

Control Area	Summary of Recommended action	BPC Comment
Social Event	Legal basis for all spending items should be confirmed in advance	Noted
Donations/Grants	All grants must be properly applied for	Noted
Committees	Committees should have minuted meetings, approved at the next Council meeting	Noted
Bank Accounts	Where possible accounts should be merged and closed	During 2017-18 the Jubilee account and BLH account were closed. The War Memorial account was agreed to be kept as a separate entity (as reviewed last year)
Burley Heritage Centre	Before actions are taken by the Council, the proponents of the project should provide a business plan based on similar museums in non-coastal villages - looking at set up and ongoing costs and levels of footfall	A business plan will be put together and public participation will be held at a meeting of BPC (this will include comparisons with similar projects elsewhere). Due diligence will be paid to costings, staffing etc
Website hosting/email	Under GDPR all members should use council email addresses	This is in hand - see Item 10 meeting of 9th May 2018
Reserves	The Council should urgently identify achievable projects to benefit the whole community within the next year	A deficit budget being run this year. £10,000 will be committed to the Heritage Centre should planning be approved and the project take off.
Bills paid	All expenditure should be properly authorised through the Clerk and invoices addressed to the council	Noted
Transparency Code	Details of all land and buildings need to be specified. Copies of audit reports should be uploaded	Location for land and buildings will be included in the asset register and audit reports uploaded.
Village Hall ownership	The Hall is owned by the Charity. Any works on the Hall are under the control of the Charity which may be able to apply to the Coouncil for grant funding for such works.	Noted