

Burwell Parish Council  
Finance and General Purposes  
Notes of the Meeting of 28<sup>th</sup> July 2020

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

**F&GP/280720/01 Apologies for absences and declarations of interests**

There were no apologies for absence and no declarations of interests.

**F&GP/280720/02 Approval of the minutes of the meeting of 26<sup>th</sup> May 2020**

The minutes of the meeting held on the 26<sup>th</sup> May 2020 were approved. Proposed by Michael Swift and seconded by Joan Lonsdale.

**F&GP/280720/03 Consideration of the Action Sheet**

Please see Appendix 1. The latest proposal to rectify the issues with the ceiling at Mandeville Hall is now with Gawn Associates. It was agreed that item 7 regarding the hall booking system should now be removed from the Action Sheet.

**F&GP/280720/04 2020/2021 Income and Expenditure to date and Quarterly Finance Report**

Yvonne Rix presented the following Financial Report for the quarter ending 30<sup>th</sup> June 2020.

		Unpresented at 31.03.20	
<b>Bank Balance at 31.03.20</b>			300416 £25.00
<b>Unity Bank</b>	<b>£249,720.50</b>		300422 £25.00
			300424 £181.15
<b>Less Unpresented 31.03.20</b>	<b>£454.20</b>	NEST	£223.05
<b>Plus in transit</b>	<b>£0.00</b>		
			£454.20
	<b>£249,266.30</b>		
<b>Plus income</b>	<b>£112,464.87</b>		
	<b>£361,731.17</b>		
<b>Less Expenditure</b>	<b>£57,294.99</b>		
	<b>£304,436.18</b>		
<b>Balance at 30.06.20</b>			
<b>Unity Bank</b>	<b>£304,436.18</b>		
<b>Plus income in transit</b>	<b>£0.00</b>		
<b>Less Unpresented</b>	<b>£0.00</b>		
<b>Balance</b>	<b>£304,436.18</b>		

Please note that these figures do not include the funds in the CCLA Account which at 30.6.20 total £101,117.94

**Fund Allocation**

Total Funds	
Unity Trust	£304,436.18
CCLA	£101,117.94
<b>Total Funds</b>	<b>£405,554.12</b>

**Earmarked Reserves  
included in the total  
funds**

CIL Funding	£193,051.33
MVAS Signs	£5,000.00
Pauline's Swamp	£6,560.28
Recreation Ground/Pavilion Sinking Fund	£2,500.00
Gardiner Memorial Hall	£15,000.00
Toilet (ECDC)	£9,026.00
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	£231,137.61

**CIL FUNDING**

<b>CIL Receipts</b>		<b>Use by</b>
2015/2016	£7,894.64	2020/2021
2016/2017	£32,649.94	2021/2022
2017/2018	£75,650.08	2022/2023
2018/2019	£41,791.17	2023/2024
2019/2020	£28,309.67	2024/2025
2019/2020	£1,983.96	2024/2025
2019/2020	£4,771.87	2024/2025
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	£193,051.33	

**Earmarked Cil Funding**

		<b>Agreed</b>
Gardiner Memorial Hall Seed Funding	£35,000.00	9.6.20
Gardiner Memorial Hall Stockdale Costs	£2,100.00	
Highways LHII Village Entrance Gates	£5,000.00	9.6.20
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	£42,100.00	
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Balance remaining	£150,951.33	

Please see attached (Appendix 2) report for the income and expenditure for the quarter.

Yvonne Rix confirmed that the total funds includes all earmarked reserves including CIL money received from East Cambs District Council in respect of new development in the village. We do not have to request permission from ECDC to spend the CIL money, however we do have to report back annually on any expenditure incurred using this funding. CIL funding will to be paid twice per year if contributions continue to be received by ECDC for new developments in the village.

The Clerk explained that extra expenditure has been incurred on the purchasing of additional cleaning materials, hand sanitiser etc because of Covid. It is also unlikely that the Council will receive any income from private photocopying. A new laminator has been purchased. Neither of the agreed donations to the Libraries Summer Reading Scheme or the one to Bottisham Village College have gone ahead, therefore £200.00 previously allocated is available for allocation. Due to Covid restrictions, there has been no bookings for the halls.

**F&GP/280720/05 Staffing Matters:**

**Handyman Staff Holiday Cover and Play Area cleaning**

The handyman will be on annual leave for a week from Monday 3<sup>rd</sup> August. In addition to his usual work he has been disinfecting the play equipment on Saturdays and Sundays. Martyn Wright covered for the handyman with the disinfecting the play equipment on Saturday 1<sup>st</sup> August and spent some time shadowing the handyman on the Friday to learn the disinfecting process and has asked if he could be paid for the additional hours. Payment was approved. It was agreed that if willing, Martyn Wright should cover the handyman's holiday. It was also agreed that the handyman should be paid for the additional

hours that he is doing disinfecting the play equipment at the weekends. Martyn Wright will also empty the bins at the Recreation Ground whilst the handyman is away and the rubbish bags can be left behind the Pavilion ready for the handyman to collect when he returns from annual leave.

**Keyholders – Halls reopening**

Halls are reopening on the 25<sup>th</sup> July 2020. Debbie Cawley is still working weekdays and Martyn Wright currently covering weekends. Once bookings start to return to normal, they will probably need to return to their original working schedule. Due to the Covid situation it may be necessary to pay Martyn to disinfect the equipment at weekends if George does not wish to work at weekends.

**Vehicle – Handyman**

Yvonne Rix reported that she had asked the handyman to give some thought to what he is thinking of regarding the provision of a vehicle by the Council. More information needs to be sought before any decision can be made.

Paul Webb informed the group that the handyman has mentioned the option of purchasing a ride on mower. This would enable him to cut areas currently being cut by the contractor. This would potentially mean more work for the handyman and needs to be given further consideration.

**F&GP/280720/06 Office Staff IT Equipment – possible purchase of Laptop**

Yvonne Rix explained the need for the Council to purchase laptops for the Clerk and Assistant to the Clerk. The Group agreed that there is a necessity for the laptops to be purchased. The Council may also need to consider in the future the purchase of audio-visual equipment should the Council need to move to hybrid meetings in the future. Yvonne Rix to ask Burwell Computers for a quotation for two laptops.

***The Finance and General Purposes Group recommends to Full Council that two laptops are purchased for use by the Clerk and the Assistant to the Clerk.***

**F&GP/280720/07 CIL Funding Balances including earmarked funds**

Council noted the following CIL Funding information:

**CIL FUNDING**

<b>CIL Receipts</b>		<b>Use by</b>
2015/2016	£7,894.64	2020/2021
2016/2017	£32,649.94	2021/2022
2017/2018	£75,650.08	2022/2023
2018/2019	£41,791.17	2023/2024
2019/2020	£28,309.67	2024/2025
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2019/2020	£4,771.87	2024/2025
	£193,051.33	

**Earmarked CIL Funding**

		<b>Agreed</b>
Gardiner Memorial Hall Seed Funding	£35,000.00	9.6.20
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Highways LHII Village Entrance Gates	£5,000.00	9.6.20
	£42,100.00	
Balance remaining	£150,951.33	

**F&GP/280720/08 Toilet refurbishment update**

The Clerk reported that the second reading of the Toilet Tax Bill has now taken place. Hazel Williams said that she understood that no one opposed the bill.

**F&GP/280720/09 Review of the following:**

The Group reviewed the documents below with the following recommendations being made to Full Council:

## **Risk Management Policy**

***Having reviewed the Risk Management Policy the Group recommends to Full Council that the Policy meets the needs of the Council with no further amendments required.***

Concern was noted as to whether it is appropriate for someone related to the Chairman to be checking the Petty Cash.

## **Financial Risk Assessment/Internal Controls**

***The Group recommends to Full Council that having reviewed the Financial Risk Assessment and Internal Controls; that they meet the need of the Council with no further amendments required.***

## **Direct Debits**

***The Group recommends to Full Council that payments made by direct debit to the following organisations are approved:***

***Anglian Water/Wave***

***British Gas***

***BT***

***Corona Energy***

***Eon***

***East Cambs District Council***

***HMRC***

***Information Commissioners Office***

***JPMC Re Paypal (Tennis Courts)***

***Lloyds Bank***

***NEST***

***Siemens Financial***

***Vodafone***

## **Safeguarding of Funds**

***Having reviewed the above documents, the Group recommends to Full Council that they consider that the Parish Council funds are currently safeguarded with no additional action being required.***

## **F&GP/280720/10 Internal Audit 2019/2020 update**

The Internal Auditors report has been received for the 2019/2020 financial year. No issues have been raised. The Internal Auditor has recommended that the Asset Register is transferred to electronic software such as one included in the Scribe package.

## **Appointment of Internal Auditor 2020/2021 and Scope of Internal Audit**

***The Group recommends to Full Council that the Council appoints Moore to carry out the internal audit for 2020/2021. It was agreed that they could carry out the same scope as 2019/2020 with the addition of checking the governance involved with the Gardiner Memorial Hall refurbishment project.***

***Some checks have been made this year on the financial matters for the Recreation Ground project.***

## **F&GP/280720/11 Consideration of the following:**

### **Consideration of Donations Policy and donation request from MAGPAS**

The Group discussed a draft Donation Policy and following a couple of areas of rewording makes the following recommendation:

***The Group recommends to Full Council that the draft Donation Policy is approved.***

The Group then considered the donation to MAGPAS. Information had been received back from MAGPAS explaining that the helicopter had been called out to Burwell twice this year. Liz Swift proposed, seconded by Michael Swift that a donation of £100.00 on this occasion be made to MAGPAS. A further proposal was made by Gus Jones that the donation should be £375.00, but there was no seconder.

***The Group recommends to Full Council that a donation is made to MAGPAS in the sum of £100.00.***

## **Funding of work to the car park at the Recreation Ground and annual allowance for car park maintenance**

The members of the Group acknowledged that the Recreation Ground car park continues to be an issue. Two quotes for work have been received but not for the same specification, however one had been addressed to Jack Smith and not the Parish Council. The Parish Council should be going out for three quotations based on the same specification. If the work is classed as a capital project and therefore could use the received CIL funding, three comparable quotes need to be sought. A decision needs to be made as to what needs to be done. The Group generally feels that it is important for the work needs to be carried out. Hazel Williams suggested that ECDC may be able to give some advice on carpark ground works.

Joan Lonsdale left the meeting due to technology issues.

Robin Dyos recommended investigating further on the best way forward to meet the needs of the facility. It was agreed that proper advice is needed. Andrew Firebrace of Swaffham Bulbeck could be asked for advice but there would be a charge. Meads are an option. Yvonne Rix agreed to approach Martin Mead to see if he could give some general advice on what is needed.

## **Allotments – Request for dummy CCTV cameras**

A request has been made from the Allotment Association for dummy CCTV cameras to be installed at the allotments following some thefts. The Group agreed that there is no point in having them and therefore agreed that they should not be installed.

## **Consultation of the model Code of Conduct**

The Group noted that a consultation is currently taking place on the model Code of Conduct.

## **Covid-19 – Reduction of hall hiring charges for hirers**

The Group decided that the Covid reduced charges agreed in July should be considered further at the next F&GP meeting at the end of September.

## **Gardiner Memorial Hall Business Plan**

The Group noted the report.

## **F&GP/280720/12 Review of Policies and Five-Year Plan**

To be considered at the next meeting.

## **F&GP/280720/13 Any other matters and matters for discussion at the next Meeting**

1. The toilet to the rear of the Jubilee Reading Room, electricity contract is currently with Total. It would be cheaper with British Gas. The Clerk was given permission to change provider if she felt that the saving would be sufficiently enough to warrant the time required to change.
2. A phone call had been received from the Voluntary Network about restarting the monthly Ely trips. Due to Covid restrictions the minibus will only be able to accommodate 3 passengers. The Group agreed that with the reduced capacity of the minibus the trips are no longer viable and should not recommence.
3. The Cemetery shed doors were damaged as a result of an attempted break in. A quote has been received to replace the metal doors and the rotten wooden frame with a new metal frame. Not all the work will be covered by the insurance. Three quotes are required, however changes to storage facilities may mean that the shed will not necessarily be required.

## **F&GP/280720/14 Date of the next meeting**

The next meeting will be held on 29<sup>th</sup> September 2020.

The meeting closed at 10.00 am

Signed

Dated