

Burwell Parish Council
Finance and General Purposes
31st May 2022
At Mandeville Hall
Minutes

Present: Hazel Williams (Chair), Joan Lonsdale, Liz Swift, Michael Swift, Brenda Wilson, Linda Kitching, Ian Woodroffe, and Yvonne Rix.

F&GP/31052022/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Paul Webb. There were no declarations of interests.

F&GP/31052022/02 Approval of the minutes of the meeting of 29th March 2022

The minutes of the meeting held on 29th March 2022 were approved. Proposed by Liz Swift and seconded by Michael Swift.

F&GP/31052022/03 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 30.04.22 £101,316.87

F&GP/31052022/04 End of Year Accounts for 2021/2022 to be presented to Full Council on 14th June 2022

Yvonne Rix gave the following report for the financial year 2021/2022

Audit

Internal – Paperwork currently with Moores

External – Auditor PKF Littlejohn. Paperwork needs to be with them by 1st July 2022

Exercise of Public Rights – Monday 13th June until Friday 22nd July 2022. Advertised on the Website from 30.5.22 and to go on Noticeboard 1.6.22.

Year Accounts to go to Full Council 28th June 2022 to allow for Internal Audit Report and Exercise of Public Rights to have started.

2021/2022 Receipts and Payments Report

Please see report below noting the following:

- Administration – Overspend of £48,844.92. The Recreation Ground Car Park has been included under Administration (Other) totalling £49932.60. Taking this into account means that there is an underspend of £1087.68
- Allotments and Cemetery have both seen an increase in income for the year.
- Donations (Income)

Covid Grant Funding	ECDC	E	2,096.00	2,096.00
Covid Grant Funding	ECDC	E	3,143.00	3,143.00
Donation for GMH	Arbus Limited	E	250.00	250.00
Donation	Paul Red Sports	E	50.00	50.00
Donation for GMH	Manchetts Body Workshop	E	300.00	300.00
Donation for GMH	Manchetts Ltd	E	300.00	300.00
Donation for GMH	Hastoe Housing	E	250.00	250.00
Safety Campaign	Cambridgeshire County Council	E	1,000.00	1,000.00
	Subtotal for Code: General Donations		£7,389.00	£7,389.00
	Subtotal for Cost Centre: Donations		7,389.00	7,389.00

Donations (Payments)

Supplier	Vat Type	Net	Vat	Total
Burwell Visiting	E	175.00		175.00
Burwell Community Radio	E	100.00		100.00
Frank Taylor	E	50.00		50.00
ROWAN	E	50.00		50.00
Newmarket Town BAnd	E	100.00		100.00
grantanbrycg	E	50.00		50.00
Royal British Legion	E	150.00		150.00
total for Code: General Donations		£675.00		£675.00

Supplier	Vat Type	Net	Vat	Total
Cambridgeshire County Council	E	200.00		200.00
BAFY	E	500.00		500.00
total for Code: Youth Donations		£700.00		£700.00
Cost Centre: Donations		1,375.00		1,375.00

- Mandeville Hall – Includes fees by GMH hirers using Mandeville during the GMH refurbishment. In comparison with pre covid years income from the hall is still down due to partial fees (Covid) being paid by hirers up until 1st January 2022.
- Spring Close – Cost of grass cutting higher than budgeted for.
- Staff – Overspend of £7627.63 due to increase in salary for Keyholders and Covid Cleaning Payment of £4.50 per booking.

Burwell Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	150.00	603.19	453.19 (302%)	26,050.00	74,894.92	-48,844.92 (-187%)	-48,391.73
Agency Grass Cutting	1,900.00	1,903.03	3.03 (0%)	3,000.00	2,367.00	633.00 (21%)	636.03
Allotments	1,900.00	3,297.24	1,397.24 (73%)	1,450.00	363.14	1,086.86 (74%)	2,484.10
Capital Budget			0.00 (N/A)	9,000.00		9,000.00 (100%)	9,000.00
Cemetery	10,500.00	19,330.00	8,830.00 (84%)	2,900.00	3,120.53	-220.53 (-7%)	8,609.47
CIL Funding		24,739.06	24,739.06 (247390)			0.00 (N/A)	24,739.06
Deposits		1,900.00	1,900.00 (190000)		1,075.00	-1,075.00 (-107500)	825.00
Donations		7,389.00	7,389.00 (738900)	1,550.00	1,375.00	175.00 (11%)	7,564.00
Gardiner Memorial Hall		127,351.49	127,351.49 (127351)	9,450.00	201,114.98	191,664.98 (-20289)	-64,313.49
Jubilee Green			0.00 (N/A)	150.00		150.00 (100%)	150.00
Jubilee Reading Room			0.00 (N/A)	3,645.00	4,811.06	-1,166.06 (-31%)	-1,166.06
Lock Up	200.00	200.00	0.00 (N/A)	20.00		20.00 (100%)	20.00
Mandeville Hall	14,000.00	18,173.22	4,173.22 (29%)	17,550.00	15,727.03	1,822.97 (10%)	5,996.19
Margaret Field		16.88	16.88 (1688%)	1,050.00	656.00	394.00 (37%)	410.88
Pauline's Swamp			0.00 (N/A)	1,500.00	489.47	1,010.53 (67%)	1,010.53
Play Equipment			0.00 (N/A)	2,000.00	1,158.53	841.47 (42%)	841.47
Precept	162,357.00	162,357.00	0.00 (N/A)			0.00 (N/A)	0.00
Priory Meadow and Orchard			0.00 (N/A)	100.00		100.00 (100%)	100.00
Public Areas			0.00 (N/A)	9,100.00	4,663.00	4,437.00 (48%)	4,437.00
Spring Close			0.00 (N/A)	3,500.00	3,976.50	-476.50 (-13%)	-476.50
Staff			0.00 (N/A)	84,000.00	91,627.63	-7,627.63 (-9%)	-7,627.63
Street Lighting			0.00 (N/A)	650.00	632.30	17.70 (2%)	17.70
The Pavilion			0.00 (N/A)	5,500.00	2,184.68	3,315.32 (60%)	3,315.32
The Recreation Ground	2,500.00	4,421.75	1,921.75 (76%)	19,200.00	17,593.71	1,606.29 (8%)	3,528.04
VAT		29,732.49	29,732.49 (297324)			0.00 (N/A)	29,732.49
NET TOTAL	193,507.00	401,414.35	207,907.35 (107%)	201,365.00	427,830.48	-226,465.48 (-112%)	-18,558.13
Total for ALL Cost Centres		401,414.35			427,830.48		
V.A.T.		4,966.66			59,976.78		
GROSS TOTAL		406,381.01			487,807.26		

Bank Reconciliation at 31st March 2022

Burwell Parish Council
Bank Reconciliation as at 31st March 2022

Bank Balance at 31st March 2022

	£
Unity Trust No 20284136	197,415.51
CCLA	101,276.19

	298,691.70
Less Unpresented Cheques	00.00
Plus Income in Transit	00.00

	298,691.70

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Balance at Bank and in hand at 31 st March 2021	380,117.95
Add Income Cash Book	406,381.01

	786,498.96
Less Expenditure Cash Book	487,807.26

	298,691.70
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Balance Sheet for the year ending 31st March 2022

Please note that this is based on Income and Expenditure not Receipts and Payments.

<u>INCOME</u>	<u>2021/2022</u>	<u>EXPENDITURE</u>	<u>2021/2022</u>
Allotments	£3,249.13	Gardiner Memorial Hall inc. Refurb	£201,155.73
The Recreation Ground	£4,425.08	Jubilee Reading Room	£4,953.28
Pauline's Swamp	£0.00	Mandeville Hall	£16,393.67
Administration	£606.09	Cemetery	£3,136.44
Agency Grass Cutting	£1,903.03	The Pavilion	£2,336.40
Precept	£162,357.00	Spring Close	£4,123.00
CIL Funding	£24,739.06	Margaret Field	£777.00
Covid			
Grants	£5,239.00	Allotments	£362.97
Deposits	£1,450.00	The Recreation Ground	£18,660.37
VAT Sales	£4,966.66	Pauline's Swamp	£489.47
Cemetery	£18,240.00	Street Lighting	£700.98
Gardiner Memorial Hall	£174.13	Public Areas	£4,923.00
Mandeville Hall	£18,939.01	Administration	£22,716.07
VAT Refund	£55,010.12	Staff	£91,926.92
		Agency Grass	
Gardiner Refurbishment	£128,277.36	Cutting	£2,630.00
Safety Campaign	£1,000.00	Donations	£1,375.00
Community Garden	£50.00	Recreation Ground Car Park	£49,932.60
Margaret Field	£16.88	Deposits	£1,075.00
Lock Up	£200.00	Buntings Path PHI	£500.00
		Play Equipment	£1,158.53
		Safety Campaign	£960.00
		VAT	£59,976.78
Total	£430,842.55	Total	£490,263.21

Income for the year ended 31st March 2022	£430,842.55
Expenditure for the year ended 31st March 2022	£490,263.21
Income over Expenditure	-£59,420.66
Retained Reserves at 1st April 2021	£382,461.00
Retained Reserves at 1st April 2022	£323,040.34

<u>Investments</u>	<u>2020/2021</u>	<u>2021/2022</u>
Cash/Bank	£380,117.95	£298,691.70
Debtors	£1,216.45	£805.79
VAT	£4,231.28	£29,508.91
Prepayments	£883.71	£1,931.73
	<u>£386,449.39</u>	<u>£330,938.13</u>
Less		
Creditors	£868.82	£4,372.79
Receipts in advance	£3,119.57	£3,525.00
	<u>£382,461.00</u>	<u>£323,040.34</u>

Balance Sheet

Current Assets as at 31.3.2021

£883.71
£5,447.73
£380,117.95
£386,449.39

Prepayments
Sundry Debtors
Cash in Hand

Current Assets as at 31.3.2022

£1,931.73
£30,314.70
£298,691.70
£330,938.13

Current Liabilities as at 31.3.2021

£3,119.57
£868.82
£382,461.00

Receipts in Advance
Creditors

Current Liabilities as at 31.3.2022

£3,525.00
£4,372.79
£323,040.34

£382,461.00

Nett Assets
Fund Balance

£323,040.34

Earmarked Reserves as at 31st March 2022

20/21 Capital Trees	£1,000.00	
Capital Safety Campaign	£4,000.00	
21/22 Cap. LHII Buffer Zones	£5,000.00	
Pauline's Swamp	£9,571.75	
Recreation Ground/Pavilion Sinking Fund	£17,500.00	
Gardiner Memorial Hall	£11,064.40	
Gardiner Memorial Hall	£116,069.30	CIL
Buntings Path PHI	£5,000.00	CIL
CIL Funding Not earmarked	£25,690.39	CIL
	<u>£194,895.84</u>	

Factory Road Donation

£20,000.00
£214,895.84

Fund Balance	£323,040.34
Less Earmarked Reserves	£214,895.84
General Reserves	£108,144.50

* Council's General Reserves stands at £108,144.50 at 31.3.2022. At the end of the 2020/2021 Financial Year General Reserves were around £145,000. It should be noted that for 2021/2022 the Gardiner Memorial Hall capital project, payments and grant reimbursement makes it difficult to give a full true picture of the Council's finances.

It was noted that the £20,000 donation from the Factory Road Solar Farm has yet to be earmarked. It could be used for the renewal of play equipment at Westhorpe or for Phase 2 of Gardiner Memorial Hall. The Group thanked Yvonne Rix for her work in compiling the report.

F&GP/31052022/05 GMH Official Opening – Budget

Budget to cover food

Likely to be just under 50 people invited including all staff, councillors, funders, project team etc.

Date – 8th July 2022 12 noon to 2 pm

It was agreed that a budget of £300 should be set to cover the cost of refreshments for the Official Opening. It was suggested that the Clerk should look at the service offered by Waitrose or M&S if no local caterer could be found.

F&GP/31052022/06 Review of the Council's Standing Orders

The Council's Standing Orders should be reviewed regularly and are now due for review again. The only item that we need to consider is whether 18 Financial controls and procurement (f) should have the EU procurement rules removed? However, this could be left as it does state 'if relevant'.

The members of the Group having reviewed the Council's Standing Orders consider that item 18 Financial controls and procurement (F) does not require amending and that a recommendation is made to Full Council as follows:

The Group recommends to Full Council that having reviewed the Council's Standing Orders that no changes are required to be made to the document.

F&GP/31052022/07 Amended CCTV Policy

Council's CCTV Policy to be approved by Full Council following the addition of cameras at Pauline's Swamp

The Clerk asked for this item to be withdrawn as a further amendment will be required once the new CCTV cameras at the Gardiner Memorial Hall are operational. The withdrawal of the item was agreed.

F&GP/31052022/08 Request for a donation for the Summer Reading Scheme from Cambridgeshire Libraries

A request for a donation from Cambridgeshire Libraries towards the Summer Reading Scheme. Last year Council donated £200 (as in previous years) towards the scheme. Liz Swift proposed, seconded by Michael Swift that a £200 donation is made again this year.

The Group recommends to Full Council that a donation of £200 is made to Cambridgeshire Libraries towards the cost of the 2022 Summer Reading Scheme in Burwell.

F&GP/31052022/09 Any other matters and matters for discussion at the next Meeting:

1. Strategy Meeting (7th June 2022) and Strategy Day (6th July 2022)

A Strategy Group meeting has been arranged for 7th June 2022 at 7.30 pm to discuss the content for the Strategy Day to be held on 6th July 2022 at Gardiner Memorial Hall.

2. Fire Safety Provision at Gardiner Memorial Hall.

Yvonne Rix suggested to the Group that a review of the Fire Safety Provision should be carried out at the Gardiner Memorial Hall once the refurbishment work has been carried out. It was agreed that this should be done, and Prestige Fire Safety should be asked to carry out the work.

3. Gardiner Memorial Hall Premises Licence

The Premises Licence for the Gardiner Memorial Hall is very out of date and the Licencing Officer has suggested that a new up to date application is submitted. The Office is in the process of sorting this out. There may be some costs involved.

4. Skips – Allotments

The Maintenance Officer has accumulated a large amount of rubbish at the allotments, and this now needs to be disposed of properly. It was agreed that up to two skips should be hired to clear all of the rubbish.

5. Cricket Club Parking

Members of the Cricket Club are regularly using the Mandeville Hall front car park blocking spaces for the hall's hirer to use. Complaints are being received from our hirers. The Chair of the Cricket Club has been asked to remind their members that the Cricket Club should only be using the 11 spaces to the side of the hall but to no avail. Further discussion needs to be had with the Cricket Club regarding opening of the space behind the Cricket Club pavilion to create additional parking spaces for their use.

6. Bank Holiday Keyholders

Debbie Cawley will be working on the Saturday and Sunday of the weekend opening and closing for the Tea Party and the Picnic. Liz Swift proposed, seconded by Michael Swift that an extra gratia payment of £50.00 should be made Debbie Cawley for working on these two days.

The Group recommends to Full Council that an extra gratia payment of £50.00 is made to Debbie Cawley for her work on Saturday 4th and Sunday 5th June to open and close venues for the Tea Party and the Family Picnic.

Martyn Wright to receive an additional day's holiday for working on the bank holiday Thursday 2nd June 2022.

7. Events Committee

A suggestion has been made that the Council should have an Events Committee to organise events to increase the use of the Gardiner Memorial Hall. Whilst understanding that the revised hall will need promoting to increase bookings, the Group unanimously agreed that the Council was not in a position to organise and run profit making events at either of the halls.

F&GP/31052022/10 Date of the next meeting – 26th July 2022

The next meeting will be held on 26th July 2022. Hazel Williams gave her apologies for absence for the meeting.

The meeting closed at 9 pm.

Signed

Dated