

Burwell Parish Council
Finance and General Purposes
31.03.2026
Minutes of the meeting

Present: Paul Webb (Chair), Brenda Wilson, Lea Dodds, Hazel Barber, Liz Swift, Pat Cleary, Geraldine Tate, Linda Kitching, Yvonne Rix (RFO), and Katherine Hyett (Parish Clerk)

F&GP/31032026/01 Apologies for absences and declarations of interests	There were no apologies for absence. There were no declarations of any known interests.
F&GP/31032026/02 Approval of the minutes of the meeting held on 27th January 2026	The minutes of the meeting held on 27 th January 2026 were approved and signed. Proposed by Liz Swift and seconded by Lea Dodds.
F&GP/31032026/03 Consideration of the Action Sheet	
Risk Assessments	The group agreed that at this point in time no additional risk assessments are required. Katherine Hyett alerted the group that there is likely to be a need to engage a contractor to carry out strimming work to reduce the increasing risk of injury to the Maintenance Officer from vibration of the strimming machine.
Policy Review	The Clerk reported that a number of policies still need to be reviewed and several new ones need to be written. A number of policies need to be reviewed annually due to governance requirements. These should be reviewed at the January F&G meeting and approved by Council at the Annual Meeting of the Parish Council in May. It was agreed that the remainder of the policies could be reviewed at the July meeting. There was some discussion as to how often these should be reviewed. It was noted that if legislation or a new risk required a policy to be change then the review date would be overridden. The Clerk to look at review dates when revising the policies initially.
CCLA Investment	It was noted that the amount in the CCLA investment Fund at 28.02.2026 now stands at £118,301.59.

<p>F&GP/31032026/04 Staff Salaries from 1.4.2026 (following appraisals) This item to be CONFIDENTIAL until approved by Council.</p>	<p>All staff appraisals have been carried out with the following recommendations being made to Full Council: Proposed by Paul Webb and seconded by Liz Swift:</p> <ol style="list-style-type: none"> 1. That salaries are increased by one point for the following staff members: Katherine Hyett - Clerk Sarah Ashby – Assistant to the Clerk George Rowland–Maintenance Officer 2. That the salary for Debbie Cawley is increased by two points 3. That Martyn Wright will be subject to 3 monthly appraisals and his salary increased by one point if he has met all objectives for six months. 4. That the RFO is paid for additional hours carried out in order to complete tasks such as, but not limited to, year end and budgets. 5. That any increases to salary agreed by the NALC/SLCC for the 2026/2027 are implemented.
<p>F&GP/31032026/05</p>	
<p>Update on 3-5 year Plan Finance Meeting (Paul Webb and Yvonne Rix)</p>	<p>Paul Webb reported that a meeting has taken place with himself and the RFO to look at the financial part of the 3-5 Year Plan. A further meeting is to take place prior to Strategy Day. The budget to be included in the plan will need to consider items such as staffing, existing projects, climate change objectives, increases in precept due to the new houses on Newmarket Road and future projects which are likely to arise as part of the Strategy Day. Lea Dodds asked if it would be possible for the Working Groups to have more financial information available to assist when looking at work that needs to be carried out.</p>
<p>Update on the insurance policy renewal</p>	<p>Zurich (existing provider) has quoted £12,282.00 for the renewal of the policy for one year or £11,121 pa for a three-year policy. £12,000 has been allowed in the 2026/27 budget for insurance. The Clerk to</p>

	look for further quotes and a decision will be made by Full Council once these have been received, in readiness for the renewal date of 1st June 2026.
Update on Energy Supply from 1.4.2026	An update had been given at Full Council earlier in the evening.
Update on Assertion 10	An update had been given at Full Council earlier in the evening. The Clerk expressed that although the Asset Register has been included, it could benefit from improvements which will hopefully be carried out during the year.
Update on provision of vehicle for Maintenance Officer	The group agreed that this should be deferred until the May F&GP meeting. Paul Webb informed the group that he now understood that Soham Town Council had decided to lease a vehicle in preference to purchasing as they felt it to be more fiscally responsible due to capped maintenance costs over the term.
Update on the Communication Group	This item to be discussed at the next meeting. It was noted that Geraldine, Linda, Paul, Liz, and Katherine had originally agreed to be part of the group. It would be good to involve the new councillors.
Update on HR and Health and Safety Practice	The Clerk reported that she had looked at three options for external Health and Safety and HR Support (see written report for details) and proposes that Bright HR is engaged for a period of 12 months at a cost of £1764. The proposal was supported by Paul Webb, seconded by Linda Kitching, and agreed by all. The following recommendation to be made to Full Council: That the Council enters into a 12-month contract with Bright HR at a cost of £1764.00 to provide Health and Safety and HR Support.
F&GP/31032026/06 Investment of further funds in a higher interest rate account	It was agreed that the following recommendation should be made to Full Council, proposed by Paul Webb, and seconded by Brenda Wilson: That £200,000.00 be transferred to a higher interest rate account from the Unity Trust Current Account once a

	<p>suitable higher rate interest has been identified and agreed by Council.</p> <p>Options of accounts to be brought back to the May F&GP meeting. More funds may be available for transfer once end of year figures are available.</p>
<p>F&GP/31032026/07 Allocation of unearmarked CIL Funding of £51,082.48</p>	<p>The group agreed that £45,000.00 of currently unallocated CIL Funding should be allocated for Newmarket Road Sports Hub. Proposed by Paul Webb, seconded by Liz Swift and agreed by all.</p> <p>The following recommendation to be made to Full Council:</p> <p>That £45,000.00 of unallocated CIL Funding is allocated for the Newmarket Road Sports Hub.</p>
<p>F&GP/31032026/08 Services provided by Vision ICT</p>	<p>The Clerk asked for this item to be deferred. She is found that the service provided recently has not been as expected. She would like to explore the option of other providers prior to discussing further.</p>
<p>F&GP/31032026/09 Any urgent matters Skate Park Agreement Mobile Phone Provision for Clerk</p>	<p>Skate Park Agreement: The Clerk reported that Max Jamieson (Shredder Skate School) had seen the contract for the use of the Skate Park for this business. He has asked if he paid annually, if he could have a £15.00 discount making the charge £165.00 instead of £180.00. He also asked if the notice period for charge changes could be increased from one month.</p> <p>Following a proposal from Paul Webb, seconded by Lea Dodds, and agreed by all, it was agreed that the following recommendation should be made to Full Council:</p> <p>That if paid annually, Max Jamieson (Shredder Skate School) will receive a £15.00 discount if paid annually in advance. The notice period for changes to the fee for the use of the skate park will increase from one month to two months.</p> <p>Mobile Phone Provision for the Clerk: The group agreed that a recommendation should be made to Full Council that a</p>

	<p>mobile phone is provided for the use of the Clerk proposed by Paul Webb and seconded by Liz Swift.</p> <p>Recommendation to Full Council that a mobile phone is provided for the use of the Clerk</p> <p>It was noted that any changes to the existing landline will need to wait until the end of the current contract with BT.</p> <p>Other:</p> <p>Liz Swift expressed the need for the Lone Workers Policy to be reviewed and implemented.</p>
<p>F&GP/31032026/10 Date of the next meeting – 26th May 2026</p>	<p>The next meeting will be held on 26th May 2026 following Full Council.</p> <p>This meeting closed at 9.15 pm</p>

Signed

Dated