Burwell Parish Council

Finance and General Purposes

28.07.2026

Present: Paul Webb (Chair), Lea Dodds, Liz Swift, Hazel Barber, Geraldine Tate, Yvonne Rix (RFO), Katherine Hyett (Clerk)

F&GP/28072026/01 Apologies for absences and declarations of interests	Apologies received from Linda Kitching. There were no declarations of interest.
F&GP/28072026/02 Approval of the minutes of the meeting held on 26th May 2026	The minutes of the meeting held on 26th May 2026 were approved and signed as a true and correct record.
F&GP/28072026/03 Governance 1. Consideration of the draft revised Grants and Community Funding Policy 2. Consideration of the draft revised Equity, Diversity and Inclusion Policy 3. Consideration of draft Internal Controls Policy 4. New policies required: a) Reserves Policy b) Investment Policy	1 With a small change being made to the first paragraph and an amendment to the Community, Safety, Health and Sport group name, it was agreed that the following recommendation is made to Council (proposed by Liz Swift): **That the draft revised Donations, Grants and Community Funding Policy is adopted.** 2.Lea Dodds suggested that the proposed Equity, Diversity and Inclusion Policy should cover contractors engaged by the Council. This may be difficult to control. Katherine Hyett felt that with contractors engaged for larger contracts, then checking that they have a similar policy is possible, but often those carrying out work for the Council are much smaller organisations or individuals. The following recommendation to be made to Council: **That the draft Equity, Diversity and Inclusion Policy is adopted.** 3.A suggestion was made that in 4.8 the wording should be changed to equipment being held at its primary location. Also, it was felt that the actual name of the solicitor should be removed. The group agreed that the following recommendation should be made to Council: **That the draft Internal Controls Policy is adopted.** 4.Yvonne Rix informed the group that the Council should have a Reserves Policy and also an Investment Policy. These could be combined into one policy. Clerk/RFO to draft. Kathrine Hyett explained that Yemi Macaulay is going to look at the CCTV policy and it is her intention to involve some of the other councillors with the relevant knowledge to look at some of the remaining policies.

F&GP/28072026/04 Health and Safety **1.** Update on reviewed risk assessments and the need to carry out risk assessments due to new Council activities. **2.** Any other urgent Health and Safety matters.	1.A new risk assessment has been completed for the Nature Day at Spring Close. Following the provisional review of the risk assessment requirements, Katherine Hyett is working through assessments for the Maintenance Officers including ones for noise and vibration risks. She continued to explain that she is trying to put the assessments on the shared drive for easier access. This has involved a large amount of work. 2. The Illegal Encampment Procedure is now complete. Chair and Vice Chair should have a copy. The document should not be published in the public domain. There were no other health and safety matters to discuss.
F&GP/28072026/05 HR Matters 1. Harvey Rowland – End of Contract 18.9.26	The temporary contract for Harvey Rowland is due to end on the 18th September. It was agreed that the contract should be extended until 31st March 2027 with the following recommendation being made to Council: **That the temporary contract for Harvey Rowland to be extended until 31st March 2027**
F&GP/28072026/06 Financial Matters 1. Balances of Accounts at 30th June 2026: Unity Trust Current £324,922.02 Unity Trust Higher Interest £200,000.00 CCLA £169,772.70 Total Funds = £694,694.72 2. CCLA – Additional signatory (currently YDR, PW, ES, LK) 3. Allocation of CIL Funding £8959.91 4. Consideration of further funds being transferred to investment accounts 5. Review of Effectiveness of Internal Controls 6. Review of Direct Debits 7. Review of the Risk Management Policy 8. Review of Safeguarding of Public Funds 9. Consideration of quotations from Internal Auditors and	1.The balances of the accounts at 30th June 2026 totalling £694,694.72 were noted. Yvonne Rix informed the group that the balance of the Unity Trust Current account currently is £295,922.45. 2. It was agreed that the following recommendation is made to Council. **That Lea Dodds and Katherine Hyett should be added as signatories for the CCLA Account.** 3.The group agreed that the unallocated CIL funding would not be allocated to a specific project until after the Three-to-Five-Year Plan has been finalised. 4.The group considered the option of transferring more funds to the CCLA account and makes the following recommendation to Council **That £100,000.00 is transferred immediately to the CCLA account and as long as no unforeseen circumstances arise, a further**

recommendation to Council of Internal Auditor for the 2026/2027 financial year.	**£50,000.00 should be transferred on or around 8th September 2026.** 5.The group reviewed the effectiveness of the Council's Internal Controls (see separate Sheet) and makes the following recommendation to Council: **That the Council's Internal Controls should be approved.** 6.**The group recommends to Council that the following direct debits and standing orders should be approved:** **Anglian Water (WAVE)** **Bright HR Limited** **British Telecom** **East Cambs District Council** **EDF Energy** **Engie** **N-CIS** **Go Cardless Ltd (Scribe Civic-ly)** **HMRC** **Information Commissioners Office** **Lloyds Corporation Card** **NEST** **Octopus Energy** **PEAC (UK) Ltd** **Stripe Payments** **Vodafone** 7.It was agreed that the review of the Risk Management Policy should be deferred to the next meeting. 8.The group having considered the safe-guarding of Public Funds agreed that the following recommendation should be made to Council: **That Council considers with all the internal controls in place that all public funds are being safe-guarded.** 9.The group considered three quotations for the provision of Internal Audit for the financial year 2026/2027 from Auditors, competent of carrying out the work required and independent from the Council. Based on the satisfactory service received in past years it was agreed that the following recommendation should be made to Council: **That Moore, being both independent and competent, should be appointed as Internal Auditors for the financial year 2026/2027 at a cost of £1595.00 plus VAT.**
F&GP/28072026/07 Updates 1. Communications Group 2. Vehicle for Maintenance Officer 3. Three-to-Five-Year Plan	1.Paul Webb informed the group that two meetings have taken place to discuss the Terms of Reference for the Communications Group, how the group would work, and the areas that would be covered. Once all documents have been drafted, these will be

	forwarded to the Katherine Hyett for her input and assurance that all documentation is legal. The documents will then go to Council for approval. Monthly meetings have been arranged for the rest of the year and Katherine Hyett as Clerk will be invited to attend. Katherine Hyett reminded Paul Webb that other councillors have shown an interest in being involved with the Communications Group. Paul Webb said that a What's App group had been set up for the Communications Group. Katherine Hyett reminded all that should a Freedom of Information Request (FOI) be received involving the Communication Group, then any personal phones, devices etc. where conversations have been held via What's App will need to be accessed by the Clerk for the FOI response. 2.Lea Dodds reported that he had no information to share with the group at the moment and is still looking into the option of an electric vehicle for the Maintenance Officer. 3.The Three-to-Five-Year Plan will be completed once the details from the Strategy Day have been approved. Lea Dodds reminded the group of his request that amount is included in the budget for building maintenance which the Land, Buildings and Facilities working group can be responsible for.
F&GP/28072026/10 Date of the next meeting – 29th September 2026 The main item for discussion at this meeting will be the 2027/2028 Budget.	Due to the likelihood of a F&GP meeting held on the 29th September being inquorate it was agreed that the meeting date should be brought forward to the 22nd September 2026, 7.30 pm at the Jubilee Reading Room. The meeting of the 28th July 2026 closed at 9.09pm
Signed	Dated