

Burwell Parish Council
Finance and General Purposes
Minutes of the Meeting of 26th January 2021

Present Hazel Williams (Chair), Robin Dyos, Gus Jones, Joan Lonsdale, Liz Swift, Michael Swift, Paul Webb, and Yvonne Rix (Clerk/RFO).

F&GP/26012021/01 Apologies for absences and declarations of interests

An apology for absence had been received from Brenda Wilson.

There were no declarations of interests.

F&GP/26012021/02 Approval of the minutes of the meeting of 24th November 2020 and 15th December 2020

The minutes for both meetings were approved.

F&GP/26012021/03 Consideration of the Action Sheet

Yvonne Rix reported that the only update was the balance of the CCLA account which now stands at £101,194.95.

F&GP/26012021/04 Website Update

Yvonne Rix shared the draft website with the Group. She reported that progress is slow, but positive and that any previous deadlines set are unlikely to be met. She hoped however that the website would be up and running by the end of the financial year.

She continued to report that both she and Sarah, would be attending a training session with Vision ICT on the 2nd of February.

F&GP/26012021/05 Current Financial Situation

Yvonne Rix presented the attached financial report to the Group.

It was agreed that the balance of the funds (£1,166) donated towards the cost of providing and running the public toilet should no longer be included in the earmarked reserves.

Consideration could be given either at the end of this financial year or the beginning of the next to move some of the general reserves to the sinking fund for the Recreation Ground.

The Clerk was thanked for her work.

F&GP/26012021/06 Consideration of charges for the halls, allotments (increase already agreed for 2021), cemetery, sports facilities, lock up etc.

Cemetery Fees

The Group agreed to recommend to Full Council that £10.00 is added to all fees apart from fees for the burial of a child.

Allotment rents have already been agreed for 2021.

Hall fees to remain the same as 2020/2021 (Pre Covid charges). The discounted Covid fees to be reviewed at the March meeting when more information relating to Covid and the return to normal is likely to be available.

No change will be made to the Lock Up rent.

Sport facility charges will be discussed later or by Community, Leisure and Sports.

F&GP/26012021/07 Review of Financial Regulations

A couple minor changes could be made relating to Petty Cash, incorrect naming of the Finance and General Purposes Group and the appropriateness of a reference to a European Union Document now that the UK is no longer member.

It was agreed to fully review the regulations at the March meeting.

F&GP/26012021/08 Any other matters and matters for discussion at the next Meeting:
Staff Appraisals

Due to lockdown, it is currently not possible to hold this years' Staff appraisals. These will now be held once restrictions on face-to-face meetings have been removed.

The Clerk reminded the Group of the need to hold an Annual Parish Meeting this year. It is highly likely that this will need to be held virtually and thought will need to be given on what to include. The meeting will be held on Tuesday 4th May 2021.

Yvonne Rix was asked to contact Derek Reader regarding Parish Council meeting attendance.

F&GP/26012021/09 Date of the next meeting

The next meeting to be held on Tuesday 30th March 2021.

The meeting ended at 9.40 pm.

Signed

Dated

Burwell Parish Council
Bank Reconciliation at 31st December 2020

Bank Balance at 30.9.20			
Unity Bank		£346,291.86	
Less Unpresented	30.09.20	£0.00	
Plus in transit		£0.00	
			£346,291.86
Plus income In Transit		£32,606.42	
Less Expendiure		£58,647.74	
			<u>£320,250.54</u>

Balance at 31.12.20			
Unity Bank		£320,400.54	
Plus income in transit			
Less Unpresented		£150.00	
Balance			<u>£320,250.54</u>

Please note that these figures do not include the funds in the CCLA Account which at 31.12.20 total £101,194.95

Fund Allocation

Total Funds	£320,250.54
Unity Trust	£101,194.95
CCLA	£421,445.49
Total Funds	£421,445.49

Earmarked Reserves

20/21 Capital Trees	£1,000.00	
20/21 Capital Safety Campaign	£3,000.00	add £3000 safety campaign
21/22 Cap. LH Buffer Zones	£5,000.00	
Pauline's Swamp	£8,561.22	
Recreation Ground/Pavilion Sinking Fund	£2,500.00	
Gardiner Memorial Hall Earmarked Reserves	£15,000.00	
Gardiner Memorial Hall CIL Earmarked	£150,000.00	CIL
Recreation Ground Car Park CIL Earmarked*	£35,000.00	CIL
Highways Village Entrance Gates	£5,000.00	CIL
Stockdale GMH Costs (PAID) CIL Earmarked	£2,100.00	CIL
CIL Funding Not earmarked	£951.33	CIL
Toilet (ECDC)	£1,166.00	£9026 (ECDC) less Bob Skilton £7860=£1166
Factory Road Donation	£229,278.55	
	£20,000.00	
	£249,278.55	

Less GMH Refurb ex. to 31.12.20 EX VAT

£5,468.50

Balance of Earmarked Reserves

£243,810.05

* Still to formally be earmarked by Council

Summary

Total Funds	£421,445.49
Earmarked	£243,810.05
Balance	£177,635.44
Expected Income	£0.00
Expected Expenditure	£177,635.44
	£69,128.00
Estimated General Reserves At Year End	£108,507.44

Estimated General reserves includes no income
01.01.21 to 31.3.21

CIL FUNDING

CIL Receipts	Use by	Earmarked CIL Funding	Agreed
2015/2016	£7,894.64 2020/2021	Gardiner Memorial Hall Seed Funding	£35,000.00 9.6.20
2016/2017	£32,649.94 2021/2022	Gardiner Memorial Hall Stockdale Costs	£2,100.00 Paid
2017/2018	£75,650.08 2022/2023	Highways LHII Village Entrance Gates Gates	£5,000.00 9.6.20
2018/2019	£41,791.17 2023/2024	GMH	£115,000.00 8.9.20
2019/2020	£28,309.67 2024/2025	Recreation Ground Car Park	£35,000.00 (Approval by Council required)
2019/2020	£1,983.96 2024/2025	Unearmarked	£951.33
2020/2021	£4,771.87 2024/2025		
	£193,051.33		£193,051.33

GMH to date 26th January 2021
Funding GMH

CCC Capital Grant	£131,125.00
PC Reserves	£15,000.00
CIL (PC Seed)	£35,000.00
CIL (PC appr 8.9.20)	£115,000.00
	£296,125.00

Expenditure to date Gardiner Memorial Hall

	EX VAT	VAT	TOTAL
Stockdale	£2,100.00	£420.00	£2,510.00
Sharman and Grimwade	£1,297.50	£259.50	£1,557.00
Rigour Survey	£1,815.00	£363.00	£2,178.00
ECDC Planning	£256.00	£0.00	£256.00
Varsity	£3,000.00	£600.00	£3,600.00
Andrew Firebrace	£450.00	£90.00	£540.00
Saunders Boston	£6,500.00	£1,300.00	£7,800.00
Anglia Ecology	£955.56	£0.00	£955.56
	£16,374.06	£3,032.50	£19,396.56

Balance

£276,728.44