

BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of the Briston Parish Council Finance & General Purpose Committee held on Monday 16 December 2019 at 7pm in the Nursery Room of the Briston Pavilion

Present: Cllr Ian Chilton Chairman
Cllr Pete Moulton Vice Chairman
Cllr Mrs Noeleen Woodhouse
Cllr Mrs Hayley Quinsey
Cllr Terry Girling
Cllr Andrew Rainsford

Clerk: Mrs Jenny English

In attendance: Cllr Martyn Barr
Cllr Matthew Pickhaver
Cllr Ms Julie White

Number		Actions
2019/17	To receive apologies for absence All members present	
2019/18	To receive declarations of interest from members on any items on the agenda None	
2019/19	To approve the minutes of the Finance & General Purpose Committee held on Monday 23 September 2019 Proposed Cllr Moulton, seconded Cllr Girling Approved	
2019/20	To discuss matters arising from the minutes of the Finance & General Purpose Committee held on Monday 23 September 2019 None	
2019/21	To discuss a proposal to review Briston Parish Council's Standing Orders and Chairmanship and decide how to proceed Cllr Mrs Quinsey proposed that she and Cllr Mrs Woodhouse update the Standing Orders. They will simplify them to include reference to the other Parish Council policies. The revised Standing Orders will be sent to Di Dann to ensure that they are legal. This will be done for re-adoption at the April 2020 meeting of Briston Parish Council. Seconded Cllr Chilton Approved	Cllr Mrs Quinsey/Cllr Mrs Woodhouse
2019/22	To receive information on the role of the Clerk/Proper Officer/Responsible Financial Officer and duties associated with these Information given	

These minutes are unconfirmed until approved by the Finance & General Purpose Committee

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I Chilton 20/1/20

2019/23	<p>To discuss the role of the Internal Control Officer and to make an appointment</p> <p>The clerk stressed that this position checks parish council procedures to ensure that they are being followed not finance.</p> <p>Cllr Mrs Quinsey proposed that a check list be put together to be carried out on a quarterly basis by councillors on a rota. Seconded Cllr Chilton</p> <p style="text-align: right;">Approved</p>																																																																		
2019/24	<p>To discuss the position of Briston Parish Council and the Higginbottom Recreational Charity in relation to reclaiming VAT</p> <p>Cllr Chilton gave his opinions on what could be claimed for in relation to the charity and parish council. Cllr Girling said that the parish council had been audited for several years and no problems with VAT were ever identified. Cllr Moulton said that in his opinion if the parish council pay for work for the charity the VAT can be claimed back if the money for any work done is reclaimed from the charity by the parish council the VAT cannot be claimed.</p> <p>Cllr Mrs Quinsey proposed that HMRC be written to asking for the situation to be clarified. Seconded Cllr Moulton</p> <p style="text-align: right;">Approved</p>	Clerk																																																																	
2019/25	<p>To receive and approve the bank statement and reconciliation for November 2019</p> <p>Proposed Cllr Girling. Seconded Cllr Chilton</p> <p style="text-align: right;">Approved</p> <table border="1" data-bbox="271 949 1114 1962"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Money out £</th> <th>Money in £</th> <th>Balance £</th> </tr> </thead> <tbody> <tr> <td>31 Oct</td> <td>Start balance</td> <td></td> <td></td> <td>29,679.35</td> </tr> <tr> <td>31 Oct</td> <td>DD E.on – feed in tariff</td> <td></td> <td>547.59</td> <td>30,226.94</td> </tr> <tr> <td>4 Nov</td> <td>Cheque – stamps, signs</td> <td>99.06</td> <td></td> <td>30,127.88</td> </tr> <tr> <td>8 Nov</td> <td>DD Plusnet – telephone/broadband</td> <td>30.36</td> <td></td> <td>30,097.52</td> </tr> <tr> <td>11 Nov</td> <td>Transfer – horse repair</td> <td></td> <td>400.00</td> <td>30,497.52</td> </tr> <tr> <td>12 Nov</td> <td>Cheque – Blyth & Wright Christmas Tree Stands</td> <td>390.41</td> <td></td> <td>30,107.11</td> </tr> <tr> <td>12 Nov</td> <td>Cheque – churchyard maintenance</td> <td>375.00</td> <td></td> <td>29,732.11</td> </tr> <tr> <td>12 Nov</td> <td>DC – Norfolk Dustbusters Christmas Tree Fest – sponsorship</td> <td></td> <td>30.00</td> <td>29,762.11</td> </tr> <tr> <td>13 Nov</td> <td>DC – Dial-A-Worker Christmas Tree Fest – sponsorship</td> <td></td> <td>30.00</td> <td>29,792.11</td> </tr> <tr> <td>13 Nov</td> <td>Christmas Tree Fest – sponsorship</td> <td></td> <td>30.00</td> <td>29,822.11</td> </tr> <tr> <td>14 Nov</td> <td>Cheque – Horse repair</td> <td>400.00</td> <td></td> <td>29,422.11</td> </tr> <tr> <td>14 Nov</td> <td>Cheque SSE Street</td> <td>316.24</td> <td></td> <td>29,105.87</td> </tr> </tbody> </table>	Date	Description	Money out £	Money in £	Balance £	31 Oct	Start balance			29,679.35	31 Oct	DD E.on – feed in tariff		547.59	30,226.94	4 Nov	Cheque – stamps, signs	99.06		30,127.88	8 Nov	DD Plusnet – telephone/broadband	30.36		30,097.52	11 Nov	Transfer – horse repair		400.00	30,497.52	12 Nov	Cheque – Blyth & Wright Christmas Tree Stands	390.41		30,107.11	12 Nov	Cheque – churchyard maintenance	375.00		29,732.11	12 Nov	DC – Norfolk Dustbusters Christmas Tree Fest – sponsorship		30.00	29,762.11	13 Nov	DC – Dial-A-Worker Christmas Tree Fest – sponsorship		30.00	29,792.11	13 Nov	Christmas Tree Fest – sponsorship		30.00	29,822.11	14 Nov	Cheque – Horse repair	400.00		29,422.11	14 Nov	Cheque SSE Street	316.24		29,105.87	
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	light energy			
15 Nov	DD Pozitive – village green power supply	8.70		29,097.17
15 Nov	Cheque – Anglian Water – Stone Road	32.06		29,065.11
15 Nov	Cheque – HMRC PAYE	614.81		28,450.30
19 Nov	Cheque – Norfolk Training Support	300.00		28,150.30
20 Nov	Cheque – payroll	36.00		28,114.30
21 Nov	Deposit - Christmas Tree Fest – sponsorship		60.00	28,174.30
21 Nov	Deposit - Christmas Tree Fest – sponsorship		60.00	28,234.30
22 Nov	Cheque – postage stamps	61.00		28,173.30
24 Nov	Cheque – shed roof	6,090.00		22,083.30
28 Nov	SO – salary handyman	292.06		21,791.24
28 Nov	SO – salary clerk	646.19		21,145.05
29 Nov	DD 1&1 Internet	5.99		21,139.06
29 Nov	Transfer – shed roof		5,075.00	26,214.06
29 Nov	Balance carried forward			26,214.06
	Total payments/receipts	9,697.88	6,232.59	
2019/26	To approve for payment urgent invoices received since the Parish Council meeting on 2 December 2019			
	Proposed Cllr Girling. Seconded Cllr Mrs Woodhouse Approved			
	NALC – Charitable Trusts training			£288.00
	Charity Governance Consulting			£ 75.00
	Blyth & Wright			£252.43
	DD SSE			£674.64
	DD 1&1			£ 5.99
	Pozitive Energy			£ 8.42
	The meeting closed at 7.31pm			

