

Burwell Parish Council
Finance and General Purposes

Notes of the Meeting of 29th September 2020 using Zoom at 7.30 pm

Present: Hazel Williams (Chair) Robin Dyos, Gus Jones, Joan Lonsdale, Elizabeth Swift, Michael Swift, Brenda Wilson, and Yvonne Rix (Clerk and RFO)

F&GP/290920/01 Apologies for absences and declarations of interests

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

F&GP/290920/02 Approval of the minutes of the meeting of 28th July 2020

The minutes of the meeting held on 28th July were approved. Proposed by Joan Lonsdale and seconded by Liz Swift.

F&GP/290920/03 Consideration of the Action Sheet

The Action Sheet was considered, and updates made as attached (Appendix 1)

F&GP/290920/04 2020/2021 Income and Expenditure to date and Draft Quarterly Finance Report

The Clerk explained the following which shows the Council's Financial position as at 28th September 2020. A full report on the quarters actual income and expenditure will be Presented to Council in October once all income has been received and payments made, So far income incurred due to Covid-19 is around £1500. This includes the purchase of additional cleaning materials and extra hours worked by staff members to ensure that facilities are Covid-19 safe. Income from tennis court bookings since 1st April 2020 totals £1555. Yvonne Rix to chase Meads for their quotation for the Recreation Ground carpark

The Parish Council financial position to 28th September 2020 is as follows:

Current Account	£261,642.26
CCLA Account	<u>£101,159.51</u>
Total Funds	£362,801.77

Which includes the following earmarked reserves:

MVAS Signs	£ 5,000.00
Pauline's Swamp	£ 8,039.05
Recreation Ground/Pavilion	£ 2,500.00
Sinking Fund	

Gardiner Memorial Hall £ 165,000.00

Toilet (ECDC) £ 9,026.00

CIL Funding

(Village Entrance Gates) £ 5,000.00

Spare £ 40,951.00 (Recreation Ground Car Park)

Total earmarked reserves £235,516.05

Balance £127,285.72

2nd Precept Payment of £84,697.00 due 30.9.20

Robin Dyos questioned if it was still necessary or worthwhile disinfecting the play

Equipment once per day as this would not stop the virus being found on the equipment. Yvonne Rix to find out what other parishes are doing and to look to see if there is any further advice from the Government.

Gus Jones asked for the Recreation Ground car park work to be carried out as soon as possible.

F&GP/290920/05 Staffing Matters:

Handyman – Job Title

Liz Swift suggested that with the range of work that the George Rowland carries out, he is worthy of a job title that reflects all that he does. The Group agreed with the suggestion and Maintenance Officer was decided on. This will just be a name change for the role and not a further increase in salary

Keyholders – Covid 19 Workload

Vehicle – Handyman

Yvonne Rix reported that she had not had the opportunity to investigate any further details for options to provide the Maintenance Officer with a vehicle. She suggested that one possible option would be to pay the handyman a set number of miles per month slightly above the number if he generally does which would then contribute more to his costs to run the vehicle, he mainly uses for his parish council work.

Keyholders

The Clerk reported that both keyholders are doing additional work now that the halls are open with additional cleaning being required to ensure that Covid 19 guidelines are met. Martyn Wright is also disinfecting play areas when he is on duty at the weekends.

(see attached report Covid-19 Staffing Matters)

The group recommends to Full Council that the following salary adjustments are made in recognition of the additional work that is being carried out whilst Covid-19 requirements are in place.

- 1. For the additional 30 minutes of cleaning that needs to be carried out at the end of each booking, the keyholder will be paid an additional £4.50 per booking.***
- 2. At a weekend when Martyn Wright disinfects the play equipment, he will be paid £30.00 instead of the normal £23.13.***

Clerk/Assistant to the Clerk – Working from the Office re Covid-19 Guidelines

Yvonne Rix reported that the Risk Assessment for working at the Jubilee Reading Room (Covid-19) had been reviewed considering the latest Government advice to work from home wherever possible. Having discussed the situation with Liz Swift, both Sarah and Yvonne felt that they could continue to work at the Jubilee Reading Room, as the building and procedures in place created a Covid- secure working environment.

F&GP/290920/06 Website

The proposals from the three companies asked to supply a quotation to renew the Council's website and to ensure that the website meets the latest WCAG 2.1AA had been circulated to the group. The proposals were looked at by the Clerk, Liz Swift and Paul Webb and all three agreed that Vision ICT appeared to be most suitable at a cost of around £1600 -£1700.

It was agreed that the following recommendation should be made to Full Council.

That following an online meeting with Vision ICT, if felt satisfactory, Vision ICT should be appointed to provide a new website for the Parish Council.

Yvonne Rix reported that she had spoken to Burwell Computers earlier in the day regarding an issue with one of the office laptops. She continued to say that Burwell Computers had raised concern about ransomware scam and the need to add cloud storage to the Council's back up system and that he would get some prices for the facility

F&GP/290920/07 Precept 21/22

The precept for 21/22 will need to be considered at the next meeting and Working Groups will need to decide in the meantime if they want any items to be considered for funding in the 2021/2022 financial year. Consideration will also have to be given to financial implications because of the Covid 19 pandemic.

F&GP/290920/08 Toilet refurbishment update including cleaning arrangements

Yvonne Rix reported that the public toilet is now ready to be opened. The key holders will attend to the toilet daily, replenishing towels, toilet paper etc and give the facility a quick clean. Burwell Cleaning to be asked to give a quotation to clean once per week. Clerk to arrange a photo shoot to go on to Facebook. Consideration will need to be given as to whether the keyholders will need to be paid extra for checking the toilet.

F&GP/290920/09 Review of the following:

5 Year Plan – Deferred to the next meeting

Policies

Members of the Group have reviewed the following policies and make the following recommendations to Full Council

Policy Review 2020

Standing Orders		Reviewed and approved 10.12.19
Financial Regulations		Reviewed and approved 10.12.19
Risk Management Policy		F&GP 28.7.20
General Privacy Notice (GDPR)		App 12.6.18 Think Okay but may need to review following Brexit completion
Staff, Councillors and Role Holders Privacy Notice (GDPR)		As above
Speed Indicator Devices Deployment Policies	Paul Robin	Linked to CCC approved Nov 18
Children, Young People and Vulnerable Adults Protection Policy	Liz Michael	No update required
Disciplinary + Grievance Policy	Hazel	No update required
Data Protection and Information Security Policy	Joan	No Changes required
Pension Policy		No Changes required
Social Media Policy		Under review by Clerk and Paul
Cemetery Regulations		Not reviewing
Hall Bookings Regulations		Not reviewing
Allotment Regulations		Not reviewing
Burwell Parish Council Members Code of Conduct		Revised Model Code of Conduct under consultation NALC
Burwell Parish Council Equal Opportunities Policy	Hazel	No update required
Burwell Parish Council Health and Safety Policy	Robin	Shouldn't all that applies to contractors, Section 12, also apply to Parish Council employees?

Burwell Parish Council Lone Workers Policy	Joan	No changes required
Burwell Parish Council Complaints Procedure	Liz Michael	No updates required
Information Available Under the Publication Scheme	Yvonne	Will update with new email addresses etc
Parish Councillor Conduct Complaints Policy	Liz Michael	No updates required
Burwell Parish Council Statement of Intent to Training	Liz Michael	No updates required
Burwell Parish Council Tree Policy	Liz Michael	No updates required
Community Engagement	Liz Michael	BAFY needs to be included in the list of organisations under 'Involvement with Partnerships'
CCTV		Approved Feb 2020 not due for review

F&GP/290920/10 Covid-19 Hall Charges

Yvonne Rix reported that a lot of the hirers who had returned to the halls had given gratitude to the Council's decision to offer reduced fees to allow groups to run with fewer numbers. Several groups have yet to return, mainly those who have older members. Guiding and Scouting may come back after half term or in January, this is still to be confirmed. The group agreed that the fee reduction should continue until the end of the financial year, unless Covid restrictions are reduced to the extent when bookings can take place in the same way as before the pandemic started. In which case fees for bookings would be reviewed in January 2021. It was also agreed that Scouting and Guiding would receive a 25% reduction on their previously agreed reduced rates.

F&GP/290920/11 Consideration of the following:

Remembrance Sunday

Due to Covid-19 restrictions it will not be possible to hold the annual Act of Remembrance or Parade as in previous years. Instead organisations will be given a timed slot when up to six adults from the organisation may lay a wreath(s) at the Memorial. At 3 pm residents will be asked to stand in their gardens and following the church bells, observe two minutes silence. Also, at 3pm, up to six members of the Parish Council will observe the silence following the laying of a wreath at the War Memorial and Eleanor Williams will carry out a short service at St. Mary's Church. The Service will be broadcasted if possible, for residents and may also include the laying down of the Burwell Branch of the Women's British Legion Standard.

Carols around the Tree

It was agreed that the annual Carols around the Tree could not be held this year.

Gardiner Memorial Hall Refurbishment

This item was discussed in full at the Council meeting earlier in the evening.

F&GP/290920/12 Cemetery

Unsafe Memorial Stones

The Maintenance Officer has recently carried out a safety check on all the memorial stones at the Cemetery. 10 stones have had to be laid flat as they are deemed to be unsafe. Relatives can get the stones repaired through a stonemason. The Assistant to the Clerk is in the process of informing relatives of the situation. Each of the stones have also had a note attached asking relatives to contact us for further information.

Prepayment of memorial fees

A request has been received to be allowed to prepay the fee for the erection of a memorial at the Cemetery. Prepayment of memorials currently is not permitted by the Council. It was agreed that this rule should not be changed.

F&GP/290920/13 Any other matters and matters for discussion at the next Meeting

The Clerk informed the Group that a renewal notice had been received for the Local Council Review magazine. It was agreed that the publication should be renewed. The Clerk reported that she had received an update from the Burwell Community Radio and they are experiencing delays with Companies House confirming their registration as a Community Interest Company and this is causing issues with setting up a bank account.

F&GP/290920/14 Date of the next meeting – 24.11.20

The meeting closed at 9.25 pm.

Signed

Dated