

Burwell Parish Council

Minutes of the Finance and General Purposes meeting held on

26.3.2024

**Present:** Paul Webb (Chair), Ian Woodroofe, Gus Jones, Brenda Wilson, Linda Kitching, Liz Swift, Michael Swift, and Yvonne Rix (Clerk/RFO).

**F&GP/26032024/01 Apologies for absences and declarations of interests**

Apologies for absence had been received from Charlie Milner and Chris O'Neil. There were no declarations of interests.

**F&GP/26032024/02 Approval of the minutes of the meeting held on 30.1.24**

The minutes of the meeting held on 30<sup>th</sup> January 2024 were approved and signed as a true and correct record. Proposed by Liz Swift and seconded by Brenda Wilson.

**F&GP/26032024/03 Consideration of the Action Sheet**

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Still to do: Manual Handling Use of electronic devices Code of Conduct Working at Height Further Assessments required: Community Garden – Volunteers Community Orchard Social Media No further updates
CCLA Investment	Funds at 28.2.2024 £107,886.47

**F&GP/26032024/04 Staff Appraisals and Salaries 2024/2025**

Paul Webb reported that this year's staff appraisals have been carried out satisfactorily. A review is due to be carried out with the hiring agreements for the halls in relation to keyholder job descriptions and expectations of all parties involved. The keyholders will be involved in discussions. Having the keyholders carrying out the cleaning of the properties is working well.

The Group consider salary rises in relation to the appraisals. Michael Swift questioned if due to increasing costs that the Council is facing if increases should be awarded. However, it was agreed following a proposal from Ian Woodroofe which was seconded by Linda Kitching, with all in favour that the following recommendation is made to Full Council.

***That all 5 staff members' salaries are awarded a salary increase of one increment from the 1<sup>st</sup> April 2024.***

Liz Swift then proposed, seconded by Linda Kitching with all in favour that the following proposal is recommended to Full Council:

***That the Parish Council accepts any inflationary rises as agreed by the National Joint Council and that they are implemented upon receipt of the decision without any further agreement from Council.***

**F&GP/26032024/05 Recording of Minutes**

The Group considered the option of doing an audio recording of the meeting. Rob Proctor who has been involved with recording some of the church services may be useful to talk to. It was agreed that the recordings could be of benefit when writing up the minutes. Any recordings would be deleted following

approval of the minutes, this way there would be no breach of data protection. Initially the phone used for the Pauline's Swamp CCTV could be utilised.

### F&GP/26032024/06 Policies

The group has reviewed the following policies, with any amendments being recommended to Full Council for approval. Proposed by Liz Swift and seconded by Ian Woodroffe and agreed by all.

Policy	Recommendations
Complaints Procedure	No changes recommended
Code of Conduct Complaints Policy	No changes recommended
Data Protection and Information Security Policy	No changes recommended
Disciplinary and Grievance Procedure	No changes recommended
Health and Safety Policy	Add after 1974....(c37) (abbreviated to "HSWA 1974", "HASWA" or "HASAWA2) is an Act of the Parliament of the United Kingdom that as of 2011 defines the fundamental structure and authority for the encouragement, regulation and enforcement of workplace health , safety and welfare within the United Kingdom.
Freedom of Information Publication Scheme	'Website' needs to be added throughout the document as information is now available on the website.
Statement on Equal Opportunities	No changes recommended
Statement of Intent as to Community Engagement	Remove statement about Councillor details being on Jubilee Reading Room Noticeboard.  Ask Councillors for address details, sharing information etc.
Training Statement of Intent	No changes recommended
Children, Young People and Vulnerable Adults Protection Policy	No changes recommended

Tree Policy	Add Professional Tree Audit carried out roughly every 3 years
MVAS Policy	No changes recommended
Donation Policy	Remove 'draft' from document and change General Power of Competence date to 2023.
CCTV Policy	No changes recommended
Social Media Policy	To be reviewed in full
Lone Workers Policy	Add notify somebody where you are and at what time and when you leave.

### **F&GP/26032024/07 Charges for use of the Recreation Ground for business purposes – update**

Yvonne Rix reported to the group that Liz Swift, Paul Webb, and herself had met with Max Jamieson (Shredder Skate School) to talk about charging for his use of the Skate Park for the sessions that he runs and makes a financial gain from. Max Jamieson had seen in the Council Minutes that the Council were considering a charge of around £10 per hour. He currently uses the Skate Park for around 40 hours per month. This would equate to a monthly cost of £400.00 which he said that he could not afford. He would be willing to run some fundraising sessions to help towards the costs of maintaining the park but felt that this was not a sustainable way forward. He had stated that he would have to consider whether it would be viable to continue running the sessions or if he would need to run less sessions with more young people attending each session. He suggested that a payment of between £10-£20 per week may be possible. The meeting had ended with Max Jamieson saying that he would come back with his comments by the middle of April.

The Group do not wish for the sessions to end, particularly as some of the sessions are one to one with pupils with special needs. The sessions do not generally prevent others from using the skate park. Copies of DBS certificates and Public Liability Insurance Cover also need to be seen by the Council. Any funds received from Max Jamieson should be earmarked for the skate park/recreation ground sinking fund. Charges can be reviewed after 9 months. Fees should work towards an amount that would be charged by a commercial organisation.

Paul Webb told the group about Parish Online, an online mapping system that the Council could utilise for mapping its assets etc. It would normally cost around £380.00 annually but there is a free 30 day trial that could be tried first. The Clerk to forward to the group the video and more details about the system. It was suggested that a small taskforce could possibly help with entering data etc. on to the system, to prevent the amount of work becoming too much for the office.

The lighting for the Tennis Courts needs to be reset. J J Drakes will charge £195.00 plus VAT to carry this out. This is considerably cheaper than asking the original installers to do.

***It was agreed that a recommendation should be made to Council to accept the quotation to have the lights reprogrammed at a cost of £195.00 plus VAT by J J Drake.***

The Clerk reported to the group that both contractors who had provided a quotation to replace the dividing doors at Mandeville Hall had said that as prices had risen since the date of the quotations, that they were unable to offer any further reduction. They both said that despite the price increases they were willing to stand by the original price stated. The Clerk to check if the specification was the same for both if the replacement doors.

A letter had been received from the Chair of the Burwell Environment Group. The letter to be discussed at the next meeting of the Community, Leisure, Health, and Sports Group.

Paul Webb reminded all that the office will be busy over the next couple of months due to the work related to year end. This would need to take precedence over any other work requested.

Ian Woodroffe explained that he had a looked at the diagnostic report carried out on the electrics by J J Drake and that there are a couple of questions that he would like to raise prior to the invoice being paid.

**F&GP/26032024/08 Date of the next meeting**

The next meeting will be held on Tuesday 28<sup>th</sup> May 2023.

The meeting closed at 9.07 pm

Signed

Dated