

Burwell Parish Council

Finance and General Purposes

Meeting of 25<sup>th</sup> May 2021 at 7.30 pm (Following Full Council Meeting)

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

**F&GP/25052021/01 Apologies for absences and declarations of interests**

An apology for absence had been received from Gus Jones.

**F&GP/25052021/02 Approval of the minutes of the meeting of 30<sup>th</sup> March 2021**

The minutes of the meeting held on 30<sup>th</sup> March 2021 were approved. Proposed by Liz Swift and seconded by Paul Webb. The Group noted that Happy Tots no longer required a shed for the storage of their toys and that Crowd Funding for the Gardiner Memorial Hall has been delayed.

**F&GP/25052021/03 Consideration of the Action Sheet**

The Group noted that the CCLA account now stands at £101,209.63 (30.4.2021) and that Smithers Purslow are looking at the latest proposal for the ceiling at Mandeville Hall.

**F&GP/25052021/04 Current Financial Situation**

Yvonne Rix presented the following Financial Report. As it is not even two months into the new financial year, there is nothing major to report. It was noted that just over 50% of the income budget for the cemetery for 2021/2022 has already been received. Yvonne Rix to check with ECDC regarding Parish Council CIL payments from developers as nothing has been received in the last year.

<u>Burwell Parish Council</u>	<u>Bank Reconciliation at 24th May 2021</u>
Bank Balance at	1.4.21
Unity Bank	£278,909.40
Less Unpresented 1.4.21	£0.00
Plus in transit	£0.00
	£278,909.40
Plus income	£92,460.55
In Transit	
Less Expenditure	£40,396.78
	<u>£330,973.17</u>
Balance at 24.5.21	
Unity Bank	£330,973.17
Plus income in transit	

Less Unpresented	<u>£0.00</u>
Balance	£330,973.17

Please note that these figures do not include the funds in the CCLA Account which at 30.4.21 total £101,209.63

Fund Allocation

Total Funds	
Unity Trust	£330,973.17
CCLA	<u>£101,209.63</u>
Total Funds	£432,182.80

Earmarked Reserves

20/21 Capital Trees	£1,000.00	
Capital Safety Campaign	£3,000.00	
21/22 Cap. LHII Buffer Zones	£5,000.00	
Pauline's Swamp	£10,043.72	
Recreation Ground/Pavilion Sinking Fund	£17,500.00	
Gardiner Memorial Hall	£1,025.94	
Gardiner Memorial Hall	£150,000.00	CIL
Recreation Ground Car Park	£35,000.00	CIL
Recreation Ground Car Park	£15,000.00	
Highways Village Entrance Gates	£5,000.00	CIL
CIL Funding	£951.33	CIL
	<u>£243,520.99</u>	
Factory Road Donation	£20,000.00	
	<u>£263,520.99</u>	
Balance of Earmarked Reserves	£263,520.99	
Balance of CIL 123 Rec Funding	£3,722.00	

Plus Carnival Donation £500.00

Summary

Total Funds	£380,340.93
Earmarked	£266,670.99
Balance	<u>£113,669.94</u>

CIL FUNDING

CIL Receipts	Use by	Earmarked Cil Funding	Agreed
2015/2016	£7,894.64	2020/2021 Gardiner Memorial Hall Seed Funding	£35,000.00 9.6.20
2016/2017	£32,649.94	2021/2022 Gardiner Memorial Hall Stockdale Costs	£2,100.00 Paid
2017/2018	£75,650.08	2022/2023 Highways LHII Village Entrance Gates	£5,000.00 9.6.20
2018/2019	£41,791.17	2023/2024 GMH	£115,000.00 8.9.20
2019/2020	£28,309.67	2024/2025 Recreation Ground Car Park	£35,000.00 13.4.21
2019/2020	£1,983.96	2024/2025 U earmarked	£951.33
2020/2021	£4,771.87	2024/2025	
	<u>£193,051.33</u>		£193,051.33

Current CIL Funding in hand £190,951.33

GMH to date 29th March 2021

Funding GMH

		Claimed/Used	Received	Balance
CCC Capital Grant		£131,125.00	£9,950.00	£121,175.00
PC Reserves	In hand	£15,000.00	£13,974.06	£1,025.94
CIL (PC Seed)	In hand	£35,000.00		
CIL (PC appr 8.9.20)	In hand	£115,000.00		
ECDC 25.3.2021		£180,000.00		

£476,125.00

Expenditure to date Gardiner Memorial Hall

	EX VAT	VAT	TOTAL	Allocation
Stockdale	£2,100.00	£420.00	£2,520.00	CIL PC
Sharman and Grimwade	£1,297.50	£259.50	£1,557.00	PC Res
Rigour Survey	£1,815.00	£363.00	£2,178.00	PC Res
ECDC	£256.00	£0.00	£256.00	PC Res
Varsity Consulting	£3,000.00	£600.00	£3,600.00	CCC
Andrew Firebrace	£450.00	£90.00	£540.00	CCC
Saunders Boston	£6,500.00	£1,300.00	£7,800.00	CCC
Anglia Ecology	£955.56	£0.00	£955.56	PC Res
Varsity Consulting	£1,425.00	£285.00	£1,710.00	PC Res
Powerrod Eastern	£475.00	£95.00	£570.00	PC Res
KMC	£1,200.00	£240.00	£1,440.00	PC Res
Sharman and Grimwade	£3,400.00	£680.00	£4,080.00	PC Res
Varsity Consulting	£1,425.00	£285.00	£1,710.00	PC Res
Andrew Firebrace	£300.00	£60.00	£360.00	PC Res
Varsity Consulting	£1,425.00	£285.00	£1,710.00	PC Res
	£26,024.06	£4,962.50	£30,986.56	

**F&GP/25052021/05 2020/2021 Year End and Electors Inspection period**

The accounts are currently with the Internal Auditor. Annual Returns (AGAR) will go to the Parish Council on 15<sup>th</sup> June 2021 and the approved accounts must be with the External Auditor by 30<sup>th</sup> June 2021. The inspection period for the local electorate will be from 14<sup>th</sup> June 2021 to 23<sup>rd</sup> July 2021. Anyone wishing to view the accounts will need to contact the Clerk and most items will be available online or by email.

### **F&GP/25052021/06 Staff Appraisals including Mileage Allowance G Rowland and M Wright**

Staff Appraisals had been carried out on 5<sup>th</sup> May 2021 by Yvonne Rix, Liz Swift, and Robin Dyos.

Yvonne Rix reported that the following had arisen from the appraisals

- Yvonne Rix has accrued 35 hours overtime – agreed that this should be paid 11.5.21
- George Rowland requires a skip for rubbish and GMH
- George Rowland is spending more on petrol due to towing the trailer to manoeuvre lawnmower from new store to rear of JRR to Cemetery
- Debbie Cawley needs to have input in kitchen design etc for GMH
- Martyn Wright is concerned that he is out of pocket mileage wise when opening and closing the Recreation Ground toilet
- Martyn Wright is concerned that the mobile phone loses charge quickly. If this is the case it may be necessary to get a new one.
- Sarah Ashby recommends that the Parish Council considers marking out the pitches at the beginning of the season.

The Group considered options to address the travelling costs for Martyn Wright and George Rowland. Martyn Wright often has to travel to and from home on several occasions during the day, especially at the weekend, when he has to come back in the afternoon to lock the toilet at the Recreation Ground. As Martyn is only paid mileage from the point of entry into the village, this means that extra trips from home are an additional cost for him. It was agreed that it is necessary to look the daily rate that the Key Holders are currently paid, to see if it is still the fairest way to calculate their salaries.

George Rowland is now spending more on fuel, mainly as more use of the trailer has decreased the number of miles that his van does per gallon. Options such as paying a set number of miles per week, above his average amount, paying a small weekly maintenance allowance or paying a percentage of his insurance or road tax were discussed. The Group agreed that it is important to get this sorted and it was agreed that a Strategy Group meeting should be arranged to discuss in more detail. Yvonne Rix to find out details of vehicle costings in readiness for the meeting. Liz Swift praised the staff on the way that they work.

### **F&GP/25052021/07 Code of Conduct**

Yvonne Rix reported that she had recently attended a CAPALC Training Session on the new model Code of Conduct. The session was run by Hoey Ainscough Associates Ltd, two individuals who had previously worked for the Standards Board prior to its closure in 2012. The Localism Act 2011 abolished the previous national code and allowed Councils to adopt their own code. Burwell Parish Council adopted the District Council Code. A ten-year review of local standard arrangements has been carried out. Findings of the review have highlighted that different Codes between tiers are confusing for members, officers and public alike. Councillors on different tiers can be covered by different rules. Also, the lack of sanctions was noted, but would need to be dealt with through legislation and that the Government was yet to respond.

Some Codes have stuck to statutory minimum e.g., only required to declare interests of councillor and spouse and not other family members for example. There is a recommendation that the new model Code is accepted. However, this is not mandatory. There is an expectation that the Code will contain broader declarations of interests. As a minimum the same code should apply across one geographical area, with parishes adopting district code. There have been two or three of the training sessions and it is thought that either the Monitoring Officer or a representative from each District Council has attended one of the training sessions.

The training session then went on to how the Code of Conduct is applied when acting as a Councillor, including how the Code of Conduct is applied when using Social Media. It is Recommended by LGA/NALC/SLCC that the new Model Code is adopted. Hazel Williams informed the Group that it will be interesting to see how many District Councils will adopt the Code as not all are members or support the work of the Local Government Association (LGA). The Clerk will enquire about ECDC adopting the code when the next meeting takes place with the Rebecca Saunt and Jo Brookes. The Clerk to remind all Councillors of the need to update their Register of Interest with any changes which have occurred. She will mention this at the next meeting and at the Strategy Day.

**F&GP/25052021/08 Strategy Day 21<sup>st</sup> July 2021**

A Strategy Group meeting will be arranged to discuss the content of the Strategy Day on 21<sup>st</sup> July 2021.

**F&GP/25052021/09 Any other matters and matters for discussion at the next Meeting:**

The Clerk mentioned to the Group her concerns for staff members having and to deal directly with wildflower management. Liz swift agreed to respond to issues that could not be dealt with in the usual way by the Office.

**F&GP/25052021/11 Date of the next meeting – 27<sup>th</sup> July 2021**

The next meeting will be held on 27<sup>th</sup> July 2021.

Signed

Dated