

Burwell Parish Council
Finance and General Purposes
Minutes of the Meeting of 30th March 2021

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

F&GP/30032021/01 Apologies for absences and declarations of interests

Apologies - Gus Jones

Interests - Paul Webb Carnival

F&GP/30032021/02 Approval of the minutes of the meeting of 26th January 2021

The minutes of the meeting held on 26th January 2021 were approved.

F&GP/30032021/03 Consideration of the Action Sheet

The Local Council Risk System needs to be reviewed.

The funds in the CCLA Account currently stand at £101,202.00.

Item 3 The General Data Protection Policy should be removed.

The 3-to-5-year Plan will hopefully be discussed at the annual Strategy Day, to be arranged when allowed.

The Clerk is still chasing Smithers Purslow for a response prior to a final decision on the way forward being taken in September.

F&GP/30032021/04 Current Financial Situation

Yvonne Rix presented the attached Financial Report. Following working through the Report the following recommendations were made:

- 1. The Group recommends to Full Council that £35,000 CIL Funding, along with £15,000 General Reserves is earmarked as a capital project to extend and resurface the carpark at the Recreation Ground and that quotations are sought for the work to be carried out.**
- 2. That £15,000 of General Reserves is earmarked to the Recreation Ground Sinking Fund.**
- 3. That £1,000 in the capital budget for replacement trees is formerly earmarked.**

Public Sector Deposit Fund

Following notification from CCLA the Group noted that the returns on the account are now very low and that there is a risk that a negative return could be incurred.

F&GP/30032021/05 Annual Parish Meeting

This year's Annual Parish Meeting is due to be held virtually on Tuesday 4th May 2021. Yvonne Rix explained how the website could be used as a basis for the meeting and a means of the information being available for members of the public who do not wish to join in the virtual meeting. Questions from members of the public can be raised using the chat facility which can be monitored by the Clerk. The County and District Council to be asked to provide a written report. Parish Council members to be muted if not speaking to the meeting. Consideration should be given to the use of a standard background. Burwell Community Radio to be contacted about the event. The meeting to be advertised through notices etc including the Burwell Community Facebook Page.

F&GP/30032021/06 Salaries, Mileage

Staff salaries were discussed with the following recommendation being made to Full

Council. Staff Appraisal to be carried out as soon as restrictions allow.

The Group recommends to Full Council:

- 1. That the Clerk, Assistant to the Clerk and Maintenance Officer receive a salary increase of one increment from the 1st April 2021.**
- 2. That the two Key Holders receive an incremental salary increase of 2% from the 1st April 2021**

The mileage allowance to remain at 45p per mile.

F&GP/30032021/07 Review of Financial Regulations

Having reviewed the Financial Regulations, the following recommendations are made to Full Council:

That the review of the Financial Regulations carried out by the Finance and General Purposes Group on 30th March 2021 is approved with the following amendments:

- 1. The provision of Petty Cash is removed, with an emphasis on encouraging cashless payments to be made**
- 2. Section 11(K) European Directives is reconsidered once advise from NALC has been received**

F&GP/30032021/08 Any other matters and matters for discussion at the next Meeting:

GMH Crowd Funding

Having read a report from Geraldine Tate and Gill Miller on the use of Crowd Funding to raise funds for the Gardiner Memorial Hall. It was felt that if Crowd Funding is to be used then the funding needs to be for a specific item or items. Once the outcome of the Amey Grant has been received, more information on items still requiring funding will be available. It was therefore agreed that the Group was happy for further work to be carried out on the option of Crowd Funding, but that the actual fund-raising activity should be delayed until at least June 2021.

Storage Shed for Happy Tots outside Mandeville Hall

Happy Tots will be moving temporarily to Mandeville Hall whilst the Gardiner Memorial Hall is being refurbished. The Group has asked if having a shed at the Mandeville Hall would be an option to store their larger toys. The Group felt more information on size, where Happy Tots think the shed could be situated is required. There is a need to limit the number of toys stored at the Gardiner Memorial Hall when they return. If a shed is allowed, it will not be allowed to be situated at the Gardiner Memorial Hall following the refurbishment and contents would be stored at their own risk.

The piano at the Gardiner Memorial Hall is no longer required and should be offered free of charge (buyer to collect) to a good home.

Carnival Sept 4th, 2021 Use of Margaret Field

The Group discussed the request from the Burwell Carnival Committee to use Margaret Field for the Carnival on 4th September 2021. The Group agreed that they were not against the use of the field in principle but did raise concerns about noise levels in the evening and parking. There was also concern raised regarding the risk of Covid and number and social distancing controls. A layout plan etc. would be required before a full decision could be made. The Carnival Committee will need to receive permission to hold the event from the ECDC Safety Advisory Group and it was felt that if this permission is received, then this would address many of the F&GP Group concerns. Being aware of the

urgency for the Carnival Committee to start organising the event, once permission has been received from the ECDC Safety Advisory Group, the Clerk will convene an emergency meeting of the F&GP Group to discuss the use of Margaret Field for the Carnival in more detail.

F&GP/30032021/09 Date of the next meeting – 25th May 2021

The meeting closed at 10.02 pm.

Signed

Dated