

Burwell Parish Council
Notes from the Finance and General Purposes Meeting held on 25th January 2022
At Mandeville Hall

Present: Hazel Williams (Chair), Joan Lonsdale, Liz Swift, Michael Swift, Paul Webb, Brenda Wilson, and Yvonne Rix.

F&GP/25012022/01 Apologies for absences and declarations of interests

Apologies – Gus Jones

F&GP/25012022/02 Approval of the minutes of the meeting of 30th November 2021

The minutes of the meeting held on 30th November 2021 were approved and signed as a true and correct record.

F&GP/25012022/03 Consideration of the Action Sheet

The following updates were noted.

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Risk assessment review being carried out by Sarah Ashby
CCLA Investment	Fund stands at £101228.61 on 31.12.2021

F&GP/25012022/04 Current Financial Situation

Yvonne Rix presented the financial information attached.

She reminded the group that the third-party contribution towards the Amey grant still needs to be paid and that this has not been included in the figures. She also pointed out that a payment of £250.00 from Hastoe Housing has been incorrectly allocated to general reserves and not shown Under the correct Gardiner Memorial Hall heading.

She remarked that with the work being undertaken at the Gardiner Memorial Hall, payment of Grants relating to the project and VAT, it is difficult to forecast the financial position of the Council at this stage.

The following comments on the Council's payments and receipts were noted:

Administration

1. Supplies – likely to go over budget. This includes extra hall cleaning materials and ppe purchased due to Covid.
2. Photocopier payments are over budget
3. Microsoft 365 – Bill is due in from Burwell Computers
4. Fire Precautions – Charged to individual properties
5. Payment in of £2.90 in other is Petty Cash as a result of the Council no longer holding any Petty Cash in hand.
6. Admin Other includes Recreation Ground Car Park costs
7. The website costs include work creating the new website

Cemetery

1. Overspend on Electricity and rates
2. Cemetery Income higher than budgeted

Jubilee Reading Room

1. Cleaning includes public toilet

Mandeville Hall

1. Income should be on track as hire fees return to pre covid rates from 1st January 2022.

Play Equipment – Overspend on bark noted.

Spring Close – Overspend on grass and hay cutting noted.

Staffing – Keyholders Salaries – costs higher due to additional covid cleaning and changes to daily rates.

Yvonne Rix was thanked for her work compiling the documents.

F&GP/25012022/05 Updating Bank Signatories

Following the resignation of Robin Dyos as a Councillor, it was agreed to **recommend to Full Council that the bank mandate is changed removing Robin Dyos as a signatory and adding Paul Webb.**

F&GP/25012022/06 Acceptance of Internal Audit Fee

The Moore UK fee for carrying out this year's internal audit is £25.00 higher than last year at a Cost of £900.00 plus VAT. It was agreed that this is acceptable.

F&GP/25012022/07 Review of the following:

Charges and fees for hall hire, allotments, cemetery, sports facilities and lock up

The Group recommends the following fees from 1.4.2022 to full council:

Allotments – From October 2022 an increase from 20p per square metre to 23p per square metre and from October 2023 an increase from 23p to 25p per square metre.

Mandeville Hall and Gardiner Memorial Hall

Charges to remain the same.

Paul Webb asked for Council to consider allowing the free use of the halls if not required for fee paying organisations, to community beneficial groups which have no income. This was agreed to be acceptable but use by a group would need to be individually assessed.

Lock Up

Rent to remain the same at £200.00 per year.

Sports Facilities

It was noted that the clubs are about to merge to form Burwell United and that they have suggested paying an annual fee for the use of the facilities. Michael Swift and Paul Webb to consider possible charges and come back with recommendations.

The FA is willing to consider further grant applications from Burwell including for a all weather pitch at the Recreation Ground.

Cemetery

The following increases are recommended:

Part 1 - Interments (excluding fee for digging grave)

For the interment granted:

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|---|---|
| a) of the body of a still-born child or of a child whose age at the time of death did not exceed 12 years | £90 to remain the same at £90.00 |
| b) of the Person whose age at the time of death exceeded twelve years: | |
| Single grave to the depth of 5 | £310 increase to £330.00 |
| Double grave to the depth of 7 ft | £310 increase to £330.00 |
| c) For any interment at a depth exceeding 7 feet, for each additional foot, an additional:- | £120 increase to £140.00 |
| d) Re-opening of grave | £240 increase to £260.00 |
| e) For the interment of cremated remains in a grave for which the exclusive rights have been issued | £140 increase to £160.00 |
| f) For the interment of cremated remains in designated plot in the garden of Remembrance. | £140 increase to £160.00 |

Part 2 - Exclusive Rights of Burial in Earthen Graves

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|--|------------------------------------|
| a) For the exclusive right of Burial for 50 years in an earthen grave 9ft. x 4ft. | £275 increase to £295.00 |
| b) Exclusive right for a child's grave | £100 to remain at £100.00 |
| c) For the exclusive right of burial for 50 years of cremated remains in earthen space 2 ft. x 2 ft. | £140 to increase to £160.00 |
| d) As c) above for a double ashes plot | £220 to increase to £240.00 |

Part 3 - Monuments, tablets & Monumental Inscriptions

For the right to erect or place on a grave:

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|---|------------------------------------|
| a) A Headstone not exceeding three feet in height, including inscriptions | £245 to increase to £265.00 |
| b) A flower vase (in lieu of headstone), including inscriptions | £140 to increase to £160.00 |
| c) A plaque 10" x 4" on a wall in the garden of rest | £150 to increase to £170.00 |
| d) A double plaque 10" x 8" on a wall in the garden of rest | £245 to increase to £265.00 |

(These fees are inclusive of any future additional inscriptions)

Use of Cemetery Chapel for a service prior to burial

£220 to increase to £240.00

(Chapel fee is not doubled for non residents)

F&GP/25012022/08 Staff Appraisals (Salaries to be discussed 29.3.2022)

It was agreed that Yvonne Rix, Liz Swift, and Paul Webb would carry out the annual staff Appraisals the week after the February school half term.

F&GP/25012022/09 Any other matters and matters for discussion at the next Meeting:

Gardiner Memorial Hall Launch Funding:

Liz Swift reported that through the Creative Arts East membership we are entitled to one free film screening. We will need to have an official opening of the hall where funders and local businesses who have donated etc. can be invited. This could be followed for an Open Afternoon for members of the public. This can be discussed further at the next meeting.

A new Premises License needs to be applied for.

Yvonne Rix informed the group of the need to consider the disposal of arising from areas where grass is to be managed to support wilding, which had been highlighted by the Grass Cutting Contractor. She explained that she would look at options available including cost implications and come back to Council once finished.

Hazel Williams reported that the role of the Day Centre within the community is changing, and that the Day Centre is due to carry out a strategic review of its role. It is likely that the Centre may ask the Parish Council to be more proactively involved with the organisation in the future.

F&GP/25012022/10 Date of the next meeting

The next meeting to be held on 29th March 2022.

The meeting closed at 9.12 pm.

Signed

Dated