parish Meeting held on 11<sup>th</sup> November 2019 (copies of which had been previously circulated) were proposed by Cllr John McKee and seconded by Cllr Thelma Barham as a true and accurate record and signed by the Chair.
- b) No matters arising.

### 6. Village Hall Committee Report

Cllr John McKee reported that the heating had been repaired but the lights need replacing and rewiring. He said that there needs to be a discussion about replacing the lights in the Village Hall. Cllr Anne Smith asked Cllr John McKee if he would pass on the quotes for lights that he had received so far. He also reported that the after Christmas Party had very good attendance and that everyone seemed to enjoy themselves. There will be a meeting of the Village Hall Committee on Monday 27<sup>th</sup> January 2020.

### 7. Annual approval of statutory documents

- a) The standing orders were approved by all.
- b) The Code of Conduct was approved by all.
- c) The Risk Register had been updated and was approved by all.

### **8. Update on reconditioned swings**

The swings are still being stored. There needs to be high spec grass matting put down for health and safety reasons. The area will need 14 mats which has been quoted at £264.60 plus cable ties and pegs. The Council will lay the mats on site.

### **9. Noticeboards**

Cllr Anne Smith passed around a design of a noticeboard for outside the Village Hall. It would have 2 bays, 1 locked and 1 unlocked. The quote is £1,350 + VAT. The Village Hall would own this noticeboard. The Parish Council has put money aside for a new noticeboard outside College Farm. They agreed that it would be wise to order the two together. It was also agreed to order magnets at the same time. This item will go on the agenda for the next meeting for further discussion.

### **10. Correspondence**

The Clerk reported that future planning applications will go paper free and all plans will be viewed online. A mailer from a fireworks company was advertising fireworks for VE celebrations.

### **11. Questions to the Chair**

It was reported that the verge down by the Church Road ford is in a very bad way and there are some very large holes.

**Action: The Chair will take photographs of the damage and pass them onto Highways.**

### **12. Next Meeting**

The next meeting was confirmed as Monday 9<sup>th</sup> March 2020 at 7.30 pm.

There being no other business the Chair closed the meeting at 8.20 pm



Maureen Philpot (Clerk)  
[clerk@bruisyard.com](mailto: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 Ended 31st March 2020</b>	<i>To</i>
<i>31st March 2019</i>		<i>20th Jan 2020</i>
£	<b>Receipts</b>	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
-	Grants	350.00
-	Village Hall grants	1,177.50
8,315.64	Other Receipts	7,266.81
676.81	VAT	596.32
<b>11,892.45</b>	<b>Total Receipts</b>	<b>12,290.63</b>
	<b>Payments</b>	
252.56	General Administration	82.63
300.00	Staff costs	352.21
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
902.17	Agency/Professional Services	666.43
-	Parish Council Committee payments	-
6,644.60	Village Hall running costs	7,669.65
1,707.83	Other Payments	1,224.00
599.32	VAT	729.07
<b>10,406.48</b>	<b>Total Payments</b>	<b>10,723.99</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 2019</i>		<i>20th Jan 2020</i>
£		£
13,049.67	Balance brought forward	14,535.64
11,892.45	Add Total Receipts	12,290.63
24,942.12		26,826.27
10,406.48	Less Total Payments	10,723.99
<b>14,535.64</b>	<b>Net bank and cash box balance</b>	<b>16,102.28</b>
283.32	Unpresented PC cheques at year end	-
185.86	Unpresented VH cheques at year end	-
15,004.82	Reconciled to bank accounts and cash box at 20 Jan 2020	16,102.28
	Bank accounts and cash box at 20 Jan 2020:	
484.16	Barclays Premium Business Account No.40779474	484.88
2,991.79	Barclays Community Account No.70212008	4,183.61
-	Parish Council petty cash	-
11,377.17	Barclays Bank Village Hall account No. 23713326 (restricted fund)	11,303.04
151.70	Village Hall cash box (restricted fund)	130.75
<b>15,004.82</b>		<b>16,102.28</b>

**Bank reconciliation at 20 January 2020****Balance per bank statements as at 20 January 2020**

<b>Account</b>	<b>Acct No</b>	<b>£</b>	<b>£</b>
Barclays PC Community Account	70212008	4,183.61	
Barclays PC Business Premium Account	40779474	484.88	
Barclays VH Current Account	23713326	11,303.04	
Parish Council petty cash		-	
Village Hall cash box		130.75	
			16,102.28
Less any un-presented cheques at 31 March 2020			
Total Parish Council cheques		-	
Total Village Hall cheques		-	
			-

**Net bank and cash box balances as at 20 January 2020**

16,102.28

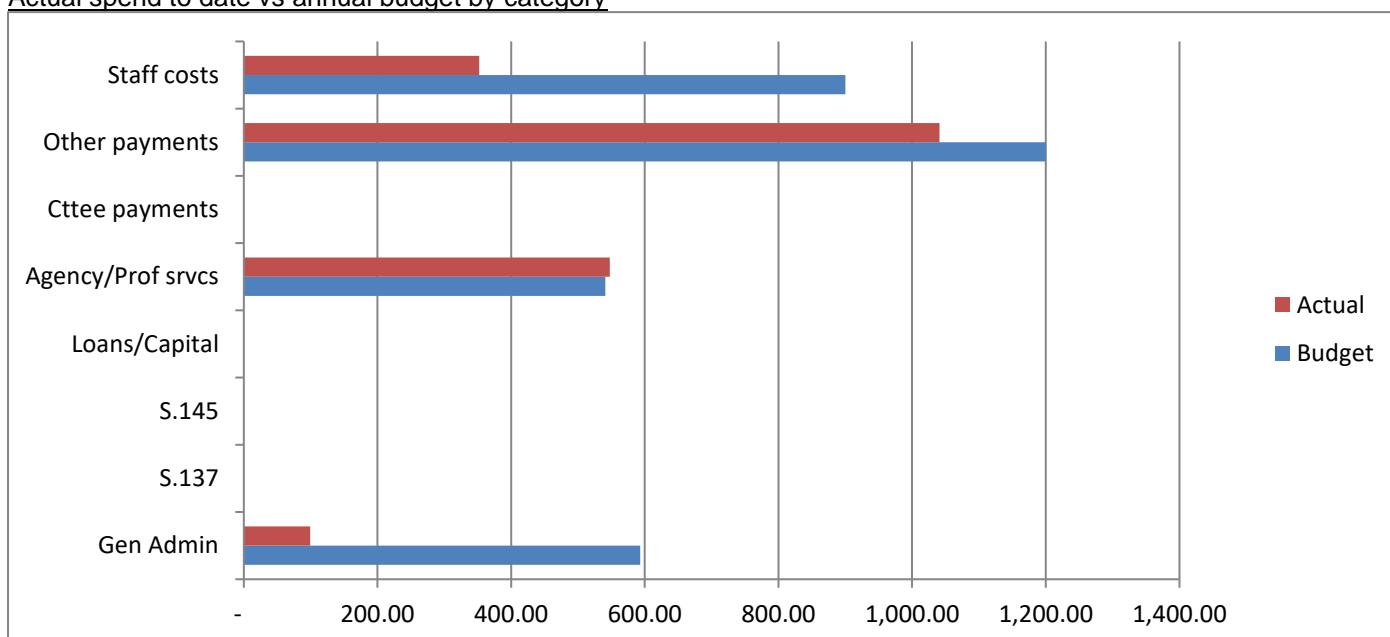
***The net balances reconcile to the Receipts and Payments account for the year to date, as follows:***

Total funds at start of year	14,535.64	
Add: Receipts in the year	12,290.63	
Less: Payments in the year	10,723.99	
		16,102.28

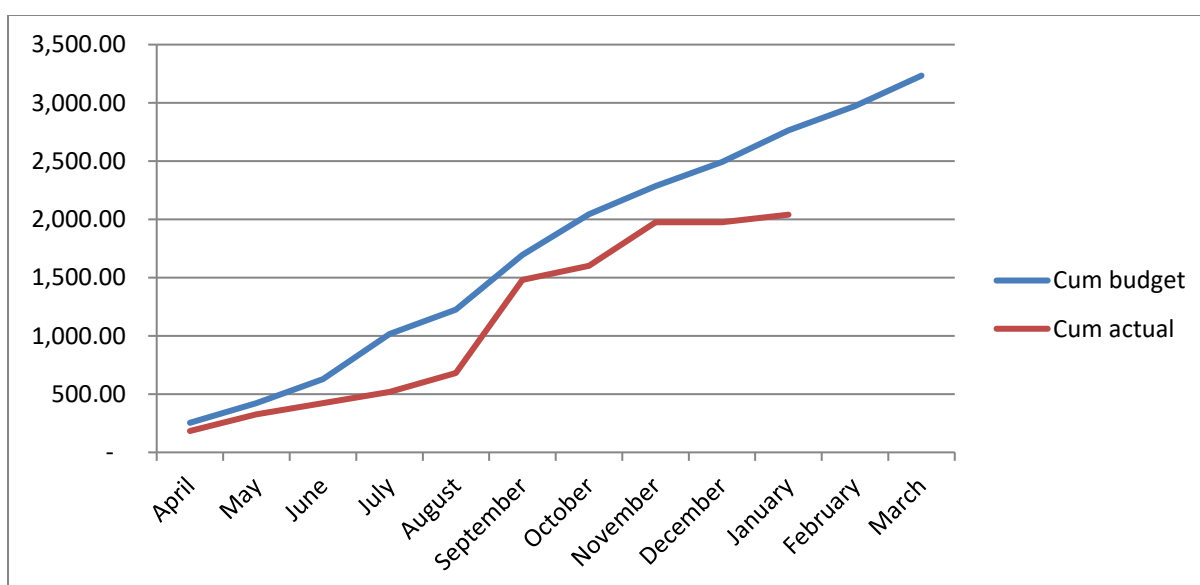
**Bruisyard Parish Council Precept - Budget vs Expenditure 2019-20 (1 Apr 2019 to 20 Jan 2020)**

ACTUAL inc VAT									
Month	Gen Admin	S.137	S.145	Loans/Capital	Agency/Prof svcs	Cttee payments	Other Payments	Staff costs	Total
April	-	-	-	-	135.52	-	48.00	-	183.52
May	-	-	-	-	-	-	144.00	-	144.00
June	-	-	-	-	-	-	96.00	-	96.00
July	-	-	-	-	-	-	96.00	-	96.00
August	-	-	-	-	-	-	162.00	-	162.00
September	-	-	-	-	315.08	-	131.00	352.21	798.29
October	24.90	-	-	-	97.20	-	-	-	122.10
November	74.25	-	-	-	-	-	298.00	-	372.25
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	66.00	-	66.00
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
Totals	99.15	-	-	-	547.80	-	1,041.00	352.21	2,040.16

Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget



**BRUISYARD PARISH COUNCIL TRANSACTIONS 5 November 2019 - 20 January 2020****Expenditure**

25/11/19. Wix - Parish website.	£74.25	
03/01/20. Kindlewood.	£66.00	
03/01/20. Bruisyard VH, transfer for 50% hedge cutting	£90.00	
20/01/20. Maureen Philpot- Clerk's salary.	£331.16.	Includes £67 tax refund which HMRC will refund

**Credits**

21/11/19. Hevingham Hall Country Fair Trust.	£350.00
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