Burwell Parish Council - Finance and General Purposes

3.6.2025

**Minutes**

**Present:** Michael Swift, Ian Woodroofe, Brenda Wilson, Lea Dodds, Liz Swift, Jim Perry, Yvonne Rix (RFO), Katherine Hyett (Parish Clerk)

F&GP/03062025/01 Apologies for absences and declarations of interests

Apologies for absence have been received from Linda Kitching and Paul Webb. There were no declarations of interest.

F&GP/03062025/02 Approval of the minutes of the meeting held on 25.3.2025

The minutes of the meeting were approved and signed as a true record. Proposed by Liz Swift and seconded by Lea Dodds.

F&GP/03062025/03 Consideration of the Action Sheet and updates from previous meeting:

The following updates were noted:

|  |  |
| --- | --- |
| PROJECT | INFORMATION AND UPDATES |
| Local Council Risk System | Clerk to annually review all Risk Assessments and the need to create new assessments following Council decisions/activities. |
| CCLA Investment | Funds at 30.4.2025 £114,301.70 |

F&GP/03062025/04 Any matters relating to the Financial Report given at PC Meeting 23.6.2025

No matters were raised.

F&GP/03062025/05 Audit Update and Arrangements for the Exercising of Public Rights

Yvonne Rix explained that the Internal Audit Report had been received earlier in the day and that no matters of concern had been raised. She continued to report that the period for the Exercising of Public Rights will be from the 1st July 2025 until the 11th August 2025.

F&GP/03062025/06 Consideration of the need for additional and or changes of Unity Trust Bank signatories

The group agreed that Lea Dodds, as Vice Chair of the Council, should be added to the list of Unity Bank signatories.

**Recommendation to Full Council: That Lea Dodds, as Vice Chair of the Council, is added to the list of Unity Trust Bank signatories.**

F&GP/03062025/07 Review of the following Direct Debits, Risk Management Policy, Internal Controls, Safeguarding of Council Funds

All items were reviewed.

**Recommendations to Full Council:**

* **That the following direct debits are approved – Anglian Water(WAVE), BT, Corona Energy, ECDC, EE Limited (Pauline’s Swamp), Engie Gas, Engie Electric, HMRC (For VAT purposes), Information Commissioners Office, Lloyds Bank Corporation, NEST (Superannuation), PEAC (UK) Ltd (Photocopier hire) and Vodafone (Recreation Ground CCTV).**
* **That the review of the Burwell Parish Council Risk Management Policy is approved noting the**

**Following:**

1. **That there is concern about cyber attacks and that the Clerk should investigate if there is any advice for local councils.**
2. **That clarification is sought on whether parish councillors attending events e.g. manning a stand at Ely Market, outside of the parish are covered by the Parish Council’s insurance.**
3. **Carrying out a review of the hall hire regulations and checking that those running classes have their own public liability insurance.**

* **That the review of the Finance Risk Assessment for the Council is approved.**
* **That having considered all information available the group considered that the Council**

**has the necessary controls in place to safeguard Council funds and that this review should be approved.**

F&GP/03062025/08 Receipt of CIL Funding and consideration of earmarking of funds in general

The group agreed that the earmarking of the funding should be brought to the attention of the Full Council possibly as part of the Strategy Day.

F&GP/03062025/09 Any Other Matters:

Delegation of Power – Future Energy Contract:

The group agreed that at this stage there is no need to delegate power in order to take advantage of suppliers offering cheaper energy prices and time should allow for this to go to Full Council.

Engie:

Lea Dodds reported that information had been provided to a claims company regarding the contract with Engie and that initial reaction from the company is that we are likely to have a case. This is encouraging but there is a long way to go. If successful it is understood that the 30% commission due is paid out of another fund.

F&GP/03062025/10 Date of the next meeting – 29th July 2025

The next meeting of the group will be held on 29th July 2025.

It was noted that there may be a need to elect a chair to cover the meeting due to the likely absence of Paul Webb and Michael Swift.

The meeting closed at 8.52 pm.

Signed Dated