

District Council Report

May 2023

It was an honour to be re-elected at the District Council elections on 4th May, and I look forward to continue to represent the people of Burwell.

At the Annual Meeting of Council on 25th May I had the honour of being elected as Vice-Chairman of Council. Cllr Mark Goldsack was elected Chairman of Council with Cllr Anna Bailey elected as Leader of Council and Cllr Julia Huffer as Deputy Leader of Council.

Membership of Committees and representatives on the Cambridgeshire and Peterborough Combined Authority (CPCA) were also decided at the meeting. I have been elected Chairman of the ECDC Audit Committee, Vice-Chairman of the ECDC Planning Committee and one of the ECDC representatives on the CPCA Overview and Scrutiny Committee.

David Brown

Yvonne Rix

From: laviniaedwards@aol.com
Sent: 11 June 2023 11:59
To: Yvonne Rix
Subject: District Report 13th June, 2023 - Lavinia Edwards

Full Council - At the first Council meeting of this municipal year I have been appointed to the following committees Planning Committee, Council, Licensing & Licensing sub Committee and substitute for Audit Committee.

Licensing sub Committee - At a recent meeting of the Licensing Sub Committee an application was received for a new premises licence by Indian Edge at Broad Street, Ely, Cambs. They wanted to extend the the operating hours from those that were granted at planing consent 12.00 - 22.00.

The proposed hours were 17.00 - 23.00 week days and 17.00 - 0.00 weekends Members agreed with the Officer's recommendation to refuse these hours due to the additional noise and disturbance this would cause to local residents.

Burwell Parish Council
Finance and General Purposes

30th May 2023

Present: Paul Webb (Chair), Gus Jones, Michael Swift, Charlie Milner, Linda Kitching, Brenda Wilson, Ian Woodroffe, Liz Swift, Yvonne Rix (Clerk and Responsible Financial Officer)

F&GP/30052023/01 Apologies for absences and declarations of interests

There were no apologies for absence and no declarations of interests.

F&GP/30052023/02 Election of Chair and Vice Chair

Michael Swift nominated Paul Webb as Chair. This was seconded by Charlie Milner. As there were no further nominations, Paul Webb was elected as Chair.

Liz Swift, seconded by Brenda Wilson nominated Michael Swift as Vice Chair. There were no further nominations. Michael Swift agreed to take on the role for the next year allowing time for other members of the group to gain experience with the group and be in a position to undertake the role in future years.

F&GP/30052023/03 Approval of the minutes of the meeting of 28.3.23

The minutes of the meeting held on 28th March 2023 were approved and signed as a true record.

F&GP/30052023/04 Consideration of the Action Sheet

The group considered the items on the Action Sheet.

PROJECT	INFORMATION AND UPDATES	Meeting Comments
Local Council Risk System	<p>Risk Assessments reviewed to date:</p> <p>Grass cutting</p> <p>Fire Risk – Open Spaces</p> <p>Remembrance Day</p> <p>Jubilee Tea Party</p> <p>Jubilee Family Picnic</p> <p>General Cleaning of Council Properties</p> <p>MVAS Units</p> <p>Employment of Staff</p> <p>Skate Park</p> <p>Public Toilets</p> <p>Water Supply</p> <p>War Memorials</p> <p>Planning and Development control</p> <p>Still to do:</p> <p>Litter</p> <p>Newsletters</p> <p>Street Furniture – Seats</p> <p>Public Buildings/Halls</p> <p>Car Parks at Halls/Recreation Ground</p> <p>Cemetery</p> <p>Allotments</p> <p>Bus Shelters</p> <p>Clocks (Cemetery)</p> <p>Manual Handling</p>	<p>Yvonne Rix reported that the risk assessments mainly compiled using the Local Council Risk System Software, but a number particularly the recent assessments have used a more generic format which she feels is better. In future years, the work of reviewing the assessments could be shared, with councillors carrying out some of the reviews.</p> <p>Risk assessments for this year's carnival have been received.</p> <p>Burwell Computers has an in out in IT risk assessments.</p> <p>Query to be raised with the Repair Café Group regarding their risk assessment.</p>

	<p>Use of electronic devices</p> <p>Financial Management</p> <p>Street/Footway Lighting (2 lights only - Toyse Close)</p> <p>Winter Gritting</p> <p>Letting of Halls</p> <p>Meetings of the Council and Council Meetings</p> <p>Code of Conduct</p> <p>Nuisances</p> <p>Website</p> <p>Provision of Website/Internet Access</p> <p>Provision of Office Accommodation</p> <p>Data Protection</p> <p>Council Property and Documents</p> <p>Computing</p> <p>Open Spaces</p> <p>Working at Height</p> <p>Further Assessments required:</p> <p>Community Garden – Volunteers</p> <p>Community Orchard</p> <p>Social Media</p> <p>Question:</p> <p>Has a risk assessment been carried out for the Repair Cafe?</p>	
CCLA Investment	<p>Funds at 30.4.23 £103,528.70</p>	<p>The Group noted the new balance. It was explained that the CCLA Investment was chosen following sector recommendations and a couple of meetings with representatives from the organisation. Higher interest rates may be available through other organisations.</p> <p>Although a Council when deciding the level of funds needed in hand in case of emergencies etc., should consider all risks, an acceptable amount of around 50% of the annual precept, appears to be a suitable amount. However, should unearmarked be double the annual precept, then this could be raised as an issue by the auditors.</p>

F&GP/30052023/05 Final Accounts for the year ended 31st March 2023 and Internal Auditors Report

Yvonne Rix presented the final accounts for the year ended 31st March 2023. See Appendix A. The following explanations were given. The final accounts are on an Income

and Expenditure basis,

Income:

CIL Funding is the money received from ECDC for the Meaningful Proportion CIL Funding from housing development within the parish.

VAT Sales is the VAT paid by hall hirers.

Gardiner Memorial Hall income of £13,0007.38 – it should be noted that this is income received from when the hall re opened following refurbishment at the beginning of July.

Mandeville Hall £25,886.82 is income from hirers. It should be noted that whilst the Gardiner Memorial Hall was being refurbished, all Gardiner Memorial Hall hirers were accommodated at Mandeville Hall, therefore increasing the number of receipts for Mandeville Hall.

Gardiner Memorial Hall Refurbishment is grant funding received towards the cost of the project.

Safety Campaign is the funding received towards the project from East Cambs

Community Safety Partnership.

Margaret Field – Burwell Football Club is charged a fixed monthly amount for use of both the facilities at the Recreation Ground and Margaret Field. All income from this source is allocated to the Recreation Ground with nothing being allocated to Margaret Field. This is why the income for Margaret Field shows as 0.00.

Expenditure:

Expenditure for Spring Close includes the grass and hay cut.

Expenditure for the Recreation Ground includes grass cutting, pitch maintenance, the new MUGA lights and the additional tennis court fencing.

Staff includes all expenditure relating to the members of staff including salaries, national insurance, tax, and superannuation.

Agency grass cutting is the cost involved with the cutting of the verges.

The Council has retained reserves at the 1st April 2023 of £303,650.01 of which earmarked reserves total £142,971.28.

Earmarked Reserves

Questions to be asked or should be asked relating to the earmarked reserves:

What should happen to the Safety Campaign reserves of £3638.89 now that the Safety Campaign has finished?

What should happen to the £1436.87 balance left over from the 40 mile per hour buffer zones?

Should the £500 donation provided by the Carnival for a bench at the Recreation Ground be used to purchase a bench for the Community Garden?

Should any of the remaining unearmarked £160,678.73 be allocated to any particular project?

Other points to be noted:

The balance of £10,037.99 does not include the £1500.00 included in the 2023/2024 budget.

The cost of the water refill points needs to be taken out of the £5,000 allocated for Climate Change (invoice not paid until after 31.3.2023).

It was agreed that a recommendation should be made to Full Council to reallocate the balance of the earmarked funding of £2,237.38 for the Recreation Ground MUGA

lighting and fencing, along with the equivalent amount as reimbursed towards the costs of the installation of the lights and fencing received from ECDC as part of the original CIL 123 Grant to the Recreation Ground Sinking Fund.

It was noted that there will be a need to carry out refurbishment/repair work to the facilities at the Recreation Ground in the future and that the Council must ensure that funding is available for this.

The Group considered the Internal Audit Report for the year ending 31st March 2023 and noted observations made by the Internal Auditor. The Clerk informed that group that she would check dates for Exercising Public Rights for the year ending 31st March 2023 to ensure that they complied with regulations.

See Appendix B for the Internal Audit Report.

F&GP/30052023/06 Revised Budget for 2023/2024

Please see Appendix C

Yvonne Rix informed the Group to consider approving a revised budget for the financial year 2023/2024 due to changes relating to bringing the cleaning of properties back in house and the significantly cheaper cost of the insurance than previously expected.

The Group reviewed the revised budget compiled by Yvonne Rix (Responsible Financial Officer) and following a proposal from Liz Swift, seconded by Linda Kitching make the following recommendation to Full Council:

That the Council approves the revised budget for the year 2023/2024.

F&GP/30052023/07 Appointment of Internal Auditor 23/24 and scope

The following recommendation to be made to Full Council:

That Moore's are appointed to act as the Council's Internal Auditor for the financial Year 2023/2024 and that the scope of the audit should be the same as carried out for The 2022/2023 financial year.

F&GP/30052023/08 Changes to CCLA plus need for further risk assessment to be carried out

A letter had been received from the CCLA informing investors of some changes due to take place later in the year as to the way accounts are managed. Having considered the changes the Group recommends to Council that:

Changes due to take place with the management of CCLA accounts due not create any additional risks and therefore there is no reason to withdraw the Council's investment or carry out a further risk assessment.

F&GP/30052023/09 Cleaning Contract (Update)

Yvonne Rix reported that Debbie Cawley and Martyn Wright took over cleaning the Council's properties from 15th May 2023. All seems to be going well. Whilst the Pavilion is out of action, Martyn Wright is giving the other properties a deeper clean. There may be a need to purchase some mechanical cleaning equipment at some point.

F&GP/30052023/10 Review of Council Policies

The Group discussed how the Councils' policies should be reviewed. It was agreed that Yvonne Rix should draw up a plan to review the policies over the year, prioritising the most important first. Reviewing the policies should be shared by all members of the

group.

F&GP/30052023/11 Bank Signatories

How that Joan Lonsdale and Hazel Williams are no longer Councillors they can no longer be bank signatories. Their names will need to be removed from the account. It was agreed that a recommendation be made to Full Council for Linda Kitching and Ian Woodroffe to become bank signatories.

Recommendation to Full Council that Linda Kitching and Ian Woodroffe to be bank signatories for the Unity Trust bank account.

F&GP/30052023/12 Any other business

Mandeville Hall car parking

Yvonne Rix reported that now the cricket season has started, there has been some issues with parking at Mandeville Hall. There have been some complaints from hirers whose clients have been unable to park. It was agreed that as there is a new Cricket Club Chairman, a meeting should be convened with them to discuss the parking arrangements, as stated in the lease, with them. It was also noted that no attempt has been made by the Cricket Club to utilise that area of land beyond the car park behind the Pavilion for parking as had previously been talked about. Yvonne Rix to organise the meeting.

Regular use of Margaret Field for a Boot Camp

An organiser of a Boot Camp has asked if it would be possible to use Margaret Field for running a boot camp up to 9 times per week. The Group considered that this level of use is not appropriate for Margaret Field, however they could use the Recreation Ground. Currently there is a charge of £50.00 per year to use the Recreation Ground. This is exceptionally cheap, and it was felt that this should be reviewed by the Community, Leisure, and Sports Group at their next meeting.

F&GP/30052023/12 Date of the next meeting

The next meeting is to be held on 25th July 2023 following the meeting of the Full Council.

The meeting closed at 9.00 pm.

Signed

Dated

Burwell Parish Council
Income and Expenditure Report and Balance Sheet 2022/2023

Balance Sheet

Current Assets
as at 31.3.2022

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

Current Liabilities
as at 31.3.2022

£3,525.00
£4,372.79
£323,040.34

£323,040.34

Prepayments
Sundry Debtors
Cash in Hand

Receipts in Advance
Creditors

Nett Assets
Fund Balance

Current Assets
as at 31.3.2023

£988.25
£8,242.54
£305,285.13
£314,515.92

Current Liabilities

as at 31.3.2023
£4,467.11
£6,398.80
£303,650.01

£303,650.01

Earmarked Reserves as at 31st March 2023

20/21 Capital Trees	£1,000.00
Capital Safety Campaign	£3,638.89
21/22 Cap. LHII Buffer Zones	£1,436.87
Pauline's Swamp	£10,037.99
Recreation Ground/Pavilion Sinking Fund	£17,500.00
Gardiner Men CIL Earmarked	£27,500.00
Highways Buntings Path Signs/20 mph Limit	£5,000.00
CIL Funding Westhorpe	£46,302.00
Westhorpe Play Area	£20,000.00
Climate Change	£5,000.00
Community Garden	£50.00
Spring Close Signs	£2,500.00
Recreation Ground/Muga Lighting and Fencing	£2,237.38
Repair Café	£268.15
Plus Carnival Donation	£500.00
Total of Earmarked Reserves	<u>£142,971.28</u>

Fund Balance	£303,650.01
Less Earmarked Reserves	<u>£142,971.28</u>
General Reserves	<u>£160,678.73</u>

Burwell Parish Council
Income and Expenditure Report and Balance Sheet 2022/2023

<u>INCOME</u>	<u>2022/2023</u>	<u>EXPENDITURE</u>	<u>2022/2023</u>
Allotments	£3,768.82	Gardiner Memorial Hall inc. Refurb	£335,470.63
The Recreation Ground	£4,191.08	Jubilee Reading Room	£5,002.83
Pauline's Swamp	£527.43	Mandeville Hall	£17,018.41
Administration	£2,131.80	Cemetery	£3,545.76
Agency Grass Cutting	£2,283.64	The Pavilion	£2,986.65
Precept	£183,602.00	Spring Close	£4,584.99
CIL Funding	£20,697.64	Margaret Field	£1,877.90
Repair Café	£617.80	Allotments	£2,171.59
Deposits	£2,925.00	The Recreation Ground	£27,314.19
VAT Sales	£8,523.81	Pauline's Swamp	£1,409.36
Cemetery	£16,360.00	Street Lighting	£636.41
Gardiner Memorial Hall	£13,007.38	Public Areas	£10,597.24
Mandeville Hall	£25,886.82	Administration	£32,425.13
VAT Refund	£70,060.49	Staff	£97,467.78
Gardiner Refurbishment	£255,540.64	Agency Grass Cutting	£2,630.00
Safety Campaign	£2,652.00	Donations	£750.00
Community Garden	£0.00	Repair Café	£349.65
Margaret Field	£0.00	Deposits	£3,025.00
Lock Up	£200.00	Play Equipment	£882.66
		Safety Campaign	£3,636.20
		VAT	£78,584.30
Total	£612,976.35	Total	£632,366.68

Income for the year ended 31st March 2023	£612,976.35
Expenditure for the year ended 31st March 2023	£632,366.68
Income over Expenditure	-£19,390.33
Retained Reserves at 1st April 2022	£323,040.34
Retained Reserves at 1st April 2023	£303,650.01

<u>Investments</u>	<u>2021/2022</u>	<u>2022/2023</u>
Cash/Bank	£298,691.70	£305,285.13
Debtors	£805.79	£1,156.05
VAT	£29,508.91	£7,086.49
Prepayments	£1,931.73	£988.25
	£330,938.13	£314,515.92
Less		
Creditors	£4,372.79	£6,398.80
Receipts in advance	£3,525.00	£4,467.11
	£323,040.34	£303,650.01

Summary of work carried out, conclusions and recommendations

Internal control objective	Work carried out	Conclusions	Recommendations
A Appropriate accounting records have been kept properly throughout the year.	We have reviewed the accounting system and have checked that information is recorded accurately and promptly.	Appropriate accounting records have been maintained throughout the year.	None – the system is working satisfactorily. Council Response:
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	We have reviewed the Financial Regulations which we consider to be adequate for the council's activities. We have tested a selection of purchases agreeing them to supporting documents and confirming they have been treated correctly for VAT.	The Financial Regulations have been reviewed during the year and are being followed correctly. There is adequate evidence for expenditure and VAT is treated correctly.	None – the system is working satisfactorily Council Response:
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	We have reviewed the Risk Registers and given consideration as to whether all significant risk have been identified, correctly assessed and appropriate actions taken to mitigate the risk.	The Risk Register is comprehensive covering all areas of activity for the Council. Risks have been adequately assessed and have been considered recently.	None – risks are being adequately assessed and actioned as necessary. Council Response:



MOORE

Internal control objective	Work carried out	Conclusions	Recommendations
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	We have examined the budgetary process and we have reviewed the management accounts for actual and budgeted figures. We have considered the level of reserves.	There are reasonable explanations for the variances between actual and budget. We consider that the level of reserves is reasonable for a Council of this size.	None – the system is working satisfactorily. <i>Council Response:</i>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	We have confirmed the precept due for the year and agreed its receipt. We have reviewed the income received, considered whether there were any apparent omissions and have agreed the treatment of VAT.	Precept and other income have been recorded accurately and in line with expectations. All income sampled has been accounted for appropriately including VAT.	None – the system is working satisfactorily. <i>Council Response:</i>
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	We have considered the level of petty cash held along with the level of transaction during the year.	The level of petty cash held during the year was minimal. We see no reason for the Council to keep a large amount of cash on a permanent basis and are aware of the Council's plan to remove petty cash altogether.	None – the system was working satisfactorily during year and petty cash to be discontinued at year end. <i>Council Response:</i>

Internal control objective	Work carried out	Conclusions	Recommendations
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	We have tested the payroll for a specific month for correct deductions and have considered variances on gross salaries across the year. We also tested that the payments of net salaries and deductions were made by the required dates.	Payroll is operated in a satisfactory manner. Deductions are being correctly calculated, and variances have been adequately explained.	None – the system is working satisfactorily. <i>Council Response:</i>
H Asset and investments registers were complete and accurate and properly maintained.	We have reviewed the fixed asset register and have considered additions and disposals during the year.	We have verified significant additions and found them to be accurate. We are aware of the Council's plans to utilise the Scribe fixed asset functionality to improve the recording of assets going forward.	None – the council adopted the recommendations from last year and the register is kept up to date <i>Council Response:</i>
I Periodic and year-end bank account reconciliations were properly carried out.	We have reviewed the bank reconciliation for the year end.	Bank reconciliations are properly prepared on a quarterly basis.	None – the system is working as required. <i>Council Response:</i>



MOORE

Internal control objective	Work carried out	Conclusions	Recommendations
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	We have reviewed the accounting statements prepared during the year to ensure they have been prepared correctly on an income and expenditure basis and are adequately supported.	Accounting statements have been prepared on and income and expenditure basis. We are satisfied that there is an adequate audit trail from the accounting records to the accounting statements and to the Annual Return. We have checked that debtors and creditors are appropriate to the activities of the Council.	None – the system is working satisfactorily. <i>Council Response:</i>
K If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.	We have confirmed the Council was subject to a limited assurance review in 2021/22.	The Council was not exempt from limited assurance review in 2021/22.	None – Council was subject to limited assurance review as required in 2021/22. <i>Council Response:</i>
L The authority publishes the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	We have reviewed the Council's website to confirm it is meeting the requirements of the any relevant regulations.	Our testing has found that the council is meeting its publishing requirements on a free to access website in all other respects.	None – The Council published the required information on a free to access website. <i>Council Response:</i>

Internal control objective	Work carried out	Conclusions	Recommendations
M In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	We have reviewed the notice announced in the summer of 2022 and have considered this along with Sections 1 and 2 of the 2021/22 AGAR.	Sections 1 and 2 of the 2021/22 AGAR were approved on the 28 June 2022, which was after the announcement of the public rights period. The period was also 31 working days rather than the recommended 30 days. The Council has therefore not met its obligations to allow the public to inspect the financial records in line with the requirements of the Accounts and Audit Regulations.	The Council should ensure Section 1 and 2 of the AGAR are approved prior to the announcement of the public's right period and that the period is 30 working days exactly in accordance with the instructions on page 1 of the AGAR and the Accounts and Audit Regulations. <i>Council Response:</i>
N The authority has complied with the publication requirements for 2021/22 AGAR.	We have reviewed the documentation published by the Council in relation to the 2021/22 AGAR.	All necessary information has been published by the required dates, The Council has therefore met the publication requirements for the 2021/22 AGAR.	None - The Council has met its publication requirements. <i>Council Response:</i>
O Trust funds (including charitable). The council met its responsibilities as a trustee.	There are no Trust funds	Not applicable	Not applicable <i>Council Response:</i>

Burwell Parish Council
Annual Internal Audit Report 2022/23
Supplementary Sheet

Internal Control Objective M – *The authority, during the previous year (2010-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming dates set).*

Our responses to this internal control objective having been met is 'No'

The inspection period for the Exercise of Public Rights should be a period of 30 workings days¹. The period shown on Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2022 commenced on 1 July 2022 and ended on 14 August 2022 which covers a period of 31 workings days. 2015

We also draw the Council's attention to page 2 of the AGAR 2021/22 under the Publication Requirements which states that Sections 1 and 2 must be approved and signed prior to publication and the commencement of the public rights period.

¹ **Extracts from the relevant sections of the Accounts and Audit Regulations**

Period for the exercise of public rights

14.—(1) Any rights of objection, inspection and questioning of the local auditor conferred by sections 26 and 27 of the Act may only be exercised within a single period of 30 working days.

(2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced in accordance with regulation 15(3).

(3) During the period for the exercise of public rights a relevant authority must make the documents referred to in section 26(1) of the Act available for inspection on reasonable notice at all reasonable times.

Annual Internal Audit Report 2022/23

BURWELL PARISH COUNCIL

WWW.BURWELLPARISHCOUNCIL.GOV.UK E WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/05/2023 18/05/2023 DD/MM/YYYY

Name of person who carried out the internal audit

C. Rossiter (for Moore East Midlands)

Signature of person who carried out the internal audit

[Signature]

Date

25/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Revised Precent/Budget 2023/2024					
Administration	Expenditure	Income	Change to Expenditure	Reason	Revised Figure
Supplies	£2,000.00				£3,000.00
Telephone and Internet	£2,000.00		£1,000.00	Purchase of cleaning supplies	£2,000.00
Photocopier	£1,750.00				£1,750.00
IT /Software/Protection Etc	£3,000.00				£3,000.00
Fire Precautions (All Properties)	£250.00				£250.00
Election Costs	£6,000.00		-£5,750.00	Standard charge for uncontested	£250.00
Photocopier Income					
Insurance Premium	£10,000.00				£7,000.00
Mileage (Not Handyman)	£750.00		-£3,000.00	Premium less than expected	£750.00
Audit Fees	£2,800.00				£2,800.00
CAPALC + Other Memberships	£1,500.00				£1,500.00
Conferences and Training	£1,000.00				£1,000.00
Lloyds Cards	£2,500.00				£2,500.00
Annual Report	£800.00				£800.00
Other Income		£100.00			
Other and PR	£1,000.00				£1,000.00
Handyman Capital Expenditure	£600.00				£600.00
Handyman General Expenditure	£4,000.00				£4,000.00
Website	£311.00				£311.00
Public Toilet	£1,500.00				£1,500.00
Agency Grass Cutting					
CCC Verges	£3,500.00	£1,900.00			£3,500.00
Allotments					
Rates	£1,000.00				£1,000.00
Electricity	£750.00				£750.00
Maintenance including skips	£1,000.00				£1,000.00
Income - Lettings		£4,200.00			
Cemetery					
Electricity and Rates	£2,500.00				£2,500.00
Repairs, Renewals	£600.00				£600.00
Maintenance Inc. side hedge	£7,000.00		-£6,500.00	Agreed to pay hedge out of Reserves	£500.00
Cleaning Contract	£350.00		-£250.00	In house cleaning	£100.00
Cemetery Fees		£15,000.00			
Donations					
General Donations	£700.00				£700.00
Youth Donations	£700.00				£700.00
Neighbourhood Watch	£50.00				£50.00
BAFY	£500.00				£500.00
Gardiner Memorial Hall					
Heat and Light	£6,600.00				£6,600.00
Rates	£3,000.00				£3,000.00
Repairs, Renewals, Sanitary etc	£500.00				£500.00
Performing Rights	£1,000.00				£1,000.00
Fire	£500.00				£500.00

Misc	£100.00					£100.00
Cleaning Contract	£2,500.00					£500.00
Income from Hirers		£10,000.00				
Jubilee Green						
Misc	£150.00					£150.00
Jubilee Reading Room						
Heat and Light	£3,500.00					£3,500.00
Rates	£850.00					£850.00
Repairs, Renewals	£1,000.00					£1,000.00
Cleaning Contract including Public Toilet	£2,500.00					£500.00
Misc	£75.00					£75.00
Lock Up						
Repairs, Renewals	£20.00					£20.00
Letting Income		£200.00				
Mandeville Hall						
Repairs, Renewals, Sanitary etc	£1,000.00					£1,000.00
Heat and Light	£6,000.00					£6,000.00
Performing Rights	£1,300.00					£1,300.00
Rates	£9,500.00					£9,500.00
Fire Precautions	£100.00					£100.00
Cleaning Contract	£7,000.00					£1,200.00
Income from Hirers		£16,000.00				
Margaret Field						
Grass Cutting, Toilet Hire, Pitch	£5,000.00					£5,000.00
Maintenance etc						
Misc	£50.00					£50.00
Income						
Pauline's Swamp						
Pauline's Swamp	£1,500.00					£1,500.00
Play Equipment						
Bark	£500.00					£500.00
Maintenance	£1,000.00					£1,000.00
Skate Park	£500.00					£500.00
Priority Meadow and Orchard						
Misc	£100.00					£100.00
Public Areas						
Bus Shelters	£300.00					£300.00
Street Furniture Maintenance	£0.00					
Christmas Tree and Lights	£300.00					£300.00
Hedge Cutting	£2,000.00					£2,000.00
Trees including annual tree inspection	£6,000.00					£6,000.00
Grass Cutting	£3,500.00					£3,500.00
Repair Cafe						

Spring Close					
Grass and Hay Cut	£3,500.00				£3,500.00
Maintenance	£3,000.00				£3,000.00
Staff					
Facility Supervisors (2)	£20,000.00		£10,000.00	In house cleaning	£30,000.00
Assistant to Clerk	£14,000.00				£14,000.00
Maintenance Officer	£28,000.00				£28,000.00
Clerk	£39,000.00				£39,000.00
Street Lighting					
Electricity	£600.00				£600.00
Maintenance					
Church Flood Lights	£500.00				£500.00
The Pavilion					
Electricity	£8,045.00				£8,045.00
Rates	£1,500.00				£1,500.00
Cleaning Contract	£2,200.00		-£1,800.00	In house cleaning	£400.00
Repairs, Renewals	£1,000.00				£1,000.00
The Recreation Ground					
Grass cutting	£7,500.00				£7,500.00
Misc and Maintenance	£500.00				£500.00
Pitch Maintenance Contract	£13,545.00				£13,545.00
Tennis Court Maintenance	£1,200.00				£1,200.00
Income from Hires/football		£5,000.00			
Income Tennis		£2,000.00			
Sinking Fund	£2,500.00				£2,500.00
Precept		£205,529.94			
	£274,946.00	£259,929.94	-£16,100.00		£258,846.00
Hall Hire increases to reflect last year					
Gardiner Memorial Hall		£3,000.00			
Mandeville Hall		£8,000.00			
Income	£270,929.94				£258,846.00

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

BURWELL PARISH COUNCIL

WWW.BURWELLPARISHCOUNCIL.GOV.UK E WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2023 18/05/2023 DD/MM/YYYY

C. Rossiter (for Moore East Midlands)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 25/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Burwell Parish Council
Annual Internal Audit Report 2022/23
Supplementary Sheet

Internal Control Objective M – *The authority, during the previous year (2010-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming dates set).*

Our responses to this internal control objective having been met is 'No'

The inspection period for the Exercise of Public Rights should be a period of 30 workings days¹. The period shown on Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2022 commenced on 1 July 2022 and ended on 14 August 2022 which covers a period of 31 workings days. 2015

We also draw the Council's attention to page 2 of the AGAR 2021/22 under the Publication Requirements which states that Sections 1 and 2 must be approved and signed prior to publication and the commencement of the public rights period.

¹ **Extracts from the relevant sections of the Accounts and Audit Regulations**

Period for the exercise of public rights

14.—(1) Any rights of objection, inspection and questioning of the local auditor conferred by sections 26 and 27 of the Act may only be exercised within a single period of 30 working days.

(2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced in accordance with regulation 15(3).

(3) During the period for the exercise of public rights a relevant authority must make the documents referred to in section 26(1) of the Act available for inspection on reasonable notice at all reasonable times.

Annual Internal Audit Report 2022/23

BURWELL PARISH COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

www.burwellparishcouncil.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BURWELL PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

BURWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	382461	323041	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	162357	183602	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	268486	429374	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	91927	97468	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	398336	534899	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	323041	303,650	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	298692	305285	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2389778	2425822	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		X		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			X	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Burwell Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>14th June 2023</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) The Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU burwellpc@burwellparishcouncil.gov.uk</p> <p>_____</p> <p>commencing on (c) <u>Monday 19 June 2023</u></p> <p>_____</p> <p>and ending on (d) <u>Friday 21st July 2023</u></p> <p>_____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Yvonne Rix Parish Clerk/Responsible Financial Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 5 June – Friday 14 July 2023. (The latest possible dates that comply with the statutory requirements are Monday 3 July –Friday 11 August 2023); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

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LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2023 for 2022/23 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

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Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 22 May 2023 12:09
To: 'Thomas.Kirk@freeflowtm.co.uk'
Subject: TTRO 23/576 Weirs Drove, Burwell (6371)
Attachments: 23-576 Weirs Drove, Burwell.pdf

Good afternoon Thomas

Please see attached Order for your information. This Order has been approved and will come into operation on 26 June 2023. All necessary legal procedures have been attended to by ourselves, and the emergency services will be informed in due course.

Please note, the signing schedule has not been checked in detail. All signing must be carried out to the entire satisfaction of the Local Highways Officer (Telephone Number 0345 045 5212) in whose area the work lies and the applicant should make early arrangements to discuss the signing with them.


Will you please note that the proper signing of the road obstruction must be in accordance with the Traffic Signs Manual Chapter 8 and must comply with the Safety at Roadworks and Street Works Code of Practice. Adequate signing of the alternative route is entirely the responsibility of the applicant. The applicant **MUST** place Advanced Warning Signs at each end of the highway to be closed at least 14 days prior to the closure informing the travelling public of the start and end dates of the closure.

Kind regards

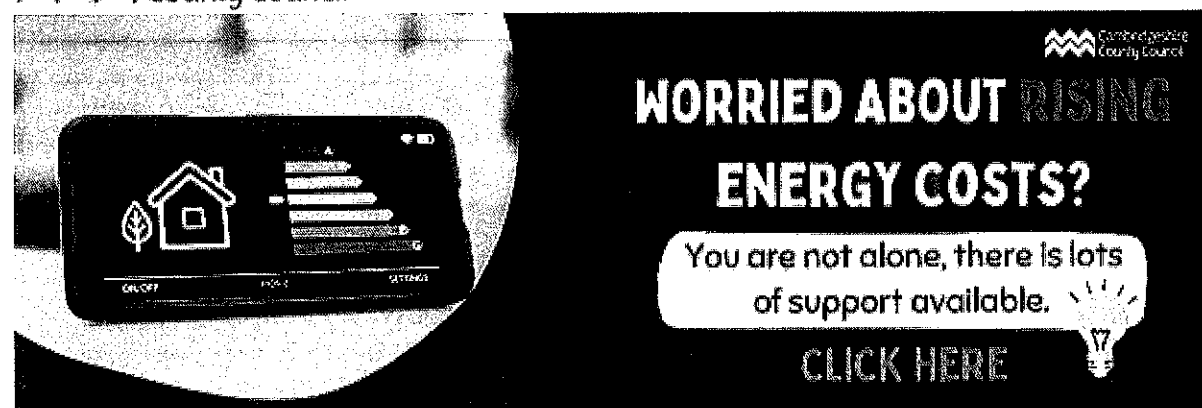
Linda Matthews
Street Works Officer
Highways Service
Cambridgeshire County Council
Tel: 01480 372444

Please note all our up to date forms are on our website, please click [here](#)

For more information regarding forthcoming  click [here](#)

 @Cambs_Traffic

 Cambridgeshire
County Council



The advertisement features a smartphone screen on the left showing a house icon, a leaf icon, and a bar chart. To the right, the text reads: 'WORRIED ABOUT RISING ENERGY COSTS? You are not alone, there is lots of support available. CLICK HERE' with a lightbulb icon.

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the

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Burwell and District Day Centre Minutes

Meeting 3pm May 4th 2023

Present: Simon Rogers (V.Chair), Hazel Williams (Chair), Sue Elliott, Liz Swift, Sandy Cater (Hon. Treasurer), Paul Webb.

Apologies: Joan Lonsdale, Sue Evans, Geraldine Tate.

Minutes of Last Trustees meeting on 13th April approved

Matters Arising Some trustees still need to do their 250-word piece for the website. The site is being accessed by people and some families have contacted us for more details. We hope that in time more volunteers will come forward through this route.

Finance : Our total funds for the Day Centre (including the savings account) are £126,590. An additional 40 meals a week would need to be sold to cover the catering costs. The amount of money left in the bequest is £10,768. It was agreed to spend £2,100 on redecoration of the dining room and main hall after the lighting has been completed. The successful tender was by Dean Sizer.

Policies agreed were Bullying and Harassment and Sickness and Absence.

Discussion took place about the need for a business or action plan to help move the centre forward. There is a meeting in May with Christian Swarbrick from CCC. Simon, Paul, Sandy and Hazel are happy to meet to produce up to 2 sides of A4 with initial ideas.

Attendance Figures / Meals on Wheels Figures received for the Day Centre/ MoW/Warm Hub attendees.

	Jan	Feb	March	April
Day Centre	126	153	131	137
Meals on Wheels	248	244	231	207
Warm Hub Attendees	123	135	105 (closed 1week)	
No. of occasions £2 was paid for refreshments				56

Staffing Elly, the Day Centre Manager has returned from sickness absence. Sandy will hold informal meetings on Thursdays to support her return to work. Katie, general assistant, will continue with her additional hours until the end of May.

Warm Hub Initiative: April claim was for £350. Cambridgeshire ACRE have been told there will be some funds allocated by CCC for Warm Hubs but no details yet. Carnival have agreed that any funds not yet spent can be retained to help fund soup etc. Trustees have received e-mails from a former warm hub attendee.

Premises. Organ not yet collected by Queen's Court Care Home in Bottisham. After some discussion it was agreed that Food Bank would be at the Day Centre on a Friday afternoon, start time 2pm. Community Table also available at the same time. The area to be used is the L-shaped eating area but not the main room. Discussion is ongoing about how the community fridge/freezer would work logistically but the day centre staff would be responsible for taking temperature readings and checking dates. Paul will be responsible for vacuuming and wiping tables after the session finishes. Trays of dried and tinned goods can be stored in the cupboard off the main hall. The environmental health registration will be separate from the day centre registration.

Volunteers including day centre members have been clearing and tidying the garden which is much improved.

Regular checklists to be carried out by day centre staff on fire alarm, intruder alarm, emergency lighting as well as evacuation procedures and reported to Trustees.

Decoration of entrance halls almost complete.

Some items still to go to EMMAUS although Arthur Rank have collected most of what was left.

Mini Bus. In use one day a week. One new volunteer driver.

AOB and General Information Coronation celebration went very well with considerable coverage in the Ely Standard and some in the Newmarket Journal.

Next Meeting Thursday 8th June 3pm to include AGM if accounts have been examined.

Climate Change Forum

Minutes of the meeting held on 6th June 2023, 7.30 pm at Mandeville Hall, Tan House Lane, Burwell

Present Clive Leach (Chair), Paul Webb, Jenny Moss, Lea Dodds, Michael Swift, Liz Swift, Jim Perry, Helen McMenamin-Smith, Martin O Leary, Nicola Hallows, and Yvonne Rix (Parish Clerk).

Jenny Moss as outgoing Chair thanked the members of the group who had been involved with the presentation to the Burwell Belles (Women's Institute). The presentation had been well received. She also thanked members for their help and support during her time as Chair.

1. Election of Chair and Vice Chair

Michael Swift proposed, seconded by Liz Swift that Jenny Moss should be nominated as Chair of the Climate Change Forum. Michael O'Leary proposed, seconded by Nicola Hallows that Clive Leach should be nominated as Chair of the Climate Change Forum. Following a vote, having received the majority of votes, Clive Leach was duly elected as Chair of the Climate Change Forum.

Helen McMenamin-Smith nominated Jenny Moss as Vice Chair of the Climate Change Forum. This was seconded by Michael Swift. With no further nominations Jenny Moss was duly elected as Vice Chair.

2. Apologies for absence

Apologies for absence had been received from Geraldine Tate, Ian Woodroffe, and Brenda Wilson.

3. Approval of the minutes of 4th April 2023

Minutes of the meeting held on 4th April 2023 were approved following an amendment regarding the implications of closing the previous meeting prematurely. Proposed by Michael Swift and seconded by Paul Webb.

4. Climate Change Action Sheet – Consideration of items and updates to the Climate Change Action Sheet

The following items were considered, and updates received:

Item	
Climate Action Policy	Lea Dodds reported that he had started to go through the document and had shared some of his thoughts on amendments with the original authors, Paul Webb, and Jenny Moss. He is happy to continue going through the document. His first thoughts are that the action points listed in the initial document are too ambitious and also need to have an achievable timeline to work to. Paul Webb pointed out that originally the emphasis for the document was based on changes that could be made with the Council's own properties. Nicola Hallows asked that a reference to biodiversity is included in the revised document. A subgroup should be formed to move the review forward. Liz Swift expressed that Paul Webb and Jenny Moss had done a fantastic job in compiling the original document, which was one of the first documents of its type and that the document had received recognition within the sector. Clive Leach commented that the group needs to put pressure on organisations such as the District Council, Anglian Water etc. on behalf of the community with regards to climate change.
Energy usage and	The Clerk has contacted Sharman and Grimwade regarding the

sources	<p>quotation for assessing Mandeville Hall and Jubilee Reading Room and is waiting for the quotation to come in.</p> <p>J J Drake do install EV Points; however, it may be necessary to use a commercial provider. Paul Webb and Clive Leech to investigate possible commercial organisations.</p>
Transport and travel	<p>Paul Webb attended a meeting regarding the new Greenway Cycle Route from Cambridge to Swaffham Prior. There is no intention at this stage to continue the greenway through to Burwell. Contact should be made with Sustran to see if they can suggest any way, we could get the greenway extended through into Burwell.</p> <p>ECDC has commissioned Sustran to carry out feasibility studies for cycleways around the Burwell area and funding left over from the original budget has allowed further investigative work to be requested. It is important that the Council and Climate Change Forum should continue to put pressure on ECDC with regard to the provision of local cycleways. Yvonne Rix to contact Sally Bonnet (ECDC) for update. Michael Swift commented that he did not feel that creating a one-way system in Burwell to create improved provision for cyclists would be welcomed by the village.</p>
Agriculture and food	<p>Nicola Hallows reported that the group 2G3S has applied Zero funding from the Zero Carbon Community Grant Fund and if successful is looking to put on road shows about sustainable agriculture and food production.</p> <p>The lack of involvement in the group of the local farming community was noted. A further post on the Community Facebook page inviting any one involved or interested in farming may be beneficial. Jenny Moss reported that she had written to the local NFU but had received no response. Martin O'Leary agreed to speak to a local farmer that he knows to see if they would be interested. Speaking to Wicken Fen may also be useful. Paul Webb to contact.</p> <p>Item to be discussed in more detail at the next meeting.</p>
Housing and infrastructure	<p>No updates.</p> <p>Paul Webb reported that there is a company working with Cambridgeshire County Council who install cavity and roof insulation to privately owned properties which current have no insulation or below required levels of insulation free of charge.</p> <p>There is no means testing process to go through.</p> <p>This is the kind of information that can be provided on the Burwell Environment Group Website in the future.</p>
Local business	<p>No further update. It was suggested that a separate village survey could be drawn up for businesses.</p>
Waste and resources	<p>Paul Webb still needs to provide the Clerk details of the website to register the water refill points.</p> <p>There is a gap in recycling for the disposal of small electrical items which can currently only be disposed of by taking them to the recycling depots at Milton or Witchford. This means that a number of appliances end up in the black bin bags and landfill. The Clerk agreed to write to East Cambs District Council to see if there is anything that can be done about this. Liz Swift reported that she</p>

	<p>was attending a Camfund seminar later in the week and if the opportunity arises would discuss the issue with the group.</p> <p>The Clerk has registered for the waste exemption permits for the proposed compost bins at Priory Meadow, the Recreation Ground, and the Cemetery. These last for three years. Wild Burwell to put together some operating instructions for the compost bins to ensure that they produce a sanitised substance.</p> <p>Water tanks are now in place at Priory Meadow and Pauline's Swamp. These to be filled with water shortly. Both need some form of padlocking. Jim Perry has some syphoning kits which could be used at Pauline's Swamp.</p>
Environment and land use	<p>Nicola Hallows reported that Wild Burwell had worked with Soham Village College planting trees. She thanked Bob Rawlinson for providing and the Parish Council for organising the water tank at Priory Meadow. She continued by highlighting the wildflower growth at the rear of the cemetery and suggested that members take the opportunity to visit the area. Wild Burwell is disappointed that the verges had been cut between the War Memorial and the British Legion on 1st June 2023. The verges had contained a number of wildflowers and leaving them uncut for another month would have been beneficial. Wild Burwell will be holding their AGM on Sunday 16th July. Delta T Devices may have some pallets available that could be used to create the compost bins. The Clerk to contact. Wild Burwell is looking to manage the compost bins on Priory Meadow and remove the arising from Pound Hill to Priory Meadow, along with helping if required, for the Community Garden. The Wildflower notice on Pound Hill is very informative.</p>
Village Survey	<p>Burwell Environment Group looking at the Survey and will look to either extending or creating a further survey for businesses.</p>
Fossil Fuels	<p>No further update at this stage, Clive Leech to move forward as and when possible.</p>
Education	<p>The feed back from the Burwell Belles WI Group was very good. Helen McMenamin-Smith reported that a parent who home educates their children is keen to be involved with the Community Garden and would also like to liaise with Max Jamieson to encourage those using the skate park to become involved in the planting of wildflowers. A member of staff from the GP Surgery would also like to involve some of her clients with the project. Jenny Moss reported that there is already extensive publicity available for schools.</p>

5. Any Other Business

CANFUND Workshop

Liz Swift and Paul Webb to attend a two-hour Climate Change workshop looking at funding options on Thursday 8th June 2023.

6. Date of the next meeting

The next meeting to be held on Tuesday 4th July 2023 at Gardiner Memorial Hall, 7.30 pm.
The meeting ended at 8.28 pm.

Signed

Dated



Rt Hon Lucy Frazer KC MP
HOUSE OF COMMONS
LONDON SW1A 0AA

Yvonne Rix
Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
CB25 0DU

23 May 2023

Dear Yvonne,

It may interest you to know that the Government will launch the final round of the Community Ownership Fund on 31 May 2023.

The purpose of the fund, which is worth £150 million, is to enable communities to take ownership of assets at risk of closure and manage them for the benefit of the community, such as pubs, sports clubs, theatres, and post office buildings.

Further information, including eligibility requirements, can be found here:
<https://www.gov.uk/government/publications/community-ownership-fund-prospectus>. In case helpful, however, I have summarised below some key points:

- All projects can bid for up to £1 million funding (the limit was previously £250,000);
- The Fund will contribute up to 80 per cent of the total capital funds required, with applicants required to raise the other 20 per cent from other sources (projects in the areas of greatest need will only need to raise 10 per cent); and
- Applications can now be made by parish councils, as well as community groups.

I understand that applications for the final round of funding will close in March 2025.

Please do think about whether there are any assets in your community which could benefit from this funding and do not hesitate to contact me if I can be of help.

Kind regards,


Lucy Frazer MP

Member of Parliament for South East Cambridgeshire

