

Burwell Parish Council

Finance and General Purposes

Meeting of 26th May 2020 using Zoom at 7.30 pm (Following Full Council Planning Meeting)

Present: Hazel Williams (Chair), Robin Dyos, Gus Jones, Joan Lonsdale, Liz Swift, Michael Swift, Paul Webb, Brenda Wilson and Yvonne Rix (Parish Clerk and RFO)

F&GP/260520/01 Apologies for absences and declarations of interests

There were no apologies for absence.

Michael Swift and Liz Swift declared an interest in the item to consider quotations for the refurbishment of the toilet building.

F&GP/260520/02 Approval of the minutes of the meeting of 28th January 2020 and 5th May 2020

The minutes of the meetings held on 28th January 2020 and 5th May 2020 were approved.

F&GP/260520/03 2020/2021 Income and Expenditure to date

The group noted the Council's payments and receipts to date. See attached report.

F&GP/260520/04 Consideration of Action Sheet

Please see the attached Action Sheet.

F&GP/260520/05 Staff Appraisals and Salaries and Update on staff vehicle use

The Group noted that staff appraisals have now been carried out.

The Group recommends to Full Council that Assistant to the Parish Clerk should receive an incremental rise of one point, putting her on to scale point 14.

The Group recommends to Full Council that the Handyman should also be put on to scale point 14, so that his salary is comparative to that of the Assistant to the Parish Clerk.

The Group recommends that the Full Council increases all salary points once agreed for the financial year from 1st April 2020 in line with the National Joint Councils pay award (Cost of Living increase for Clerk, Assistant to the Clerk and Handyman)

The Group recommends that Full Council increases the salary of the Keyholders by the same percentage as agreed from 1st April 2020 as the National Joint Council pay award.

The Clerk has started to investigate the options of leasing or purchasing a vehicle for the use of the handyman. But more time is required to investigate in more detail. It was agreed that this matter should be deferred to the next meeting.

F&GP/260520/06 Covid-19

Return of staff working from office Risk Assessment

The attached risk assessment has been drawn up in readiness for the office staff returning to work at the Jubilee Reading Room. The anticipated return date is 1st June 2020. The Office will remain closed to the public.

Payment in lieu for use of homes as office – HMRC (SLCC) Payment up to £6.00 per week

The Group agreed that both the Clerk and the Assistant to the Clerk should be paid £6.00 per week each for the 10-week period that they used their homes as their office. Total cost to Council £120.00.

Additional payment made by Clerk in respect of Zoom – The Keyholder dialled in for meeting with other staff members at a cost of £89.92. Clerk reimbursed him out of personal funds. The Group agreed that the Clerk should be reimbursed the £89.92.

General update

All staff have continued working with one keyholder regularly checking the properties and giving the buildings and contents a spring clean and the other keyholder checking

the Recreation Ground and emptying bins at the weekend.

Steps required to return to some level of hiring when allowed

The Clerk requested that a meeting is held between staff and some members of the Council to discuss requirements etc for when it is possible to hire the halls out again.

A risk assessment will need to be completed.

Tennis Court income update

Since the Courts have been reopened there has been 28 bookings bringing in a total of 195.50.

F&GP/260520/07 CIL Funding

The Group noted the following CIL balances and the financial year they need to be spent by.

CIL Receipts		Use by
2015/2016	£7,894.64	2020/21
2016/2017	£32,649.94	2021/22
2017/2018	£75,650.08	2022/23
2018/2019	£41,791.17	2023/24
2019/2020	£28,309.67	2024/25
	£1,983.96	2024/25
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	£188,279.46	

The Clerk reminded the Group that it had previously been suggested that the cost of the work carried by Stockdale of £2100 to ascertain the likely project cost of the Gardiner Memorial Hall refurbishment could be funded using CIL funding.

The following proposal is due to be put to Full Council for consideration by the Safety Group:

The following recommendation was agreed to put to Council for consideration. The recommendation being that in the short term the Parish Council self-funds white gates at the three main entrances of the village using CIL Funding. The approximate overall cost being between £7,500 and £13,500.

The Group also recommends to Full Council that an application is submitted for 2021/2020 Local Highways Initiative Scheme for the installation of speed buffer zones on each of the three main approaches to the village at an overall cost between £7,500 and £48,000, with a condition that the maximum contribution from the Parish Council would be £15,000 and if the Parish Council portion of the cost exceeded this amount, the project would not go ahead.

The Finance and General Purposes Group agreed to recommend to Full Council that £2100.00 of CIL Funding should be used to cover the cost of the work carried out by Stockdale for the costings for the Gardiner Memorial Hall Refurbishment and £5000.00 to be earmarked for the Safety Group towards the cost of work at the village entrances to reduce the speed of traffic entering and travelling within the village, reducing the dangers for pedestrians, cyclists and other road users in this growing village.

F&GP/260520/08 Consideration of quotations for the refurbishment of the toilet block to the rear of the Jubilee Reading Room

Two of the three requested quotations had been received. One for £8448.00 plus VAT, the other for £7,860.00 (not VAT registered). The Group agreed that Bob Skilton who had

submitted the cheapest quote should be awarded the work as long as there is not a large delay in the work being started. It is noted however that Coronavirus may cause a delay in obtaining materials.

F&GP/260520/09 Village Maintenance Contribution from Cambridgeshire County Council

The amount allocated to Burwell for cutting the County Council verges is the same as in previous years at £1903.03. The Clerk suggested asking the County Councillor to try to get this figure raised. Whilst Hazel Williams had no issues speaking to the County Councillor, she felt that there is an increase in acceptance for verges to be cut less. Joan Lonsdale questioned how Pound Hill had been cut this year.

F&GP/260520/10 Internal Audit 2019/2020 and period of Public Inspection

Contact made with Moore Stephens and this year's audit will need to be carried out remotely. The electorate Inspection period is due to be between 15th June until 24th July. All deadline dates have been extended by two months due to Covid-19.

F&GP/260520/11 Review of Policies and Five-Year Plan

It was agreed that this should be considered at the Next meeting.

F&GP/260520/12 Any other matters and matters for discussion at the next Meeting

The Clerk explained that the Coronavirus Bill had only removed the requirement for the Annual Meeting of the Parish Council to be held and that the Annual Parish Meeting (meeting of the electorate) should still be held, albeit virtually. The Group agreed that due to the current restrictions it would be better to put on the website the information that would have been available at the meeting and to give the electorate the opportunity to put questions to the Council at a virtual meeting later in the year. There is some virtual training available for new Councillors and it was agreed that all Councillors who have not yet had any training to be asked to attend. Some concern was raised that all the training was being carried out in one day and that the day would be quite intense. The cost for the training is £75.00 per delegate. Councillors booked on to the training must ensure that they attend.

F&GP/260520/13 Date of the next meeting

The next meeting will be held on 28th July 2020 at 7.30 pm following Full Council Planning.

The meeting closed at 9.45 pm.

Signed

Date