

Burwell Parish Council
Finance and General Purposes
26th July 2022
At Gardiner Memorial Hall

Present: Joan Lonsdale (Chair, Gus Jones, Liz Swift, Michael Swift, Paul Webb, Brenda Wilson, Ian Woodroffe, Yvonne Rix (Clerk and RFO)

F&GP/26072022/01 Apologies for absences and declarations of interests

Apologies - Hazel Williams, Declarations of Interest - None

F&GP/26072022/02 Approval of the minutes of the meeting of 31st May 2022

The minutes of the meeting of 31st May 2022 were approved and signed as a true and correct record.

F&GP/26072022/03 Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Work in progress
CCLA Investment	Funds at 31.05.22 £101,368.41

F&GP/26072022/04 Report for the Quarter Ended 30th June 2022 and the current financial position of the Council

Quarterly Report 1st April 2022 to 30th June 2022

26 July 2022 (2022-2023)

Burwell Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2022 and 30/06/2022)

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration	150.00		-150.00 (-100%)	25,900.00	10,571.29	15,328.71 (59%)	15,178.71
Agency Grass Cutting	1,900.00	2,283.64	383.64 (20%)	3,000.00		3,000.00 (100%)	3,383.64
Allotments	3,000.00	105.17	-2,894.83 (-96%)	1,630.00	34.01	1,595.99 (97%)	-1,298.84
Capital Budget			0.00 (N/A)	9,000.00		9,000.00 (100%)	9,000.00
Cemetery	14,000.00	3,900.00	-10,100.00 (-72%)	2,900.00	963.03	1,936.97 (66%)	-8,163.03
CIL Funding		16,461.77	16,461.77 (164617)			0.00 (N/A)	16,461.77
Deposits		650.00	650.00 (65000%)		250.00	-250.00 (-25000)	400.00
Donations		2,852.00	2,852.00 (285200)	1,950.00		1,950.00 (100%)	4,802.00
Gardiner Memorial Hall	8,000.00	86.68	-7,913.32 (-98%)	11,400.00	202,749.69	191,349.69 (-1678%)	-199,263.01
Grant Funding		141,558.00	141,558.00 (141558)			0.00 (N/A)	141,558.00
Jubilee Green			0.00 (N/A)	150.00		150.00 (100%)	150.00
Jubilee Reading Room			0.00 (N/A)	5,345.00	1,186.47	4,158.53 (77%)	4,158.53
Lock Up	200.00		-200.00 (-100%)	20.00		20.00 (100%)	-180.00
Mandeville Hall	14,000.00	7,533.77	-6,466.23 (-46%)	20,800.00	4,417.34	16,382.66 (78%)	9,916.43
Margaret Field			0.00 (N/A)	5,050.00	271.00	4,779.00 (94%)	4,779.00
Pauline's Swamp			0.00 (N/A)	1,800.00	11.65	1,488.35 (99%)	1,488.35
Play Equipment			0.00 (N/A)	2,000.00		2,000.00 (100%)	2,000.00
Precept	183,602.00	91,801.00	-91,801.00 (-50%)			0.00 (N/A)	-91,801.00
Priory Meadow and Orchard			0.00 (N/A)	100.00		100.00 (100%)	100.00
Public Areas			0.00 (N/A)	11,220.00	3,574.00	7,646.00 (68%)	7,646.00
Spring Close			0.00 (N/A)	5,500.00	146.50	5,353.50 (97%)	5,353.50
Staff			0.00 (N/A)	93,000.00	23,191.95	69,808.05 (75%)	69,808.05
Street Lighting			0.00 (N/A)	750.00	68.68	681.32 (90%)	681.32
The Pavilion			0.00 (N/A)	6,200.00	740.40	5,459.60 (88%)	5,459.60
The Recreation Ground	2,500.00	901.69	-1,598.31 (-63%)	20,700.00	10,179.42	10,520.58 (50%)	8,922.27
VAT		29,508.91	29,508.91 (295089)			0.00 (N/A)	29,508.91
NET TOTAL	227,352.00	297,642.63	70,290.63 (30%)	228,115.00	258,355.43	-30,240.43 (-13%)	40,050.20
<hr/>							
Total for ALL Cost Centres		297,642.63			258,355.43		
V.A.T.		1,704.43			44,052.26		
GROSS TOTAL		299,347.06			302,407.69		

The Summary of Receipts and Payments for the quarter was presented by Yvonne Rix with the following noted:

1. The Payment figure for Administration includes the annual insurance premium of £5642.00.
2. Expenditure for the Gardiner Memorial Hall includes refurbishment payments of £201,371.
3. The level of payments for Pauline's Swamp is higher than stated as some payments made on the credit card are shown within the Administration figure. The actual figure is £83.48 as shown on the up to date Pauline's Swamp Accounts Document.
4. The Income under Donations consists of £2652.00 (Safety Campaign) and £200.00 (GMH)

Bank Reconciliation at 31st March 2022

Bank Balance at

31.3.22

Unity Bank **£197,415.51**

Less Unpresented

31.3.22 **£0.00**

Plus in transit 31.3.22 **£0.00**

£197,415.51

Plus income **£299,347.06**

Less Expenditure **£302,407.69**

£194,354.88

Balance at 30.06.2022

Unity Bank **£194,354.88**

Less Unpresented **£0.00**

Balance **£194,354.88**

Please note that these figures do not include the funds in the CCLA Account

27Jun2022	FAIRSTEAD HOUSE SC			10.00	194,111.43
27Jun2022	STETCHWORTH NETB			97.50	194,208.95
27Jun2022	H Barnfather			25.00	194,233.95
28Jun2022	Direct Debit (NEST)		(265.41)		193,968.54
28Jun2022	Direct Debit (ANGLIAN WATER BUSI)		(45.59)		193,922.95
29Jun2022	BRYANT LJ			84.51	194,007.46
29Jun2022	FAULKNER L & G			154.02	194,161.48
29Jun2022	BUR FLOWER CLUB			47.27	194,208.75
30Jun2022	Direct Debit (ANGLIAN WATER BUSI)		(59.02)		194,149.73
30Jun2022	Mildenhall Monumen			265.00	194,414.73
30Jun2022	Manual Credit - Handling Charge		(6.30)		194,408.43
30Jun2022	Service Charge		(53.55)		194,354.88

12

The Group noted that the Unity Trust figure as at the 30th June 2022 of £194,354.88 agrees with the bank reconciliation total.

Gardiner Memorial Hall Finance

Yvonne Rix then went through the Gardiner Memorial Hall Refurbishment Finance and presented the following summary sheet. The final total is not known yet and Cadman's have up to six months from the completion date to submit their final invoice. Figures in red are outstanding or are still to be paid.

Yvonne Rix reminded the Group that no agreement had been made by Council as to where the Third-Party Contribution should be paid from. The project is currently £8,143.88 over budget. The Group considered that this was acceptable especially in the current financial circumstances. The Council should take the opportunity to check that all work has been completed to the original tender. Discussion needs to take place regarding the new main entrance in terms of disability access, along with any adaptations that could be made to the door into the main hall from the entrance foyer, which being a fire door, is exceptionally heavy to operate. Other expenditure for the project includes the new chairs, dishwasher, oven, fridge, freezer, additional insurance etc.

Overall Project Balance Sheet at 20.07.22

BPC Budget inc. all grants, donations, PC Income etc. £560,758.00

Paid:

Cadmans £399,000.00

To Pay £28,500.00

Retention £22,500.00

Revised Contract sum to date £450,000.00

Plus AED Contract Paid to date £17,507.55

AED fees not paid £242.25

Plus Consultancy Fees paid £74,464.79

includes Arch additional fee

Consultancy Fees not paid yet £2,730.00

Varsity £1097.00 and AFB
£1633.00

Varsity Retention £1,043.00

AED retention £934.20 **£96,921.79**

Other expenditure £13,180.09

3rd Party Contribution £8,800.00 **£21,980.09**

Project Cost	£568,901.88	-£8,143.88
--------------	--------------------	-------------------

Under/Overspend	Overspend	£8,143.88
-----------------	-----------	-----------

There is £4619.97 shown in Varsity figures for architects etc. for Specialist Consultants, Surveys, and Statutory Consents not used to date and has not been included in the above figures

Overall Financial Position

Yvonne Rix informed the Group that a lot of payments for the hall (approx.. £100,000) have been made since 30th June 2022 and therefore, to ascertain a more realistic idea of the Council's financial position, the bank balance of a later date should be used. The bank balance of the Unity Trust account at 26th July 2022 is £74,808.33. This very low and therefore is of concern with two months' worth of payments to be paid before the 2nd Precept amount is received at the end of September. Grant Reimbursements from ACRE and ECDC totalling £113,782.64 are due to be received shortly, along with a VAT payment of £42,347.82, will bring the funds in the Unity Trust Bank back to a more acceptable level.

Bank Balance at**26th July 2022**

Unity Bank	£74,808.33
------------	------------

CCLA	£101,368.41
------	-------------

Balance	£176,176.74
---------	-------------

Plus**Gardiner Memorial Hall**

Amey	£80,000.00
------	------------

ECDC	£33,782.64
------	------------

£289,959.38

<u>Less GMH to pay</u>	£55,949.00
-------------------------------	------------

£234,010.38

VAT DUE	£42,347.83
---------	------------

<u>Total</u>	<u>£276,358.21</u>
---------------------	---------------------------

Please remember you have
Aug and Sept Payments due
before 2nd Precept Payment

Income Due**Earmarked Reserves**

20/21 Capital Trees	£1,000.00
---------------------	-----------

Capital Safety Campaign	inc 22/23	£5,000.00
-------------------------	-----------	-----------

Other Safety Camp. Funds	(Grants)	£1,044.39
--------------------------	----------	-----------

21/22 Cap. LHII Buffer Zones	£5,000.00
------------------------------	-----------

Pauline's Swamp	£10,988.27
-----------------	------------

Recreation Ground/Pavilion Sinking Fund	£22,500.00
---	------------

LHI 22/23 Flashing School Signs	£5,500.00
---------------------------------	-----------

Highways Buntings Path Signs	CIL Funds	£5,000.00	CIL
------------------------------	-----------	-----------	-----

Climate Change	£5,000.00
----------------	-----------

CIL Funding	Not earmarked	£42,152.16	CIL
-------------	---------------	------------	-----

Westhorpe Play Area	£5,000.00
---------------------	-----------

Spring Close Signs - Earmarking of any unspent 2021/2022 revenue budget Overspend 21/22 of £623	£0.00
---	-------

Community Garden Mainly Funded by HM	£50.00
--------------------------------------	--------

£108,234.82

Factory Road Solar Farm Donation	£20,000.00
----------------------------------	------------

Balance of Earmarked Reserves	<u>£128,234.82</u>
--------------------------------------	---------------------------

Plus Carnival Donation	£500.00
------------------------	---------

<u>£128,734.82</u>

Balance of CIL 123 Rec Funding Available	Available to be claimed From ECDC £3722.00
--	--

Summary

Total Funds	£276,358.21
Earmarked(Includes £500 Rec Carnival Donation)	£128,734.82
Balance of Funds Available	£147,623.39

CIL FUNDING

CIL Receipts		Use by	Spent		
2015/2016	£7,894.64	2020/2021	Gardiner Memorial Hall Seed Funding	£35,000.00	Spent
2016/2017	£32,649.94	2021/2022	Gardiner Memorial Hall Stockdale Costs	£2,100.00	Spent
2017/2018	£75,650.08	2022/2023	GMH	£115,000.00	Spent
2018/2019	£41,791.17	2023/2024	Recreation Ground Car Park	£35,000.00	Spent
2019/2020	£28,309.67	2024/2025	Earmarked Cil Funding		
2019/2020	£1,983.96	2024/2025	Highways LHII Buntings Path School Signs	£5,000.00	
2020/2021	£4,771.87	2024/2025	Unearmarked	£42,152.16	
2021/2022	£15,658.63	2025/2026		£234,252.16	
2021/2022	£9,080.43	2025/2026			
2022/2023	£16,461.77	2026/2027			
	£234,252.16				

Earmarked reserves were discussed with some concern being shown that they did not include the sum of £5,000 for the Sign Boards at Spring Close. To remedy this, it was agreed that a sum should be taken from the allocation for the LHI 22/23 Flashing School Signs (project not going ahead at this stage) and be used towards the Spring Close signs which look to be cheaper than the £5,000 first thought.

Yvonne Rix explained that the sums highlighted in red were available to be allocated to projects.

Liz Swift proposed, seconded by Paul Webb, and agreed by the Group that the following recommendations should be made to Full Council:

That the £5,500 allocated to the LHI Flashing School signs should be re-allocated as follows:

Spring Close Signs £2,000

Recreation Ground Muga Lighting and additional Tennis Court fencing £3,500

That the £20,000 Factory Road Solar Farm donation is allocated as follows:

£15,000 for the new Westhorpe Play Area

Recreation Ground Muga Lighting and additional Tennis Court fencing £5,000

This will mean that the total amount of funding available for the additional tennis court fencing and MUGA lighting is £12,700.00.

The Westhorpe Play Area Refurbishment needs to be moved on and it was suggested that costings should be brought to the September meeting of Finance and General Purposes Group. At the same time the group could consider further funding towards the project.

F&GP/26072022/05 Payment for keyholder emptying Recreation Ground bins whilst Maintenance Officer is on annual leave.

The Maintenance Officer is on holiday from 15th to 19th August. The bins will need emptying at the Recreation Ground. Martyn Wright (Keyholder) is willing to assist with emptying the bins (suggest Monday, Wednesday, and Friday) but will need to be paid.

Martyn Wright is also covering for Debbie Crawley this week and he will be receiving an extra four days pay for this. It was agreed that he should be paid an additional days pay for emptying the bins.

F&GP/26072022/06 Happy Tots – Use of Mandeville Hall

This matter has now been resolved in full.

F&GP/26072022/07 Lloyds/Unity Trust Credit Card Limit

The Council currently has two credit cards both with a £250.00 limit. Due to more payments being taken online over the past two or three months the limit has been an issue. Yvonne Rix asked if it would be possible to increase the amount on at least one of the cards. The Group expressed that the limit on both cards needs to be increased to £500.00.

The Group recommends to Full Council that the limit on both Lloyds/Unity Trust credit cards is increased to £500.00.

If increased the Council's Financial Regulations may need to be amended.

F&GP/26072022/08 Additional furniture for Gardiner Memorial Hall

Since completion/opening of the Gardiner Memorial Hall it has come to light that the following items need to be purchased.

The Group recommends to Full Council that the following items should be purchased for the Gardiner Memorial Hall.

1. A cupboard is required to store cleaning equipment and materials – Cost £178.50



Silverline Executive Metal Storage Cupboard

2 height options available

[A221291](#)

£178.50 ex VAT

 **Add to basket**



Qty

1 

DELIVERED DII

Material
Colour*

Grey

Storage
Combination*

1830 +£38.50

Metal, locking double door cupboard

- ★ Lockable
- ★ 10 year warranty
- ★ 915 x 458mm depth
- ★ Choice of 5 finishes

FULL DESCRIPTION

2. Bin for the lower Kitchen Area – Cost Minimal

3. Table Trolley – The existing trolley has a broken wheel and is stores the tables in an unsafe manner – Cost £229 to £330
May need more than one to accommodate all tables

ne / Copak Small Rectangular Table Trolley



Gopak Small Rectangular Table Trolley

Education folding tables
AI36087

£229.00 ex VAT

Add to basket

Qty **DELIVERED DIRECT FROM OUR SUPPLIER**

Storage trolley for Gopak folding tables

- ★ Holds up to 7 Contour, Contour Plus or Premier tables or 6 Universal tables. Specially for Gopak tables
- ★ 875mm x 745mm x 1127mm height
- ★ Supplied flat-pack for self assembly
- ★ Includes strap

FULL DESCRIPTION

4.



Gopak Large Rectangular Table Trolley

Education folding tables
AI36022

£330.00 ex VAT

Add to basket

Qty **DELIVERED DIRECT FROM OUR SUPPLIER**

Storage trolley for Gopak folding tables

- ★ Holds up to 14 Contour, Contour Plus or Premier tables or 12 Universal tables. Specially for Gopak tables
- ★ 1675mm x 745mm x 1127mm
- ★ Supplied flat-pack for self assembly
- ★ Includes strap

5. Table for Users AV Equipment - £50.50



Principal Square Folding Table

Education folding tables
N543950

£50.50 ex VAT

Add to basket

Qty **DELIVERED DIRECT FROM OUR SUPPLIER**

Durable folding table available in a range options

- ★ 940mm x 940mm x 740mm height
- ★ Durable all weather, wipe clean, stain and chip resistant one piece

6. Catering Trolley £173.00



Tubular Clearing Trolley

Choice of 2 or 3 tiered
X60802

£173.00 ex VAT

[Add to basket](#) [Star](#)

Qty [DELIVERED DIRECT FROM OUR SUPPLIER](#) [i](#)

General Size *

Ideal for where hygiene and cleanliness are of the essence

- ★ Stainless steel
- ★ 860 x 535 x 930mm (lwxhx)
- ★ Choice of 2 or 3 tiers
- ★ Optional braked castors (ESPO code: X131483), must be requested at time of order placement

7. Storage cupboard for in the toilet area for keeping spare toilet roll ?? £140.00

8. Lockable cupboard for Debbie to keep various items in ?? £



Silverline Executive Metal Storage Bar

2 height options available
A221202

£140.00 ex VAT

[Add to basket](#) [Star](#)

Qty [DELIVERED DIRECT F](#)

Material Colour *

Storage Combination *

Metal, locking double door cupboard

- ★ Lockable
- ★ 10 year warranty
- ★ 915 x 458mm depth
- ★ Choice of 5 finishes

[FULL DESCRIPTION](#) [v](#)

[IMPORTANT INFORMATION](#)

Total including 2 (cheaper) table trollies = £1000.00

F&GP/26072022/09 Appointment of Auditor and scope of audit for the year 2022/2023

Moore's have provided the service for the Council for a number of years.

Scope:

The Group recommends to Full Council that Moore's should be appointed as the Councils' Internal Auditor for the year 2022/2023 and that they should carry out an adequate audit in order to respond to questions raised in the Annual Governance Report.

F&GP/26072022/10 Any other matters and matters for discussion at the next Meeting:

1. Consideration of Quotations to replace ceiling lights at the Jubilee Reading Room

Three quotations to replace the ceiling lights at the Jubilee Reading Room. The Group makes the following recommendation to Full Council:

That Cartwright's are asked to replace the ceiling lights at the Jubilee Reading Room at a cost of £350.00 plus VAT.

It was suggested that J & J Drake could be asked if their scope of work would cover lighting for the MUGA. Yvonne Rix to investigate.

QUOTE

**Connor Bedford & Co**

45 Murfitts Lane
Fordham
Ely
Cambridgeshire
CB7 5LA

Tel: 07506831739

Email: Connor.Bedford@yahoo.com

BILL TO

Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU

QUOTE #

Q140

QUOTE DATE

12/07/2022

DESCRIPTION	AMOUNT
4x Replace faulty fluorescent light for LED 6ft strip light	150.00
Materials	415.08
TOTAL	£565.08

Thank you

TERMS & CONDITIONS

No guarantee for customer supplied items.
Special order Materials over the value of £250.00
50% will be required upfront.
This quote is valid for 14 days.

22nd July 2022

JQ65865

FAO: Yvonne Rix
Burwell Parish Council
Jubilee Reading Room
99 The Causeway
Burwell
CB25 0DU

Dear Mrs Rix,

RE: Reading Room lights

Further to our visit on the 19th July, 2022, I am pleased to be able to offer the following quotation for works as requested.

Reading Room lights

- Isolate power supply to lighting circuit, lock off and keep key on you at all times
- Using tall steps, remove existing 4 ft twin light fittings
- Fit new 6ft LED batten lights in same locations
- Test circuit and provide a minor works certificate

Our price to supply materials and labour as stated above: £466.52 + VAT

Dust sheets/ boot covers will be used/ worn in all areas in which we are working.

COVID 19 - In line with government guidance our employees attending site will be taking additional precautions whilst carrying out works at your property.

We would like to reassure you that our engineers will be wearing additional PPE and maintaining 2 metre social distancing where possible whilst on site.

We would like to request that for the duration of the works that you remain in a separate room and that the area is well ventilated if possible. Our employees will endeavour to sanitise any surfaces that they may come in contact whilst carrying out the works as well as carrying out frequent hand washing/ sanitising.

We hope this is of some interest to you; if you need to discuss any of the above further, please let me know.

If this quotation is acceptable to you, please complete and return the attached Quotation Acceptance, allowing 10-15 working days' notice before commencement of works. This quotation is open for acceptance for 12 weeks from letter date.

Cartwright Brothers Ltd

40 High Street
Newmarket, Suffolk, CB8 8LB
United Kingdom
Telephone: 01638 662436
Email cartwright.bros@icloud.com



Issued To:

Burwell Parish Council,
99, The Causeway,
Burwell,
Cambs.
CB25 0DU

Issue Date

12/07/2022

Customer Code

BURWELL

Number

SQ-67

QUOTATION

Description	Qty/Hrs	Price	VAT %	Net Amt
Supply and replace 4 Double fluorescent fittings for New LED equivalents in the reception of the Jubilee Reading Rooms	1.00	350.00	20.00	350.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£350.00	£70.00

Net Amount	350.00
VAT Amount	70.00
TOTAL	£420.00

Terms and Conditions:

30 days

Our Terms & Conditions.

All quotes stand pending satisfactory test results prior to commencement of works, if unsatisfactory results are obtained and this affects the quoted work being carried out satisfactorily this will incur an additional cost, if cancellation of quoted works results from this a re-stocking charge of 35% will be issued for the whole quotation.

Any new works will be carried out tested and certified in accordance to the 18th Edition BS.7671 and Part P documented where applicable.

All quotes stand for 30 days from the date of issue.

Charges quoted apply to normal working hours. 8.30 am to 5pm Monday to Friday, work required outside these times will be charged extra.

We will always endeavour to match any equivalent quotation with the same quality of workmanship and equipment.

If rental of the property is intended you are now required under a new legislation affecting private landlords and rental of their properties that came into effect in October 2015 to provide protection to the properties and occupants against smoke and carbon monoxide poisoning, we have provided you with some of this information below.

Here is a summary of the legislation, passed through Parliament in September 2015:

- Landlords must fit a smoke alarm on every storey
- Landlords must fit a Carbon Monoxide (CO) alarm in every room with a solid fuel burning appliance
- Alarms must be tested and working on the start of each tenancy

If further information is required on this please see the link below, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/464717/150929_SC_Explan_book_Annex_A_LandlordsTenants_REVISED.pdf

On accepting our quote you are accepting our terms and conditions.

Please do not hesitate to contact us if you have any questions or queries regarding this quote or associated works.

2. Financial Matters – Repair Café

Liz Swift gave an update on the Repair Café. Initially the intention is for the Repair Café to be under the remit of the Council but will eventually look to become independent. Some funding is required to set up the Café which aims to meet around 4 times per year.

Paul Webb proposed, seconded by Ian Woodroffe that the Repair Café is allocated £200.00 for setting up the Café – proposal approved.

The Group recommends to Full Council that £200.00 is allocated for setting up of the repair café.

F&GP/26072022/10 Date of the next meeting

The next meeting to be held on 27th September 2022.

Signed

Dated