

Burwell Parish Council
Finance and General Purposes

30th May 2023

Present: Paul Webb (Chair), Gus Jones, Michael Swift, Charlie Milner, Linda Kitching, Brenda Wilson, Ian Woodroofe, Liz Swift, Yvonne Rix (Clerk and Responsible Financial Officer)

F&GP/30052023/01 Apologies for absences and declarations of interests

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

F&GP/30052023/02 Election of Chair and Vice Chair

Michael Swift nominated Paul Webb as Chair. This was seconded by Charlie Milner. As there were no further nominations, Paul Webb was elected as Chair.

Liz Swift, seconded by Brenda Wilson nominated Michael Swift as Vice Chair. There were no further nominations. Michael Swift agreed to take on the role for the next year allowing time for other members of the group to gain experience with the group and be in a position to undertake the role in future years.

F&GP/30052023/03 Approval of the minutes of the meeting of 28.3.23

The minutes of the meeting held on 28th March 2023 were approved and signed as a true record.

F&GP/30052023/04 Consideration of the Action Sheet

The group considered the items on the Action Sheet.

PROJECT	INFORMATION AND UPDATES	Meeting Comments
Local Council Risk System	Risk Assessments reviewed to date: Grass cutting Fire Risk – Open Spaces Remembrance Day Jubilee Tea Party Jubilee Family Picnic General Cleaning of Council Properties MVAS Units Employment of Staff Skate Park Public Toilets Water Supply War Memorials Planning and Development control Still to do: Litter Newsletters Street Furniture – Seats Public Buildings/Halls Car Parks at Halls/Recreation Ground Cemetery Allotments Bus Shelters Clocks (Cemetery) Manual Handling	Yvonne Rix reported that the risk assessments mainly compiled using the Local Council Risk System Software, but a number particularly the recent assessments have used a more generic format which she feels is better. In future years, the work of reviewing the assessments could be shared, with councillors carrying out some of the reviews. Risk assessments for this year's carnival have been received. Query to be raised with the Repair Café Group regarding their risk assessment.

	<p>Use of electronic devices Financial Management Street/Footway Lighting (2 lights only -Toyse Close) Winter Gritting Letting of Halls Meetings of the Council and Council Meetings Code of Conduct Nuisances Website Provision of Website/Internet Access Provision of Office Accommodation Data Protection Council Property and Documents Computing Open Spaces Working at Height Further Assessments required: Community Garden – Volunteers Community Orchard Social Media</p> <p>Question: Has a risk assessment been carried out for the Repair Cafe?</p>	
<p>CCLA Investment</p>	<p>Funds at 30.4.23 £103,528.70</p>	<p>The Group noted the new balance. It was explained that the CCLA Investment was chosen following sector recommendations and a couple of meetings with representatives from the organisation. Higher interest rates may be available through other organisations. Although a Council when deciding the level of funds needed in hand in case of emergencies etc., should consider all risks, an acceptable amount of around 50% of the annual precept, appears to be a suitable amount. However, should unearmarked be double the annual precept, then this could be raised as an issue by the auditors.</p>

F&GP/30052023/05 Final Accounts for the year ended 31st March 2023 and Internal Auditors Report

Yvonne Rix presented the final accounts for the year ended 31st March 2023. See Appendix A. The following explanations were given. The final accounts are on an Income

and Expenditure basis,

Income:

CIL Funding is the money received from ECDC for the Meaningful Proportion CIL Funding from housing development within the parish.

VAT Sales is the VAT paid by hall hirers.

Gardiner Memorial Hall income of £13,0007.38 – it should be noted that this is income received from when the hall re opened following refurbishment at the beginning of July.

Mandeville Hall £25,886.82 is income from hirers. It should be noted that whilst the Gardiner Memorial Hall was being refurbished, all Gardiner Memorial Hall hirers were accommodated at Mandeville Hall, therefore increasing the number of receipts for Mandeville Hall.

Gardiner Memorial Hall Refurbishment is grant funding received towards the cost of the project.

Safety Campaign is the funding received towards the project from East Cambs Community Safety Partnership.

Margaret Field – Burwell Football Club is charged a fixed monthly amount for use of both the facilities at the Recreation Ground and Margaret Field. All income from this source is allocated to the Recreation Ground with nothing being allocated to Margaret Field. This is why the income for Margaret Field shows as 0.00.

Expenditure:

Expenditure for Spring Close includes the grass and hay cut.

Expenditure for the Recreation Ground includes grass cutting, pitch maintenance, the new MUGA lights and the additional tennis court fencing.

Staff includes all expenditure relating to the members of staff including salaries, national insurance, tax, and superannuation.

Agency grass cutting is the cost involved with the cutting of the verges.

The Council has retained reserves at the 1st April 2023 of £303,650.01 of which earmarked reserves total £142,971.28.

Earmarked Reserves

Questions to be asked or should be asked relating to the earmarked reserves:

What should happen to the Safety Campaign reserves of £3638.89 now that the Safety Campaign has finished?

What should happen to the £1436.87 balance left over from the 40 mile per hour buffer zones?

Should the £500 donation provided by the Carnival for a bench at the Recreation Ground be used to purchase a bench for the Community Garden?

Should any of the remaining unearmarked £160,678.73 be allocated to any particular project?

Other points to be noted:

The balance of £10,037.99 does not include the £1500.00 included in the 2023/2024 budget.

The cost of the water refill points needs to be taken out of the £5,000 allocated for Climate Change (invoice not paid until after 31.3.2023).

It was agreed that a recommendation should be made to Full Council to reallocate the balance of the earmarked funding of £2,237.38 for the Recreation Ground MUGA

lighting and fencing, along with the equivalent amount as reimbursed towards the costs of the installation of the lights and fencing received from ECDC as part of the original CIL 123 Grant to the Recreation Ground Sinking Fund.

It was noted that there will be a need to carry out refurbishment/repair work to the facilities at the Recreation Ground in the future and that the Council must ensure that funding is available for this.

The Group considered the Internal Audit Report for the year ending 31st March 2023 and noted observations made by the Internal Auditor. The Clerk informed that group that she would check dates for Exercising Public Rights for the year ending 31st March 2023 to ensure that they complied with regulations.

See Appendix B for the Internal Audit Report.

F&GP/30052023/06 Revised Budget for 2023/2024

Please see Appendix C

Yvonne Rix informed the Group to consider approving a revised budget for the financial year 2023/2024 due to changes relating to bringing the cleaning of properties back in house and the significantly cheaper cost of the insurance than previously expected.

The Group reviewed the revised budget compiled by Yvonne Rix (Responsible Financial Officer) and following a proposal from Liz Swift, seconded by Linda Kitching make the following recommendation to Full Council:

That the Council approves the revised budget for the year 2023/2024.

F&GP/30052023/07 Appointment of Internal Auditor 23/24 and scope

The following recommendation to be made to Full Council:

That Moore's are appointed to act as the Council's Internal Auditor for the financial Year 2023/2024 and that the scope of the audit should be the same as carried out for The 2022/2023 financial year.

F&GP/30052023/08 Changes to CCLA plus need for further risk assessment to be carried out

A letter had been received from the CCLA informing investors of some changes due to take place later in the year as to the way accounts are managed. Having considered the changes the Group recommends to Council that:

Changes due to take place with the management of CCLA accounts due not create any additional risks and therefore there is no reason to withdraw the Council's investment or carry out a further risk assessment.

F&GP/30052023/09 Cleaning Contract (Update)

Yvonne Rix reported that Debbie Cawley and Martyn Wright took over cleaning the Council's properties from 15th May 2023. All seems to be going well. Whilst the Pavilion is out of action, Martyn Wright is giving the other properties a deeper clean. There may be a need to purchase some mechanical cleaning equipment at some point.

F&GP/30052023/10 Review of Council Policies

The Group discussed how the Councils' policies should be reviewed. It was agreed that Yvonne Rix should draw up a plan to review the policies over the year, prioritising the most important first. Reviewing the policies should be shared by all members of the

group.

F&GP/30052023/11 Bank Signatories

How that Joan Lonsdale and Hazel Williams are no longer Councillors they can no longer be bank signatories. Their names will need to be removed from the account. It was agreed that a recommendation be made to Full Council for Linda Kitching and Ian Woodroffe to become bank signatories.

Recommendation to Full Council that Linda Kitching and Ian Woodroffe to be bank signatories for the Unity Trust bank account.

F&GP/30052023/12 Any other business

Mandeville Hall car parking

Yvonne Rix reported that now the cricket season has started, there has been some issues with parking at Mandeville Hall. There have been some complaints from hirers whose clients have been unable to park. It was agreed that as there is a new Cricket Club Chairman, a meeting should be convened with them to discuss the parking arrangements, as stated in the lease, with them. It was also noted that no attempt has been made by the Cricket Club to utilise that area of land beyond the car park behind the Pavilion for parking as had previously been talked about. Yvonne Rix to organise the meeting.

Regular use of Margaret Field for a Boot Camp

An organiser of a Boot Camp has asked if it would be possible to use Margaret Field for running a boot camp up to 9 times per week. The Group considered that this level of use is not appropriate for Margaret Field, however they could use the Recreation Ground. Currently there is a charge of £50.00 per year to use the Recreation Ground. This is exceptionally cheap, and it was felt that this should be reviewed by the Community, Leisure, and Sports Group at their next meeting.

F&GP/30052023/12 Date of the next meeting

The next meeting is to be held on 25th July 2023 following the meeting of the Full Council.

The meeting closed at 9.00 pm.

Signed

Dated