

Burwell Parish Council
Finance and General Purposes
Notes of the Meeting held on 30th November 2021 at Mandeville Hall

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

F&GP/30112021/01 Apologies for absences and declarations of interests

Apologies – Gus Jones. There were no declarations of interests.

F&GP/30112021/02 Approval of the minutes of the meeting of 28th September 2021

The minutes of the meeting held on 28th September 2021 were approved as a true and correct record.

F&GP/30112021/03 Consideration of the Action Sheet

The following updates were made:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Date to be reviewed to be scheduled by Clerk Update – Set to be reviewed in January 2022
CCLA Investment	Funds stands at £101,219.16 at 31 st August 2021 Update – Funds at 31st October 2021 £101,223.03
Estimates obtained for Structural Report for MH Ceiling	The following recommendation made to Full Council on 12.10.21 That email acknowledging receipt of the details of the proposal and copy quotation is sent to Smithers Purslow. That the roof space over Room 1, despite being told by Graham Cooley of Smithers Purslow that the floor will withhold the weight of lightweight items, is not used for storage until such time as remedial work has been carried out. That no legal action is taken. That the Council budgets for the work over the next few years and when funds are available further quotations are sought for the work to be carried out. Update – Item to be removed

F&GP/30112021/04 Current Financial Situation including GMH Funding Update

The Group received the following statement detailing the financial situation at 30th September 2021. This had previously been discussed at the Full Council meeting of 30th November 2021.

<u>Bank Reconciliation at 30th September 2021</u>			
Bank Balance at 1.7.21			
Unity Bank	£326,698.26		
Less Unpresented 1.7.21	£0.00		
Plus in transit 1.7.21	£0.00		
		£326,698.26	
Plus income	£102,439.43		
Less Expendiure	£47,367.60		
	£381,770.09		
Balance at 30.9.21			
Unity Bank	£381,770.09		
Less Unpresented	£0.00		
Balance	£381,770.09		
Please note that these figures do not include the funds in the CCLA Account which at 30.9.21 total £101,221.21			

Fund Allocation							
Total Funds							
Unity Trust				£381,770.09			
CCLA				£101,221.21			
Total Funds				£482,991.30			
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				£10,028.75			
Recreation Ground/Pavilion Sinking Fund				£17,500.00			
Gardiner Memorial Hall	Earmarked Reserves			£1,025.94			
Gardiner Memorial Hall	CIL Earmarked			£131,166.00	CIL		
Recreation Ground Car Park	CIL Earmarked			£35,000.00	CIL		
Recreation Ground Car Park	Earmarked Reserves			£15,000.00			
Highways Buntings Path Signs				£5,000.00	CIL		
CIL Funding	Not earmarked			£16,609.96	CIL		
				£240,330.65			
GMH Arbus Donation				£250.00			
Factory Road Solar Farm Donation				£20,000.00			
				£260,580.65			
Balance of Earmarked Reserves				£260,580.65			
Balance of CIL 123 Rec Funding Available				£3,722.00	to be claimed from ECDC		
Plus Carnival Donation				£500.00			
Summary							
Total Funds				£482,991.30			
Earmarked(Includes £500 Rec Carnival Donation)				£261,080.65			
Balance of Funds Available				£221,910.65			

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	£18,834.00	£16,166.00
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	£20,934.00	£187,775.96
		Current CIL Funding in hand			£187,775.96
GMH to date 30th October 2021					
Funding GMH					
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	£18,834.00		£16,166.00
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
Manchets Limited	Pledged	£300.00			£300.00
Manchets Burwell Limited	Pledged	£300.00			£300.00
		£556,975.00	£42,758.06	£514,216.94	
<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	
Varsity Consulting	£1,425.00	£285.00	£1,710.00	CIL PC Seed	
ECDC Planning	£144.00	£0.00	£144.00	CIL PC Seed	
Varsity Consulting	£950.00	£190.00	£1,140.00	CIL PC Seed	18.10.21
Andrew Firebrace	£740.00	£148.00	£888.00	CIL PC Seed	18.10.21
	£42,758.06				

F&GP/30112021/05 Covid Cleaning

To ensure that Mandeville Hall has been Covid Safe the keyholders have carried out additional cleaning between Bookings, costing £4.50 per booking. The Group agreed that from the 1st of January 2021 (subject to further Government information becoming available) the keyholders will no longer carry out the cleaning, but cleaning Equipment will be available in all halls so that if felt necessary, hirers could sanitise/clean if required. This will also put the emphasis back on to the hirers for putting away tables and chairs at the end of the meeting.

F&GP/30112021/06 Precept 22/23

The Group discussed the Precept for 22/23. The amount payable per £1.00 of the Band D rate has increased this year to £2428.60. This means that if the Band D rate is kept the same as last year (£70.33) there will be an automatic increase in the precept that is received. The Council is in a healthy financial position, but consideration must be given to large future costs likely to be incurred in future years, such as the renewal of the tennis court surface, trim tracks, flood lighting, environmental climate changes to our properties etc. Yvonne Rix put forward a budget which the Group made some amendments to. The amended Budget is below.

<u>Precept/Budget 2022/2023</u>	2021/2022	2021/2022	2022/2023	2022/2023
<u>Administration</u>	Expenditure	Income	Expenditure	Income
Supplies	£1,500.00		£1,500.00	
Telephone and Internet	£2,000.00		£2,000.00	
Photocopier	£1,250.00		£1,250.00	
Microsoft 365	£1,500.00		£1,500.00	
Fire Precautions (All Properties)	£250.00		£250.00	
Election Costs	£0.00		£0.00	
Photocopier Income	£0.00		£0.00	
Insurance Premium	£5,800.00		£5,800.00	
Mileage (Not Handyman)	£500.00		£500.00	
Audit Fees	£2,500.00		£2,500.00	
CAPALC + Other Memberships	£1,300.00		£1,300.00	
Conferences and Training	£500.00		£750.00	
Lloyds Cards	£1,500.00		£2,000.00	
Annual Report	£700.00		£800.00	
Other Income		£100.00		£100.00
Other and PR	£1,000.00		£1,000.00	
Handyman Capital Expenditure	£500.00		£500.00	
Handyman General Expenditure	£2,000.00		£2,500.00	
Website	£250.00		£250.00	
Public Toilet	£3,000.00		£1,500.00	
<u>Agency Grass Cutting</u>				
CCC Verges	£3,000.00	£1,900.00	£3,000.00	£1,900.00
<u>Allotments</u>				
Rates	£800.00		£880.00	
Electricity	£200.00		£300.00	
Maintenance	£450.00		£450.00	
Income - Lettings		£1,900.00		£3,000.00
<u>Cemetery</u>				
Electricity and Rates	£1,600.00		£1,800.00	
Repairs, Renewals	£600.00		£600.00	
Maintenance	£400.00		£400.00	
Cleaning Contract	£300.00		£350.00	
Cemetery Fees		£10,500.00		£14,000.00
<u>Donations</u>				
General Donations	£700.00		£700.00	
Youth Donations	£700.00		£700.00	

Neighbourhood Watch	£150.00		£50.00	
BAFY	£0.00		£500.00	
<u>Gardiner Memorial Hall</u>				
Heat and Light	£4,000.00		£5,000.00	
Rates	£2,500.00		£2,500.00	
Repairs, Renewals, Sanitary etc	£500.00		£500.00	
Performing Rights	£750.00		£1,000.00	
Fire	£100.00		£500.00	
Misc.	£100.00		£100.00	
Cleaning Contract	£1,500.00		£1,800.00	
Income from Hirers		£0.00		£8,000.00
<u>Jubilee Green</u>				
Misc.	£150.00		£150.00	
<u>Jubilee Reading Room</u>				
Heat and Light	£1,020.00		£1,500.00	
Rates	£700.00		£770.00	
Repairs, Renewals	£1,000.00		£1,000.00	
Cleaning Contract including Public Toilet	£850.00		£2,000.00	
Misc.	£75.00		£75.00	
<u>Lock Up</u>				
Repairs, Renewals	£20.00		£20.00	
Letting Income		£200.00		£200.00
<u>Mandeville Hall</u>				
Repairs, Renewals, Sanitary etc	£1,000.00		£1,000.00	
Heat and Light	£3,250.00		£4,000.00	
Performing Rights	£1,200.00		£1,200.00	
Rates	£6,000.00		£8,000.00	
Fire Precautions	£100.00		£100.00	
Cleaning Contract	£6,000.00		£6,500.00	
Income from Hirers		£14,000.00		£14,000.00
<u>Margaret Field</u>				
Grass Cutting, Toilet Hire, Pitch Maintenance etc	£1,000.00		£5,000.00	
Misc.	£50.00		£50.00	
Income				
<u>Pauline's Swamp</u>				
Pauline's Swamp	£1,500.00		£1,500.00	
<u>Play Equipment</u>				
Bark	£500.00		£500.00	
Maintenance	£1,000.00		£1,000.00	
Skate Park	£500.00		£500.00	
<u>Priory Meadow and Orchard</u>				
Misc.	£100.00		£100.00	
<u>Public Areas</u>				
Bus Shelters	£300.00		£300.00	
Street Furniture Maintenance	£0.00		£0.00	
Christmas Tree and Lights	£100.00		£220.00	
Hedge Cutting	£2,000.00		£2,000.00	
Trees including annual tree inspection	£4,000.00		£6,000.00	

Grass Cutting	£2,700.00		£2,700.00	
<u>Spring Close</u>				
Grass and Hay Cut	£2,500.00		£2,500.00	
Maintenance	£1,000.00		£3,000.00	
<u>Staff</u>				
Key Holder	£12,000.00		£18,000.00	
Assistant to Clerk	£12,000.00		£13,000.00	
Maintenance Officer	£25,000.00		£26,000.00	
Clerk	£35,000.00		£36,000.00	
<u>Street Lighting</u>				
Electricity	£150.00		£250.00	
Maintenance				
Church Flood Lights	£500.00		£500.00	
<u>The Pavilion</u>				
Electricity	£1,500.00		£2,000.00	
Rates	£1,000.00		£1,000.00	
Cleaning Contract	£2,000.00		£2,200.00	
Repairs, Renewals	£1,000.00		£1,000.00	
<u>The Recreation Ground</u>				
Grass cutting	£6,500.00		£7,000.00	
Misc. and Maintenance	£500.00		£500.00	
Pitch Maintenance Contract	£11,000.00		£12,000.00	
Tennis Court Maintenance	£1,200.00		£1,200.00	
Income from Hirers		£2,500.00		£2,500.00
Sinking Fund			£5,000.00	
	£192,365.00	£31,100.00	£224,365.00	£43,700.00
Budget	£161,265.00		£180,665.00	
<u>Capital Projects for consideration</u>				
Gardiner Memorial Hall Phase 2	£20,000 in hand donation from Factory Road Solar Farm		£0.00	
Westhorpe Play Area	£15,000 CIL to be earmarked		£5,000.00	
Additional funding for Safety Campaign			£2,000.00	
LHI 22/23 Flashing School Signs			£5,500.00	
Spring Close Signs	Earmark any unspent revenue budget 2021/2022		£0.00	
Community Garden Areas	Funded by offer of donation		£0.00	
Climate Change			£5,000.00	
			£198,165.00	

The Group then moved on to discuss the level of precept to be requested (by 17th January 2021). It was noted that some residents may still financially be suffering from the impact of the pandemic. It was suggested that a 7.5% increase would be acceptable. This would equate to the following:

2021/2022 Band D Household annual payment = £70.33 multiplied by 7.5% = 2022/2023 Band D Household annual payment of £75.60. This works out at an increase of £5.27 per year or approximately 10p per week. Multiplying the Band D Household payment of £75.60 by £2428.60 (amount received from ECDC for each

£1.00 of the Band D Household rate will give us a precept of £183,602.16.

If you take the Precept amount of £162,357 received in 2021/2022 in comparison with the suggested amount of £183,602.16 for 2022/2023 there is an approximate difference of 13%.

Recommendation to Full Council that the Precept for 2022/2023 should be £183,602.

It was suggested that the Council should agree to increase the Band D Household Rate every year.

Budgeted expenditure including capital projects will need to be paid for out of reserves.

F&GP/30112021/07 Cleaning Contract

The current cleaning contract is due for renewal. However, the group agreed that at this point in time due to the ongoing disruption caused by the pandemic and refurbishment of the Gardiner Memorial Hall that the renewal should be deferred.

F&GP/30112021/08 Purchases

Review of the Council's Risk Management Policy, Reaping a Community Harvest – a history of support for England's rural communities:

The Group agreed that the publication which costs £10.00 should be purchased.

Traffic Cones:

The Clerk explained that traffic cones had been borrowed from the Carnival Committee for the Remembrance Day road closure, but as they were no parking cones, they were not suitable for road closures. The Group agreed that 25 cones with the correct specification for road closures should be purchased at a cost of approximately £130.00 plus vat.

F&GP/30112021/09 Any other matters and matters for discussion at the next Meeting:

There were no other matters to discuss.

F&GP/30112021/10 Date of the next meeting

The next meeting will be held on 25th January 2022

The meeting closed at 9.37 pm.

Signed

Dated