

Burwell Parish Council
Finance and General Purposes
30.07.2024

Present: Michael Swift (Chair), Linda Kitching, Liz swift, Brenda Wilson, Ian Woodroofe, Richard Jenkins and Yvonne Rix (RFO).

F&GP/30072024/01 Apologies for absences and declarations of interests

Paul Webb and Gus Jones.

F&GP/30072024/02 Approval of the minutes of the meeting held on 26.3.2024

The minutes of the meeting held on 26th March 2024 were approved. Proposed by Liz swift and seconded by Linda Kitching. It was noted that the meeting that should have been held on 28th May 2024 had been cancelled.

F&GP/30072024/03 Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Still to do: Manual Handling Use of electronic devices Code of Conduct Working at Height – George has now done this Further Assessments required: Community Garden – Volunteers Community Orchard Social Media
CCLA Investment	Funds at 30.6.2024 £109,767.56

F&GP/30072024/04 Quarterly Report April-June 2024.

Yvonne Rix presented the Quarterly Report for April-June 2024 with the following comments being made.

Bank Reconciliation – The income for the quarter includes the first payment of £116625.00. It should be noted that under analysis income shows as £117389.35. This was the amount received from ECDC and it was a joint payment of £116625.00 precept and £764.35 for the meaningful proportion of CIL funding received between 1.10.23 and 31.3.24. The £764.35 had been listed incorrectly.

Earmarked Reserves. The figure for Pauline’s Swamp includes the £3500 from Hopkin Homes and the 2024/2025 budget allocation of £1500. The Recreation Ground Sinking Fund includes the 2024/2025 budget allocation of £2500.00.

CIL Funding – The latest receipt of CIL Funding of £764.35 has not yet been allocated.

Net Position – The payment for the Annual Report is for the printing of the 2023 Annual Report. The cost of printing the 2024 Annual Report has not yet been received. Other income includes a refund of CCC pension due to the payment being made to incorrect CCC account. This is balanced by an additional pension payment in expenditure. Also included in this figure is a refund from ENGIE.

Allotment income is not due until October. Gardiner Memorial Hall income is higher for the quarter than budgeted. Public Areas receipt of £1903.03 has been included under Public Areas grass cutting instead of Agency Grass Cutting. Staff changes will be reflected in the next quarter.

F&GP/30072024/05 CCLA Mandate

The mandate for the CCLA account needs to be updated, with the following recommendation being made to Full Council:

That Paul Webb, Elizabeth Swift, Ian Woodroofe, and Linda Kitching be added to the mandate for actioning transactions for the account and all previous individuals removed from the mandate.

F&GP/30072024/06 SLCC Membership

Following a suggestion from Yvonne Rix about the benefits of the Clerk being a member of the Society for Local Council Clerks the following recommendation to Full Council was proposed by Liz Swift and seconded by Linda Kitching:

That the Parish Council pays for the annual membership of the Society of Local Council Clerks for the new clerk. The cost for the current year is £253.00 including a joining fee of £15.00.

It was also suggested that an up-to-date copy of Charles Arnold Baker (Parish Council Bible) is purchased. The cost is around £150.00. The following recommendation was proposed by Liz Swift and seconded by Brenda Wilson:

That the Parish Council purchases an up-to-date copy of the Charles Arnold Baker publication at a cost of approx. £150.00.

F&GP/30072024/07 New Financial Regulations

Yvonne Rix handed out copies of the new 2024 Financial Regulations Model document along with information on the changes introduced. Yvonne Rix agreed to let all members of the group not in attendance have a copy of the regulations along with the link for the information about the changes. She suggested that the group should consider adopting the new regulations at the next meeting of the group.

F&GP/30072024/08 Review of Standing Orders and Code of Conduct

The Standing Orders were reviewed. Lea Dodds had questioned a few items, but one is legally a requirement to have and it was felt that the others did not warrant changes being made. The following recommendation proposed by Liz Swift and seconded by Ian Woodroofe to be made to Full Council:

That having reviewed the Standing Orders the Finance and General Purposes Group recommends to Full Council that no changes are required.

F&GP/30072024/09 Social Media Policy and Communications Group

The draft Communications Policy drafted by Paul Webb was noted. The following recommendation, proposed by Liz Swift and seconded by Ian Woodroofe to be made to Full Council:

That a small subgroup is created to work on the Council's communication and social media policy.

F&GP/30072024/10 Burwell Day Centre and Policy for the Elderly

It had been suggested by the Burwell Day Centre Trustees that the Parish Council should have a Policy for the Elderly and that the Parish Council should do more for the Day Centre. A draft policy had been compiled but the group agreed that a policy is not necessary at this point in time. The Council will always consider donation requests favourably from the Day Centre.

F&GP/30072024/11 Any urgent matters

Burwell Football Club would like to have a food van on Margaret Field when they are playing matches. In order to do this a License will be required which will cost £192.00 per year. The group considered that it would be appropriate for the Parish Council to apply and pay for the license in the first instance and then charge the Football Club over the year. Brenda Wilson proposed, seconded by Liz Swift the following recommendation to Full Council:

That Burwell Parish Council purchases the necessary license to allow a food trader to operate during Football matches at Margaret Field at a cost of £192.00 per annum, with the Football Club being charged over the year for the same amount.

Yvonne Rix asked the group to confirm that the Council is not prepared to waive any reduction being made to her pension as a result of taking early retirement. This was confirmed by all.

F&GP/30072024/12 Date of the next meeting

The next meeting will be held on 24th September 2024.

The meeting closed at 9 pm.

Signed

Dated