

## **MINUTES OF THE BRUISYARD PARISH COUNCIL MEETING HELD ON MONDAY 12<sup>TH</sup> SEPTEMBER 2022 AT 7.30 PM IN THE VILLAGE HALL**

### **1. Attendance and apologies**

#### **Attendees:**

Cllr Paul Church (Chair)  
Cllr Anne Smith (RFO)  
Cllr Albert Lain  
Cllr Chris Smith

#### **Apologies for Absence;**

Cllr Thelma Barham  
Cllr James Ingmire (Vice Chair)  
Cllr Stephen Burroughs  
Cllr Maurice Cook

Mr David Smith (Bruisyard Village Hall)

#### **Also in attendance:**

Maureen Philpot (Clerk)

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

None received

### **3. Public Forum**

a) Public invited to speak

No public in attendance

b) To receive a report from Cllr Stephen Burroughs (Previously circulated)

c) To receive a report from Cllr Maurice Cook (Previously circulated)

d) Planning application: DC/22/3463/FUL

The Council all agreed that the above planning application should be supported and the Clerk will respond accordingly to the planning department.

### **4. Minutes of the previous meeting**

a) To approve the minutes of the Bruisyard Parish Council Meeting held on 11<sup>th</sup> July 2022.

The minutes were approved as a true and accurate record and proposed by Cllr Anne Smith (RFO) and seconded by Cllr Chris Smith.

b) Matters arising

None.

### **5. Finances**

a) Review budget versus actual expenditure and to approve bank reconciliation

Please see the financial report at end of minutes (addendum 1). £45 had been put aside to be banked and therefore when the cash box reconciliation was carried out on 8th September it was not included in the figure for cash in hand. This will be corrected at the next reconciliation.

b) Review report of condition of village assets – Asset risk assessment. (Previously circulated) Cllr Paul Church stated that he and his son had tightened the picnic benches. It was suggested that the noticeboard by the bridge is in a dangerous condition and should be taken down and replaced by a smaller version of the two notice boards previously purchased.

**Action: Cllr Anne Smith will look at prices for the next meeting.**

c) To review insurance cover with values on Asset Register

The Hall rebuild would cost substantially more and the figure has been increased accordingly. Everything else on the asset list has been increased by at least 10%.

d) Payments made and to be signed. Please see financial report at the end of the minutes.

e) Insurance

The Parish Council insurance is through CAS but they are changing their underwriters for this year and have as yet been unable to give us a quote but have been warned that there will be a big increase in the premiums this year.

f) The external audit has been passed.

The Finances were proposed by Cllr Paul Church and seconded by Cllr Chris Smith.

## **6. Memorial plaques**

It was proposed by the Council that memorial plaques be purchased to commemorate the passing of David Barham and Sheila Chattell. Cllr Anne Smith said she would get prices for them. All were in favour.

## **7. Village Hall Report**

Mr David Smith read out the Village Hall report which is attached at the end of the minutes (addendum 2)

## **8. Correspondence**

None received

## **9. Questions to the Chair**

None received

**10. To confirm the next Bruisyard Parish Council Meeting will be held on Monday 14<sup>th</sup> November at 7.30 pm in the Village Hall.**

There being no further business the Chairman closed the meeting at 8.15 pm.

Maureen Philpot (Clerk)  
clerk@bruisyard.com

Addendum 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 at 8 Sept 2022</b>	<i>Year to</i>
<i>31st March 2022</i>		<i>8th Sept 2022</i>
£	<b>Receipts</b>	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
-	Grants	600.00
12,667.00	Village Hall grants	-
6,838.89	Other Receipts	3,610.13
1,578.49	VAT	1,541.28
<b>23,984.38</b>	<b>Total Receipts</b>	<b>8,651.41</b>
	<b>Payments</b>	
158.58	General Administration	2.92
528.32	Staff costs	132.08
109.17	S.137 Payments (excluding grants to Village Hall)	408.33
-	S.145 Payments	-
14,577.04	Loans/Capital spending	-
1,083.26	Agency/Professional Services	362.40
-	Parish Council Committee payments	-
10,142.38	Village Hall running costs	2,152.70
1,721.06	Other Payments	858.70
1,672.68	VAT	424.46
<b>29,992.49</b>	<b>Total Payments</b>	<b>4,341.59</b>
<b>BRUISYARD PARISH COUNCIL</b>		
<b>Receipts and Payments Summary</b>		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>Year to</i>
<i>31st March 2022</i>		<i>8th Sept 2022</i>
£		£
27,833.64	Balance brought forward	21,825.53
<b>23,984.38</b>	Add Total Receipts	<b>8,651.41</b>
51,818.02		30,476.94
29,992.49	Less Total Payments	4,341.59
<b>21,825.53</b>	<b>Net bank and cash box balance</b>	<b>26,135.35</b>
-	Unpresented PC cheques at 8 Sept 2022	-
-	Unpresented VH cheques at 8 Sept 2022	-
21,825.53	Reconciled to bank accounts and cash box at 8 Sept 2022	26,135.35
	Bank accounts and cash box at 8 Sept 2022:	
485.31	Barclays Premium Business Account No.40779474	485.50
2,709.46	Barclays Community Account No.70212008	5,250.07
-	Parish Council petty cash	-
18,489.76	Barclays Bank Village Hall account No. 23713326 (restricted fund)	20,316.88
141.00	Village Hall cash box (restricted fund)	82.90
<b>21,825.53</b>		<b>26,135.35</b>

**Bank reconciliation at 8 September 2022**

<b>Balance per bank statements at 8 September 2022</b>					
<b>Account</b>		<b>Acct No</b>	<b>£</b>	<b>£</b>	
Barclays PC Community Account		70212008	5,250.07		
Barclays PC Business Premium Account		40779474	485.50		
Barclays VH Current Account		23713326	20,316.88		
Parish Council petty cash			-		
Village Hall cash box			82.90		
					26,135.35
Less any un-presented cheques at 8 September 2022					
Total Parish Council cheques			-		
Total Village Hall cheques			-		
					-
<b>Net bank and cash box balances as at 8 September 2022</b>					26,135.35
<b><i>The net balances reconcile to the Receipts and Payments account for the year, as follows:</i></b>					
Total funds at start of year			21,825.53		
Add: Receipts in the year			8,651.41		
Less: Payments in the year			4,341.59		
					26,135.35

**Cash reconciliation on 8 September 2022** Amount: £82.90



<b>PARISH COUNCIL (excl VH)</b>	
<b>Summary Receipts and Payments Account</b>	<i>(Current)</i>
<b>For the Year Ended 8th Sept 2022</b>	<i>Year to</i>
	<i>8th Sept 2022</i>
<b>Receipts</b>	£
Precept	2,900.00
Agency Services/CFM	-
Loans/Capital Receipts	-
Grants	600.00
Other Receipts	405.15
Transfer from Village Hall	38.35
VAT	1,541.28
<b>Total Receipts</b>	<b>5,484.78</b>
<b>Payments</b>	
General Administration	2.92
Staff costs	132.08
S.137 Payments (excluding grants to Village Hall)	408.33
S.145 Payments	-
Loans/Capital spending	-
Agency/Professional Services	362.40
Parish Council Committee payments	-
Other Payments	558.98
Transfer to Village Hall	1,284.08
VAT	195.19
<b>Total Payments</b>	<b>2,943.98</b>

## Parish Council (excluding Village Hall) receipts and payments 6 July 2022 to 8 Sept 2022

### Receipts

12/07/2022	Bruisyard Village Hall	Transfer from VH	BACS	38.35
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### Payments

10/07/2022	Kindlewood	Other payments	Grass cutting	Online BACS	54.00
26/07/2022	Leiston Press	Other payments	Newsletter print	Online BACS	51.00
28/07/2022	PKF Littlejohn LLP	Agency Srvcs	External audit	Online BACS	240.00

### Invoices to be paid

Sept:	Kindlewood	Grass cutting in August	£54
9 Sept:	ICO	Data protection fee	£35
Sept:	CAS	Insurance	£291
30 Sept:	Clerk	Salary	£135

### Expected receipts

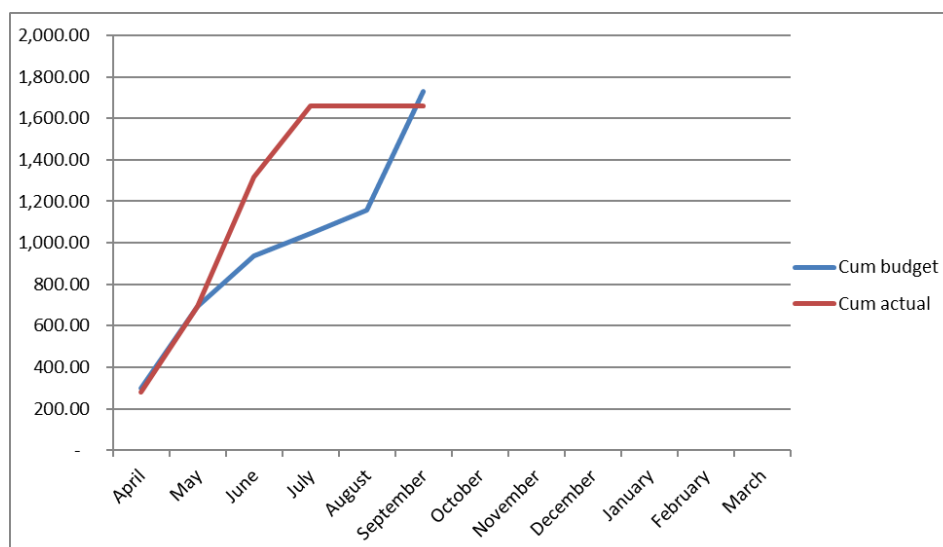
None

## Parish Council (excluding Village Hall debit card payments (for approval)

### Anne Smith/RFO debit card

None

## Cumulative actual spend to date vs budget



## Addendum 2

### Village Hall report for Parish Council meeting 12 Sept 2022

I am pleased to report that at the committee meeting on 5 September, James Ingmire agreed to be Chairman and Miranda Cleverley as Secretary. Both posts had been vacant since April.

The Village Hall finances remain stable due to the substantial Covid-19 grants received over the past 2 years. The fixed price electricity contract taken out for 2 years in July 2021 means that until July next year the Village Hall has not yet been affected by the significant increase in business electricity prices. However, if the business tariffs do not reduce by July 2023, the electricity bill for the Village Hall will increase by about £3000pa. The financial reserves should be able to manage this substantial increase for up to 2 years if necessary but our hope is that prices will reduce and become more affordable over that period.

As the Village Hall heating will keep the building at a minimum of 19C throughout the winter, the committee has agreed that the Hall should be open as a 'Warm Place' whenever the weather is cold and the Hall is not already booked. Any residents in Bruisyard or surrounding villages will be very welcome to come to the Hall rather than being cold at home due to being worried about exorbitant heating bills. Tea/coffee will be available.

We were pleased to host the Bike Show on the Parish Park on 20 August. The Hall was booked for drinks and a band arranged for music in the Hall. The band, however decided to play outside on the terrace which was a breach of the premises licence and the planning permission. Action was therefore necessary as complaints were received from residents. If action had not been taken there was a high probability that these would have been raised formally with East Suffolk Council and a fixed penalty notice issued. In future, a hirer needs to be made aware that if amplified music is to be played outdoors, they must apply for a Temporary Event Notice which must be agreed with the Village Hall committee in advance. We can then inform local residents, and importantly, the hirer would be responsible for the payment of any Fixed Penalty Notice if issued.

Paul Church has decided to resign as cleaner and we are now looking for someone to take on this role. We are grateful to Paul for cleaning the Hall since Val Nesling retired in 2020.

SALC have been consulted regarding the Electoral Commission rules and how they apply to the Village Hall committee. SALC have confirmed that the rules apply to both the Parish Council and the Village Hall. In particular, Councillors cannot be paid for providing services to the Parish Council or Village Hall.