

BRUNDISH PARISH COUNCIL - AGENDA – 20th March 2014

1. Apologies for absence

2. Declaration of interests

3. Minutes – To sign the minutes of the meeting held on 23rd January 2014

4. Finance – Items for payment:

1. Repairs on Village Green

2. Payment of invoice to SALC – Local Council Administration Guidance

3. Payment of invoice to SALC – Clerk's attendance at Standing Orders Workshop – 30th January 2014

4. Payment of invoice to SALC– Clerk's attendance at Annual Meeting of the Council Briefing – 31st January 2014

5. To note payment to Office of the Information Commissioner in relation to Data Protection – 13th February 2014

The Precept

This has been approved and Councillors were notified of outcome by email.

Accounts to 20th March 2014

Please see item attached to the email accompanying this Agenda.

Proposed Budget 2014/15

Please see item attached to the email accompanying this Agenda

Repeal of S150 (s5) of the Local Government Act 1972

This has now been approved by Parliament and the Welsh Assembly which means that the Minister will shortly be making a legislative reform order (LRO) repealing the statutory requirement for two elected members to sign cheques and other orders for payment. This gives councils the opportunity to review how they control their money and if they wish can take advantage of new technology such as internet banking. Once this LRO is in force any council that wants to take advantage of it must follow "proper practices" in line with the Governance and Accountability Guide for Local Councils (2010), this has been updated in light of this change and the new appendix 11,

“Safeguarding public money” is attached to the email accompanying this Agenda.

The guidance states that the two signature rule must not be abandoned until a council has put in place safe and efficient arrangements in accordance with the guidance. It is essential that councils “maintain robust controls on payments as an integrated part of their overall financial control system”.

NALC’s Financial briefing on changes to the law is attached to the email accompanying this Agenda. This informs you that you can now consider using alternative methods of payment other than cheques if your council so wishes. You need to consider this and you cannot move away from cheques and the two signature rule until you have put in place alternative safeguards in line with guidance.

The guidance on alternative safeguards is contained in Appendix 11 of the Governance and Accountability Guide (attached). This is essential reading and must be considered by you if you wish to move to alternative payment methods.

Part of the council moving to new safeguards, is having in place new financial regulations (see item 10 on this Agenda) which cover the alternative arrangements and NALC has produced template financial regulations which you will need to consider and adopt, tailored where appropriate, to Brundish Parish Council.

NALC has issued a statement (attached) which clarifies that grants, such as those given by billing authorities to compensate for changes to the council tax base (so called ‘precept grants’), are NOT part of your ‘precept’. The precept is the amount demanded from the electorate and should not be stated as including the grant.

6. Village Green and Play Area –

Village Fete - 20th July 2014 update from the Chairman, Anthony Bryant.

Grant – Councillor Drakard

The proposed “kissing gate” – update from the Chairman, Anthony Bryant.

7. Planning Matters –

Location: Pine Tree House, The Street, Brundish

Proposal: Retention of existing single storey outbuilding (retrospective application).

Location: Laurel Farm, The Street, Brundish

Proposal: Change of use of buildings from cleaning, drying and restoration business to class B8 (Storage & Distribution).

– Information forwarded to Councillors 16th March 2014 by email.

8. Reports from Mid Suffolk DC, Suffolk County Council and Police – if available

9. Clerk's Report

At the last meeting, the Clerk made Councillors aware that she did not intend to claim the salary attached to the role of Parish Clerk. Subsequently, she has suggested that about fifty percent of this sum be transferred to the Village Green Fund. The remainder might be put into an emergency fund.

10. Standing Orders and Financial Regulations –

Adoption of Financial Regulations

This is required to be completed by 31st March 2014 (see above and attached to the email accompanying this Agenda).

Adoption of Standing Orders

Please see document attached to the email accompanying this Agenda. This is also required to be completed by 31st March 2014.

11. Correspondence -

All e-mails previously circulated; please advise if discussion is required. Other correspondence will be available to view.

12. Dates of future meetings –

17th April 2014 – Annual Meeting of the Parish (update to be provided at the meeting on 20th March 2014.)

15th May 2014 – Annual Meeting of the Council (AGM)

3rd July 2014 – Meeting of the Parish Council (to coincide with the preparations for the village fete)

18th September 2014 – Meeting of the Parish Council

20th November 2014 – Meeting of the Parish Council

The time of all meetings is 7.45 p.m.