

Burwell Parish Council
Finance and General Purposes
29th March 2022
Minutes

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

F&GP/29032022/01 Apologies for absences and declarations of interests

There were no apologies for absence. Paul Webb declared an interest in matters relating to Burwell Carnival.

F&GP/29032022/02 Approval of the minutes of the meeting of 25th January 2022

The minutes of the meeting held on 25th January 2022 were approved.

F&GP/29032022/03 Consideration of the Action Sheet

The following items were considered with updates in bold.

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Date to be reviewed to be scheduled by Clerk Set to be reviewed in January 2022 – No further update. Clerk to speak with Assistant Clerk to see how the review is progressing.
CCLA Investment	Funds at 31.12.2021 £101228.61 Funds at 28.2.2022 £101,256.60

F&GP/29032022/04 Estimated year-end financial position

Yvonne Rix reported that due to the Gardiner Memorial Hall it was not possible to correctly estimated the year-end financial position of the Council at this point in time.

F&GP/29032022/05 Staff Appraisals and Staff Salaries

All staff appraisals have been carried out apart from Martyn Wright, which a date needs to be organised for. All staff appraised are happy with their work and no issues were raised. It was agreed that the following incremental salary increases should be recommended.

Yvonne Rix – Currently Salary Point 30 moving up to Salary Point 31 from 1st April 2022

Sarah Ashby – Currently Salary Point 15 moving up to Salary Point 16 from 1st April 2022

George Rowland – Currently Salary Point 15 moving up to Salary Point 16 from 1st April 2022

The Group also agreed that the Council should probably continue to pay salaries in line with the NJC for Local Government Services accepting all agreed cost of living increases and that the Key holder salaries should probably be increased by the same percentage once announced. The Key holder salaries may also need reviewing once the Gardiner Memorial Hall has reopened and bookings have established.

F&GP/29032022/06 Cloud Back Up

To ensure that the Council has the necessary back up for its documents the use of a Cloud Back Up service has been recommended. The cost works out at £55.00 per month using a program called Backup Vault. This will also protect data from Ransomware and is fully encrypted. There also will be a small charge for backing up of emails as a result of Microsoft Exchange reducing the time period that they store emails for on their system.

The Group recommends to Full Council that the Council implements the use of the Cloud Back Up service as suggested.

The Clerk will check with Burwell Computers that this is the best value for money package available.

F&GP/29032022/07 Sports Facilities – Ground Maintenance Contract

Three tenders had been received for carrying out the Pitch Maintenance and Grass Cutting at the Recreation Ground. All tenders received were higher than the figure included in the 2022/2023 budget. The overall tender prices ranged from £21045 to £29982.

The Group recommends to Full Council that the tender from Mr Groundsman totalling £21045.00 per year should be accepted for a two-year contract commencing on 1st April 2022.

The Group noted that the level of service and grounds maintenance knowledge had been reflected in the tender price from Premier Sports which came in at £28,000 for the lower-level programme.

Tenders had also been received for the pitch maintenance at Margaret Field. The type of soil at Margaret Field is very different to that at the Recreation Ground and provides far better drainage. The pitches on Margaret Field will only be used by children and therefore pitch wear and tear will be a lot less. It was decided not to engage a contractor to carry out work to the pitches at this point in time. It was agreed that Truelink who currently cut the grass on Margaret Field should continue to do so as per the agreed regime.

F&GP/29032022/08 Grass Cutting Price increase

An email had been received from Truelink asking the Council to consider a 10% up lift in the contract price for the grass cutting due to the substantial increase in fuel and electricity costs. The Group considered the request and agreed the following recommendation to Full Council:

The Group recommends to Full Council that there is a 10% uplift in the contract price for the grass cutting carried out by Truelink.

F&GP/29032022/09 Any other matters and matters for discussion at the next Meeting:

a) Steak and Honour – Monthly use of MH Car Park

A request had been received from Steak and Honour to use the Mandeville Hall car park once a month on a Saturday. The Group agreed to the use at a cost of £25.00 per session.

b) No Mow May

A letter had been received from the County Council asking if Parish Councils cutting grass verges on their behalf would be adopting 'No Mow May'. The Group noted the request but felt that the letter had been received too late this year to implement but would consider adopting in 2023.

c) Zurich – Building Valuation

A general letter had been received from Zurich Insurance advising that Councils with buildings insurance should consider if the value insured was in line with current valuation figures. The Clerk to provide a list of the sums insured for the next F&GP meeting. The Gardiner Memorial Hall is likely to require a revised valuation once the refurbishment work has been completed and this would be an opportunity to carry out of valuations if required. The Clerk was also asked to find out if Zurich provided unlimited building value insurance.

d) Carnival -Use of Recreation Ground and Margaret Field

An email had been received from the Carnival Committee asking for permission to use the Recreation Ground for the Carnival in June and Margaret Field for the Family Fun Day at the beginning of September. It was agreed that permission should be granted with a clause stating that the Carnival Committee would be responsible for any damaged caused. They would also be asked to provide the Council with copies of their Public Liability Insurance Cover, Risk Assessments and Alcohol licences.

Paul Webb informed the Group that it had recently been established that the latest two MVAS signs purchased through the LHI scheme did not record the data as requested in the funding application. The error appears to be down to the County Council or its contractor. The cost to update both machines is around £750.00 plus VAT and delivery. Initially Safety Campaign funding could be used for this as the data from the MVAS signs form part of the evidence required to support the results of the Safety Campaign. Yvonne Rix to write to Joshua Schumann regarding the issue.

F&GP/29032022/10 Date of the next meeting

The date of the next meeting to be confirmed.

The meeting closed at 9.10 pm

Signed

Dated