

Burwell Parish Council
Finance and General Purposes

Minutes of the meeting held on 27th September 2022 at Gardiner Memorial Hall

Present: Hazel Williams (chair), Liz Swift, Michael Swift, Yvonne Rix (Clerk and RFO)

F&GP/27092022/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Joan Lonsdale, Gus Jones, Brenda Wilson, Paul Webb, and Ian Woodroffe. There were no declarations of interest.

F&GP/27092022/02 Approval of the minutes of the meeting of 26th July 2022

The minutes of the meeting held on 26th July 2022 were approved. The Clerk reported that she had found someone who could carry out the property rebuild valuations. It was agreed that a quotation should be sought to value the rebuild costs for the Pavilion, Cemetery Chapel, the Gardiner Memorial Hall, Mandeville Hall, and the Jubilee Reading Room. Michael Swift to discuss with the Pauline's Swamp Trustees if the barn should be insured and if a bench should be purchased to replace the one destroyed by fire. The insurance company has paid £234.13 towards the cost of a new bench.

F&GP/27092022/03 Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Work in progress
CCLA Investment	Funds at 31.08.22 £101,614.20

F&GP/27092022/04 Draft Report for the Quarter Ended 30th September 2022 and the current financial position of the Council

Yvonne Rix gave the following report and figures within the report were noted:

Finance Report as at 26th September 2022

Unity Bank Balance at 26.9.2022	£205,145.22
Less payments approved still to be paid	<u>£ 5,599.25</u>
Balance	£199,545.97
CCLA Balance at 31.08.2022	<u>£101,614.20</u>
Total Council Funds	<u>£301,160.17</u>

Notes:

The following should be noted:

1. Around £56,000 is still payable for the first phase of the Gardiner Memorial Hall Project.
2. All Grant funding from Amey, Cambridgeshire County Council and East Cambs District Council has now been received.
3. The second Precept payment of £91,801.00 is due to be received at the end of September/beginning of October.

Income

Cemetery income on target

Gardiner Memorial Hall – Average income over first 10 weeks of opening is £143.00 per week. This is just under budgeted pro rata income of £154.00 per week

Mandeville Hall – Received £13,616.12 of the annual expected budget of £14,000. It should be noted that the income received includes payments from hirers temporary use of Mandeville Hall during the GMH refurbishment and was also based on the unknown effect of Covid on this financial year.

BAFY are now using Mandeville Hall, but the Scouts have reduced their usage. Allotment rents due in October/November.

Expenditure

To be reported when full quarter results are available.

F&GP/27092022/05 Internal Audit (Charge increase) External Audit (Report if received) Option to opt out of the SAAA central external auditor appointment arrangements

The Group noted that the Internal Audit charge would be increasing by 7.5% as a result of inflation.

The annual External Audit had been completed with no matters being raised as a concern.

There is an opportunity to opt out of the Smaller Authorities Audit Arrangements for carrying out the External Audit in future years. It was agreed that this opportunity should not be taken.

F&GP/27092022/06 Use of Margaret Field for Parking for Cricket Club Fireworks 5.11.22

The Cricket Club has asked if it would be possible for Margaret Field to be used as a car Park for those attending the Firework evening on 5th November 2022. It was agreed that the field could be used with the following conditions:

- If the period leading up to the event is wet causing the ground to be soft and muddy, the field will not be able to be used, and the Cricket Club will be responsible for finding alternative parking space.
- Organisers should prevent vehicles from parking or driving over the football pitches at all times. It may be necessary to cordon the area off.
- Any damaged caused as a result of the Cricket Club using the field for parking must be repaired immediately as the field is now in regular use by the Football Club.

F&GP/27092022/07 Repair Café Additional Funding

The Repair Café may need some additional funding to support the setting up of the café. They have already been allocated £200.00. It was agreed that a further £100.00 could be made available if required.

F&GP/27092022/08 GMH Operating Schedule and Hiring Agreement

The group considered the possible amendments required. The Clerk to amend the Hiring Agreement as agreed by the group. The Hiring Agreement for Mandeville Hall should also be reviewed.

F&GP/27092022/09 Five Year Plan Update

The Clerk reported that she had updated the first part of the plan as agreed on the Strategy Day and was now waiting for the end of quarter figures to amend the financial aspect of the plan.

F&GP/27092022/10 Any other matters and matters for discussion at the next

Meeting:

Remembrance Sunday

Yvonne Rix informed the group that she will not be available to attend this year's Remembrance Day event at the Memorial. She normally is responsible for the smooth running of the event. Ideally one of the Councillors needs to volunteer to cover this role.

Christmas Tree Budget

The Group agreed that up to £300 could be spent on the provision of a Christmas Tree for Pound Hill this year. The Clerk to arrange.

Arts East Production

Paul Webb has said that he would like to see a village Entertainments Committee convened and for three film nights to be arranged at the Gardiner Memorial Hall before Christmas taking advantage of the benefits provided by Arts East. The Group raised concerns about the timescales involved in organising this and that the Entertainments Committee which must not be part of the Parish Council needs to be set up in the first instance. The hall would need to be hired by the Entertainment Committee in the same manner as when is hired by other organisations.

Other Matters

Yvonne Rix explained that there is an issue with the large crash mat belonging to Judo which is currently stored on top of the Judo mats blocking access to the electrical board. A list of training sessions has been issued by CAPALC. Yvonne Rix to circulate to all Councillors highlighting the sessions which may be relevant to the new Councillors. Martyn Wright is now getting the chairs out of the cupboard for WI. The members are being asked to leave the chairs, stacked in piles of 4 in front of the servery for him to put away at the end of the session.

Funding is available to upgrade public toilets into accessible changing places. It was agreed not to pursue this at this point in time.

There have been issues with the external lights at the Gardiner Memorial Hall as they have not been coming on automatically at the correct times. This has also meant that the keyholders have no lights when they enter and exit the building. The keyholder has worked through the settings for the lighting today and believes that she may now have managed to set correctly. Hopefully this should resolve the issues but will need to be checked over the next couple of evenings to confirm.

Bafy is now using Mandeville Hall (rooms 2 and 3) on a Tuesday evening for three hours. It was agreed that they should be charged £8.00 per hour (the same as Guiding and Scouting) until the end of the financial year, following which the payment will be reviewed.

For next discussion and review at the November Meeting:

- Review of the Financial Regulations
- Review of the Risk Management Policy
- Review of the Direct Debits
- Review of the Safeguarding of Funds
- Review of Internal Controls
- Review of all Council Policies
- Review of Standing Orders
- Precept/Budget

F&GP/27092022/10 Date of the next meeting

The next meeting will be held on 29th November 2022 following Full Council.

Signed

Dated