

**Minutes**

Present: Paul Webb (Chair), Liz Swift, Michael Swift, Brenda Wilson, Charlie Milner, Ian Woodroofe, Yvonne Rix (RFO), Katherine Hyett (Clerk).

**F&GP/28012025/01 Apologies for absences and declarations of interests**

Apologies for absence had been received from Linda Kitching and Gus Jones. There were no declarations of any known interests.

**F&GP/28012025/02 Approval of the minutes of the meeting held on 26.11.2025**

The minutes were approved and signed. Proposed by Liz swift and seconded by Charlie Milner.

**F&GP/28012025/03 Consideration of the Action Sheet and updates from previous meeting:**

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Manual Handling – Risk Assessment completed Use of electronic devices – Clerk and Paul Webb to look at. Code of Conduct – to be reviewed 2025/2026 Working at Height – George due in March 2025, cost approved. Further Assessments required: Community Garden and Community Orchard Volunteer Risk Assessment – Clerk to look at. Social Media Risk Assessment – Clerk and Paul Webb to look at.
CCLA Investment	Funds at 31.12.2024 £112,562.64

**F&GP/28012025/04 Quarterly Report – Period ended 31<sup>st</sup> December 2025**

Considered and approved. Proposed by Liz Swift and seconded by Charlie Milner. The Group noted the level of expenditure for the Gardiner Memorial Hall as it is already higher than the budget. This is mainly due to energy costs and some servicing of equipment.

Michael Swift expressed the need to keep an eye on the level of expenditure in relation to the budget. Yvonne Rix explained that one of the documents provided shows the expenditure and income in relation to the budget figures and also shows this as a percentage of the budget. She confirmed that she also raises any concerns regarding income and expenditure as part of the financial report given to the Council/Finance and General Purposes Working Group.

**F&GP/28012025/05 Staff Hours Clerk/RFO January to March 2025 and April 2025 -Onwards and Staff Appraisals/Probation Review.**

The payment of overtime for the Clerk and RFO had previously been approved by Full Council up until the end of 2024. It was agreed that a recommendation should go to Full Council for this to be continued until the end of March 2025. Discussion about amending the contracts for the Clerk and RFO, increasing their hours, will be discussed at the next F&GP meeting.

***A recommendation to be made to full council that the overtime payments for the Clerk and RFO should be continued until the end of March 2025.***

Staff appraisals will be carried out at the end of February/early March. The Clerks probation appraisal will be carried out in the next week or two.

**F&GP/28012025/06 Charges review from April 2025:**

Charges from April 2025 were considered by the Group:

### Gardiner Memorial Hall and Mandeville Hall

Liz Swift proposed, seconded by Michael Swift that the hiring charges for the two halls should not be increased this year. Income/expenditure should be monitored during the year. The group agreed to the proposal and the following recommendation to be made to Full Council:

***The Group recommends to Full Council that the hiring charges for the Gardiner Memorial Hall and Mandeville Hall are not increased for 2025/2026.***

### Tennis Court Fees

Liz Swift proposed, seconded by Charlie Milner that the fee to hire the tennis court is set at £8.00 per hour with no additional charge made for using the lights. This was agreed by the group with the following recommendation being made to Full Council:

***The Group recommends to Full Council that a charge of £8.00 per hour, with or without lights is charged for the use of the tennis courts. For those paying a quarterly fee the charge should be raised from £50.00 to £55.00.***

Football fees will be discussed with Burwell Football Club at their next AGM. It was noted that the Football Club fees will be increased over the next few years.

### Cemetery Fees

Charlie Milner proposed, seconded by Liz Swift that all cemetery fees with the exception of the internment of a still born child or a child under the age of 12 should be increased by £10.00. The group agreed for the following recommendation to be made to Full Council:

***That all cemetery fees are raised by £10.00 with the exception of the internment of a still born child or a child under the age of 12.***

### Allotment Fees

The Council had previously agreed that the allotments fees charged in October 2025 should remain the same as in October 2024 (30p per square metre). A recommendation to be made to Full Council for the fees to increase to 33p per square metre from October 2026. Proposed by Brenda Wilson and seconded by Charlie Milner.

***The group recommends to Full Council that the Allotment fees are increased to 33p per square metre from October 2026.***

### **F&GP/28012025/07 Office Technology – Router £203.27 plus installation) and Screen for Clerk £75.00**

The Group agreed that a new router for the office should be purchased along with a screen for the Clerk. It was agreed that as these total under £500, and the screen is required for Health and Safety reasons that the Clerk should go ahead and purchase prior to going to Full Council. Proposed by Ian Woodrooffe and seconded by Liz Swift.

### **F&GP/28012025/08 Staff Training updates including PASMA training at a cost of £125.00 for Handyman**

The Group agreed that the handyman should carry out the PASMA training at a cost of £125.00 to enable him to help Richard Jenkins with work at the Recreation Ground which requires the use of tower scaffolding. It was also agreed that the handyman should renew his Working at Heights certificate at a cost of £26.00. Proposed by Ian Woodrooffe and seconded by Liz Swift.

### **F&GP/28012025/09 Parish Online**

There is an opportunity to have a three-month trial for Parish Online. The actual cost annually is £300.00. A taskforce working group would need to be set up. The following recommendation to be made to Full Council:

***The Group recommends that the Parish Council enters into a three-month trial for Parish Online.***

Paul Webb reported that East Cambs District Council is trying to secure funding for district wide provision for Parish Online which parish councils will be able to use.

**F&GP/28012025/10 Social Media and Communications Group**

The terms of reference for the group need to be looked at prior to a meeting being set for the end of February – PW/LS/KH.

**F&GP/28012025/11 Any Other Matters:**

The Clerk reported that having submitted the latest LHI application for the solar powered signs for Buntings Path and the Causeway, she is aware that the parish council contribution needs to be £7000 not £3000 as first thought. In order to cover the contribution, the Group recommends the following transfer of earmarked reserves. Proposed by Liz Swift and seconded by Ian Woodroofe.

***That the existing earmarked reserves for the 21/22 LHI Buffer Zones (£1,436.87) and the earmarked reserves for the Highways Buntings Path Signs/20 mph limit (£6,967.62) are combined, and re earmarked for the Parish Council contribution towards the 25/26 LHI Programable Flashing speed signs for the Causeway and Buntings Path.***

**F&GP/28012025/12 Date of the next meeting – 25<sup>th</sup> March 2025**

The next Finance and General Purposes meeting will be held on 25<sup>th</sup> March 2025 following the Full Council meeting.

The meeting closed at 20.45.

Signed

Dated