Burwell Parish Council

Finance and General Purposes

26.11.2024

**Minutes**

Present – Paul Webb (Chair), Liz Swift, Linda Kitching, Michael Swift, Charlie Milner, Ian Woodroofe, Brenda Wilson and Yvonne Rix (RFO).

F&GP/26112024/01 Apologies for absences and declarations of interests

Apologies – Gus Jones and Chris O’Neill

Declarations - None

F&GP/26112024/02 Approval of the minutes of the meeting held on 24.09.2024

The minutes of the meeting held on 24th September 2024 were approved and signed as a true record. Proposed by Liz Swift and seconded by Charlie Milner

F&GP/26112024/03 Consideration of the Action Sheet and updates from previous meeting:

Yvonne Rix reported that changes made to the CCLA mandate have all been complete and that the recently approved Financial Regulations are now available on the website. A letter has also been received from the LGPS regarding the result of the Cessation Assessment and that there is a surplus of £26,000. The Chair, Vice Chair, RFO to compile a response.

The following updates were noted:

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| PROJECT | INFORMATION AND UPDATES |
| Local Council Risk System | Still to do:  Manual Handling )  Use of electronic devices ) Being dealt with.  Code of Conduct )  Working at Height – George has now done this  Further Assessments required:  Community Garden – Volunteers )  Community Orchard ) Thought to have been completed  Social Media ) To be discussed at the next meeting. |
| CCLA Investment | Funds at 30.10.2024 £111,651.64 |

F&GP/26112024/04 Consideration of 2025/20256 Precept

Yvonne Rix (RFO) explained that the amount of precept that will be received for every £1.00 charged for a Band D property has reduced this year to £2,464.00 (£2,504.30 2024/2025) this will mean that if the charge for a Band D property remains the same for 2025/2026 as in 2024/2025 then the amount of precept received will be less. The precept received for 2024/2025 is £233,250.00 (£93.14 Band D charge).

The Council has set the 2025/2026 budget at £329,345.00 with an anticipated income of £72,770.00 from hall hire, allotment rent and cemetery fees. This will leave a balance of £256,575.00 which needs to be covered by the precept or a combination of precept and reserves. A 12% increase raising the Band D charge from £93.14 to £104.32 per year. This is an increase of £11.18 per year/21.5p per week.

Ian Woodroofe asked how secure the revenue income is, and Yvonne Rix explained that the income is as secure as possible, and allowances have been made for downward variations etc. Paul Webb explained that the Council should have reserves to cover at least a year but if unmarked reserves equate to more than twice the precept, this will need to be justified as part of the external audit. Paul Webb also reminded the group that Burwell has one of the lowest Band D rates in the district and has a higher number of assets in comparison with many of the other parishes. Ian Woodroofe suggested that the Council should consider an increase higher than 12% to allow for unknown circumstances.

Michael Swift proposed the 12% increase, and this was seconded by Liz Swift. A second proposal of 15% was made by Ian Woodroofe, but no seconder came forward. A vote was taken for the 12% increase which will raise a precept of £257,036.60. All were in favour apart from Ian Woodroofe who abstained.

Paul Webb expressed that a 12% increase can be justified due to complying with climate change matters, new technology and the need to increase sinking fund.

***A recommendation to be made to Full Council that a precept of £257,036.60 (12% increase) is requested***.

F&GP/26112024/05 Letter from the Internal Auditor

A letter has been received from Moore’s stating that they have reviewed the work carried out for the Local Council Internal Audits and that it is necessary to increase the cost of the audits to reflect the work carried out. They have quoted £1500.00 plus VAT compared with between £900 and £1000 in the past two years.

***Michael Swift proposed, seconded by Linda Kitching and agreed by all that a recommendation should be made to Full Council to accept the quotation for the 2024/2025 Financial Year and ask that they will keep the price the same for 2025/2026.***

F&GP/26112024/06 Staff Training

The Clerk had asked the group to consider providing training for those staff who should have Manual Handing training and Substances Hazarded to Health training. The total cost is £120.00, and this is for up to 5 people.

***Ian Woodroofe proposed, seconded by Brenda Wilson and agreed by all that a recommendation to Full Council should be made to carry out the of the training at a cost of £120.00.***

F&GP/26112024/07 Technology costs and way forward

This item to be deferred until further investigation has taken place.

F&GP/26112024/08 CCTV Images and sound recording

This item to be deferred until a later meeting.

F&GP/26112024/09 CIL Receipt of £54,563.67 and other earmarking of reserves

The group noted the receipt of the CIL funding which contains a considerable amount from the Newmarket Road development.

F&GP/26112024/10 Government Consultation on Remote attendance and proxy voting at meetings.

Paul Webb reminded all of the need to take part in the consultation. The Clerk to be asked to resend the email with the details of the consultation to all councillors.

F&GP/26112024/11 Any Other Matters:

It was agreed that following a suggestion by a member of the Council, it was agreed that a discussion should take place next year to consider the option of reducing the number of Full Council meetings to one per calendar month.

Paul Webb asked the group to consider transferring funding earmarked for the Safety Campaign

to the next Local Highway Improvements Initiative as the Safety Group intends to submit an

application for the school entrances on the Causeway and Buntings Path. A previous LHI/PFI

application for Buntings Path had been withdrawn due to the possible implementation of the 20 mph restriction in the village.

***Liz Swift proposed, seconded by Linda Kitching and agreed by all, that the balance of the funding of £1967.62 should be re earmarked for the LHI application***.

F&GP/26112024/12 Date of the next meeting

The Group will next meet on 28th January 2025.

The meeting ended at 8.37 pm.

Signed Dated