

Burwell Parish Council
Finance and General Purposes 25th July 2023

Minutes

Present: Paul Webb (Chair), Brenda Wilson, Liz Swift, Michael Swift, Chris O'Neill, Ian Woodroffe, Linda Kitching, Gus Jones, Yvonne Rix, and Sarah Ashby.

The following item was moved forward to be considered whilst Sarah Ashby was present:

F&GP/25072023/06 Card Payment Machine See Appendix 1

Sarah Ashby explained that the need for a card payment facility has arisen due to the Repair Café being able to take card payments should attendees not having cash available, some hall bookings and cemetery income, allotment rent, and the unknown certainty of the arrangement between Unity Trust and the Post Office, allowing cash to be paid into the bank account via the post office. It is expected that the majority of payments for hall hire etc will continue to be made via bacs. Any system considered must be a stand-alone unit, with no need for a mobile phone to operate and also produce a receipt for records. Sarah Ashby explained that she had looked at a number of systems including the ones mentioned at the recent Parish Council meeting. Details can be found in Appendix 1.

Following a proposal from Liz Swift, seconded by Chris O'Neill, and approved by all. The following recommendation to be made to Full Council.

That the Verifone system should be purchased at a cost of £99.00 plus VAT with a transaction charge of 1% plus 1p (2.2% for non-contact payments).

Sarah Ashby was thanked for her work putting the information together. Sarah Ashby left the meeting.

F&GP/25072023/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Charlie Milner. There were no declarations of interest.

F&GP/25072023/03 Approval of the minutes of the meeting of 30.5.2023

The minutes of the meeting held on 25th July 2023 were approved. Proposed by Liz Swift and seconded by Michael Swift.

F&GP/25072023/04 Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Risk Assessments reviewed to date: Grass cutting Fire Risk – Open Spaces Remembrance Day Jubilee Tea Party Jubilee Family Picnic General Cleaning of Council Properties MVAS Units Employment of Staff Skate Park Public Toilets Water Supply War Memorials Planning and Development control Litter Cemetery Allotments The Risk Assessment for the Repair Café has now been received. Still to do: Newsletters Street Furniture – Seats

	Public Buildings/Halls Car Parks at Halls/Recreation Ground Bus Shelters Clocks (Cemetery) Manual Handling Use of electronic devices Financial Management Street/Footway Lighting (2 lights only -Toyse Close) Winter Gritting Letting of Halls Meetings of the Council and Council Meetings Code of Conduct Nuisances Website Provision of Website/Internet Access Provision of Office Accommodation Data Protection Council Property and Documents Computing Open Spaces Working at Height Further Assessments required: Community Garden – Volunteers Community Orchard Social Media
CCLA Investment	Funds at 30.6.23 £104,270.32

F&GP/25072023/05 Quarterly Report to 30th June 2023 – Appendix 2

The Clerk presented the Quarterly Report to 30th June 2023 (see Appendix 2). The following points were noted:

Income

Administration includes returned payment from bank £365.57.

Agency Grass Cutting – received after 30.6.23.

Allotments – majority of the rents due Oct/Nov

Capital Budget – prepayment from Insurers for repair work at Pavilion.

Cemetery – slightly low, but never a steady income

CIL Funding – proportionate development contribution

Deposits – Hall hirers/allotment holders (returned later)

Gardiner Memorial Hall – Income in quarter higher than expected.

Lock Up – due later in year.

Mandeville Hall – just under what is to be expected.

Ness Road Zebra – Needs removing – now removed.

Other – Carried over as income/exp from last year? To be investigated

Precept – 1st payment received, second due at end of September 23

Repair Café – Income from June Café

Recreation Ground – Income in quarter higher than expected.

Expenditure

Administration – Annual memberships paid, cleaning materials purchased, Lawnmower,

Annual Finance software payment, Insurance.

Allotments – Water, Electricity, Skip
Capital Budget 50% Westhorpe and 1st payment Pavilion.

The Clerk then went through the Bank Reconciliation as at the 30th June 2023 and explained that as the receipt date for the two solar farm payments is likely to be after the completion of Westhorpe, then an allowance should be made for this out of general reserves.

Allowing for a sum similar to that of 50% of the annual precept, £100,000, this leaves approximately £20,000 that can be earmarked to other projects.

Chris O'Neill left the meeting at 8.32 pm.

F&GP/25072023/07 Open Spaces – Hiring charges.

There is a need for the charge made to commercial entities using the Council's outdoor spaces to be reviewed. It is currently £50 per year. It was agreed that the Clerk should collate some information from other parishes on how much they charge and share around the group. Via email the Group can consider and make a recommendation on a possible charge and for this to form a proposal to Council in September 2023. It was noted that Shredder Skate School is now advertising their sessions at the Recreation Ground with a charge included in their advert. The Group agreed that the charge for the Circus to use Margaret Field next year should be £100 per day.

F&GP/25072023/08 Funding GMH Phase 2 and Newmarket Road Sports Hub (funds to cover cost of initial works)

Council discussed the opportunity to earmark funding towards the Gardiner Memorial Hall (Phase Two) and the Newmarket Road Sports Hubs. It was agreed that the following recommendation should be made to Full Council:

The Group recommends to Full Council that £10,000 should be earmarked for Gardiner Memorial Hall Phase 2, and if the Council agreed to go ahead with the transfer of the land for the Newmarket Road Sports Hub when it is considered later in the year, that £6,000 is earmarked to cover 50% of the cost of the fee for C Mulhall Leisure to carry out work to produce a business plan and raise funding for the project.

Liz Swift informed the Group of the Cambridgeshire Priorities Capital Fund and suggest that an expression of interest should be submitted for the Gardiner Memorial Hall Phase Two. The expression of interest needs to be submitted by the 24th September 2023.

F&GP/25072023/09 Review of Council Policies

The Council's policies are due to be reviewed. The policies can all be found on the Parish Council Website. The members of the group to look through at least 3 policies each and with any suggested alterations or additions being reported back to the Clerk at the next meeting of the group.

F&GP/25072023/10 Any other business

The Clerk informed the group that she was concerned about the energy payments currently being made to Engie particularly for the electricity supply at the allotments. She reported that she has written to Engie with the concerns and is waiting for a reply. Changing to a smart meter if possible, at the allotments may be an option so that they continuously have a correct meter reading. All meters now need to be read by the supplier and usage amended. Calling back a Direct Debit payment or cancelling the direct debit may also be an option.

F&GP/25072023/11 Date of the next meeting

The next meeting is on 26th September 2023.

Signed

Dated