

Burwell Parish Council
Finance and General Purposes
Notes of the Meeting of 27th July 2021

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

F&GP/27072021/01 Apologies for absences and declarations of interests

Gus Jones was not in attendance due to illness. There were no declarations of interests.

F&GP/27072021/02 Approval of the minutes of the meeting of 25th May 2021

The minutes of the meeting held on 25th May 2021 were approved.

F&GP/27072021/03 Consideration of the Action Sheet

CCLA Account balance at 30th June 2021 is £101,214.49

Local Council Risk System review still needs to be carried out.

3-5 year plan to be updated by September 2021 following the recent Strategy Day and a review of the Working Groups Short-, Medium- and Long-Term plans.

Smithers Purslow – last contacted 16th July 2021 asking for an update. Ken Porter (SP) has managed to get latest figures checked out by an engineer and is hoping to be in a position to get back to the Council by the end of the week. It had previously been agreed wait until September to make a final decision on what to do and Paul Webb suggested at this time we should consider the need to take legal action. Robin Dyos reminded all that initially converting the roof space for use as an office had been considered, but due to the lack of windows and only one set of stairs, this had been decided against, and that the best use for the space would be for storage. Smithers Purslow had agreed to supply the Council with a set of plans to rectify the issue with the beams, but accepted no liability for the beams initially installed inability to prevent cracks appearing in the ceiling in Hall One. There will be no guarantee that work carried out to the structure will rectify the issue. Ideally any further drawings received from Smithers Purslow would need to be checked out by a structural engineer employed by the Council

F&GP/27072021/04 Current Financial Situation

Yvonne Rix went through the attached financial statements based on Income and Expenditure to the 30th June 2021. Full Council to receive a copy of the statements/reports for its approval at the meeting of 10th August 2021.

Reserves:

Recommendation by Safety Group to un earmark £5,000 of CIL Funding originally earmarked for the village gates.

Budget/Income and Expenditure:

Fire Precautions – All Properties likely to be overspend due to having to purchase several New extinguishers, including two for the storage room in the old toilet block.

Website will be an overspend due to new website and no allocation in the precept

The Agency Grass cutting payment from Cambridgeshire County Council has been Received since 30th June 2021.

Liz Swift highlighted that expenditure to date for the Gardiner Memorial Hall had been For consultancy fees.

Bank Reconciliation at 30th June 2021			
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	£116,506.10		
Less Expendiure	£68,717.24		
	£326,698.26		
Balance at 30.6.21			
Unity Bank	£326,698.26		
Less Unpresented	£0.00		
Balance	£326,698.26		
Please note that these figures do not include the funds in the CCLA Account which at 30.6.21 total £101,214.49			
Fund Allocation			
Total Funds			
Unity Trust		£326,698.26	
CCLA		£101,214.49	
Total Funds		£427,912.75	
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	Earmarked Reserves	£1,025.94	
Gardiner Memorial Hall	CIL Earmarked	£134,425.00	CIL
Recreation Ground Car Park	CIL Earmarked	£35,000.00	CIL
Recreation Ground Car Park	Earmarked Reserves	£15,000.00	
Highways Village Entrance Gates		£5,000.00	CIL
CIL Funding	Not earmarked	£951.33	CIL
		£227,945.99	
GMH Arbus Donation		£250.00	
Factory Road Solar Farm Donation		£20,000.00	
		£248,195.99	
Balance of Earmarked Reserves		£248,195.99	
Balance of CIL 123 Rec Funding Available		£3,722.00	to be claimed from ECDC
Plus Carnival Donation		£500.00	
Summary			
Total Funds		£427,912.75	
Earmarked(Includes £500 Rec Carnival Donation)		£248,695.99	
Balance of Funds Available		£179,216.76	

CIL FUNDING								
CIL Receipts		Use by	Earmarked Cil Funding		Agreed	Spent	Balance	
2015/2016	£7,894.64	2020/2021	Gardiner Memorial Hall Seed Funding	£35,000.00	9.6.20	£15,575.00	£19,425.00	
2016/2017	£32,649.94	2021/2022	Gardiner Memorial Hall Stockdale Costs	£2,100.00	Paid	£2,100.00	£0.00	
2017/2018	£75,650.08	2022/2023	Highways LHII Village Entrance Gates Gate	£5,000.00	9.6.20	£0.00	£5,000.00	
2018/2019	£41,791.17	2023/2024	GMH	£115,000.00	8.9.20	£0.00	£115,000.00	
2019/2020	£28,309.67	2024/2025	Recreation Ground Car Park	£35,000.00	13.4.21	£0.00	£35,000.00	
2019/2020	£1,983.96	2024/2025	Unearmarked	£951.33		£0.00	£951.33	
2020/2021	£4,771.87	2024/2025	Unearmarked	£15,658.63		£0.00	£15,658.63	
2021/2022	£15,658.63	2025/2026						
	£208,709.96			£208,709.96		£17,675.00	£191,034.96	
			Current CIL Funding in hand				£191,034.96	

GMH to date 29th March 2021								
Funding GMH								
						Claimed/Use	Received	Balance
CCC Capital Grant			£131,125.00			£9,950.00	£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			£15,575.00		£19,425.00
CIL (PC appr 8.9.20)	In hand		£115,000.00					£115,000.00
ECDC 25.3.2021			£180,000.00					£180,000.00
Arbus Donation	In hand		£250.00					£250.00
Amey Grant			£80,000.00					£80,000.00
			£556,375.00			£39,499.06		£516,875.94
<i>(Stockdale not included in Claimed/Used total).</i>								
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		
Saunders Boston	£9,000.00	£1,800.00	£10,800.00			CIL PC Seed		
Sharman and Grimwade	£4,925.00	£985.00	£5,910.00			CIL PC Seed	(not paid until 1.7.2021)	
Andrew Firebrace	£1,650.00	£330.00	£1,980.00			CIL PC Seed		
	£41,599.06	£8,077.50	£49,676.56					

F&GP/27072021/05 Covid 19

There is a requirement for Council to continue to provide a covid safe venue as much as possible. The Group agreed the following changes to be made with immediate effect for those using Mandeville Hall:

Current maximum numbers allowed in Mandeville:

Hall 1 – 20 to be increased to 100

Hall 2 – 15 to be increased to 50

Hall 3 – 15 to be increased to 50

It will be left up to the hirers to decide on actual numbers they are happy with up to the revised maximum above. Any hirer wishing to exceed these numbers should make a request to Council for consideration.

All Toilets in Mandeville Hall to be available for use.

Users of Mandeville Hall to be allowed to enter by the main entrance.

The Key holders will continue to clean after each booking and be paid an allowance for doing this. To be reviewed at the next Finance and General Purposes meeting in September.

It was agreed that from the 1st October 2021 hirers will be charged 75% of their pre-covid fee and from 1st January 2022 all hirers will revert back to paying 100% of their pre-covid fee.

The restriction of allowing only one person in the kitchen at any time will be removed. More hirers will be returning in September.

The total number of people able to be present at a Council meeting can be up to 50 when meetings move to Room 3 in September. Community, Leisure and Sport and Safety Working Group meetings will continue on Zoom until the end of the year.

Hand sanitisation stations, Track and Trace will continue. The wearing of a mask will be encouraged in the hallway and toilets.

Paul Webb asked if the Carnival Committee needed to do anything else Covid wise for their event on the 4th September 2021 at Margaret Field. Having seen the risk assessment for the event, the group did not consider anything further needed to be done.

All changes will be subject to latest Government Covid-19 updates.

F&GP/27072021/06 Maintenance Officers Mileage Allowance and Keyholder Salaries

Yvonne Rix had supplied the following information on vehicle costs for the Maintenance Officer (figures provided by the Maintenance Officer)

MOT £50.00 per year

Van Insurance £277.33 per year

Vehicle Tax £278.16 per year

Servicing £100.00 per year

Tyres (2 each year) £70.00

General Repairs £100.00 per year

Fuel £30.00 per week

It was suggested that the Maintenance Officer should be paid a weekly sum of £20.00 Maintenance Officer Vehicle Expenses Supplement to support the Maintenance Office with his vehicle costs. This was approved for by the Group with a recommendation being made to Full Council.

The Finance and General Purposes Group recommends to Full Council that a weekly sum of £20.00 is paid to the Maintenance Officer as a Vehicle Expense Supplement.

The Group then moved on to discuss the salary payments for the key holders. Liz Swift expressed that the Council should be a good and fair employer. The Council currently have good staff and it would be very difficult for the staff to be replaced. Yvonne Rix had provided details of the duties that the key holders undertake and the time that they spend on average on each. The key holders are on call on the days that they are working.

The option of using NJC scales was thought to be the best option. The Clerk, Hazel Williams and Liz Swift agreed to meet on 11th August 2021 to look at the figures in more detail.

F&GP/27072021/07 Revised Five-Year Plan

This matter was deferred.

F&GP/27072021/08 Recreation Ground Car Park

Two out of three quotes returned. The third contractor had explained that as he would need to subcontract out part of the work, he would rather not submit a quotation on this occasion. The quotations received are for £52,712.60 plus vat and £58,700.00. The second quotation included a Terram Geotextile Membrane. The Clerk to find out the relevance of this and ask if Meads would be in a position to reduce their quotation to £50K.

F&GP/27072021/09 Any other matters and matters for discussion at the next Meeting: None

F&GP/27072021/10 Date of the next meeting – 28th September 2021

Please note that the meeting on 28th September will include
Review of the Council's Risk Management Policy, Direct Debits,
Safeguarding of Funds, Internal controls.
Appointment of Internal Auditor and scope of audit.
Content of the next meeting noted.

The meeting closed at 9.05 pm

Signed

Dated