

Burwell Parish Council  
Finance and General Purposes/Strategy Group

28<sup>th</sup> March 2023

Present: Hazel Williams (Chair), Liz Swift, Paul Webb, Brenda Wilson, Michael Swift, Gus Jones, and Yvonne Rix (Clerk and RFO).

F&GP/28032023/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Joan Lonsdale and Ian Woodroffe. There were no declarations of interests.

F&GP/28032023/02 Approval of the minutes of the meeting of 7.2.23

The minutes of the meeting held on 7<sup>th</sup> February 2023 were approved. Proposed by Liz Swift and seconded by Brenda Wilson.

F&GP/28032023/03 Consideration of the Action Sheet

The group noted the following updates:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Work is ongoing.
CCLA Investment	Funds at 28.2.23 £102,875.99

F&GP/28032023/04 Salaries

Appraisals for all staff members have been carried out, with no concerns being raised. It was agreed that any recommendation regarding the keyholders pay should be deferred until the cleaning contract has been sorted out but increases would be dated back to 1<sup>st</sup> April 2023.

**The group recommends to Full Council the following salary increases from 1<sup>st</sup> April 2023:**

**Yvonne Rix – Current Salary Point 31 increase to Salary Point 32**

**Sarah Ashby – Current Salary Point 16 increase to Salary Point 17**

**George Rowland – Current Salary Point 17 increase to Salary Point 17**

**For all employees on the National Joint Council Salary Scales apply any agreed inflationary increases for the year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.**

F&GP/28032023/05 Annual Parish Meeting

The Annual Parish Meeting will be held on 2<sup>nd</sup> May 2023, 7 pm at the Gardiner Memorial Hall. District and County Councillors will be invited to give a report. Chairs of the Working Groups will be asked to give a report, along with the Repair Café, Climate Change Forum, Spring Close and Pauline's Swamp. The Chair will give the welcoming speech and a general overview of the Council's work. This will be followed by an opportunity to ask questions.

F&GP/28032023/06 Annual fund from Weirs Drove Battery Storage Community Fund.

The Parish Council is due to receive £10,000 per annum for 25 years from East Anglia Grid Storage One through a Deed of Gift. The payment of the first £10,000 is due imminently. It is acceptable for the Council to use the funding towards Westhorpe Play Area.

**The group recommends to Full Council that the first payment of £10,000 received through the Gift of Deed from East Anglia Grid Storage One is allocated to the refurbishment of the Westhorpe Play Area.**

F&GP/28032023/07 Key Holder Annual Leave

Debbie Cawley has a number of days leave that she has not taken for the 2022/2023 year. The group agreed that she should be paid for six of the outstanding days in lieu.

F&GP/28032023/08 Mobile Phones for Key Holders – use of own phones for GMH security App.

Both keyholders have their own personal smartphones and both would be willing to have the app downloaded to their personal phone. The group agreed that it may not be relevant for Martyn to have

the app on his phone as he does not live in the village. The Group makes the following recommendation to Full Council.

**That Debbie Cawley, if willing to accept the sole responsibility for dealing with security notifications from the App which will be downloaded to her personal phone, will be paid £60.00 per annum.**

F&GP/28032023/09 Cleaning Contract

Two quotations have been received for the cleaning contract. One is from the existing contractor which will be changing ownership and the second, from a local company who cleans for several organisations in the village. The group also considered the option of moving the cleaning 'in house' with the key holders taking on the work. This would save in the region on £3k to £4k per year. The group agreed that moving the cleaning 'in house' is worth looking into further. The Clerk will talk with the keyholders in more detail about the option.

F&GP/28032023/10 Photocopier Contract

The photocopier contract comes to an end in October and Sharps with whom the contract is with has offered the Council replace the copier with a refurbished copier which will cost less on a monthly basis compared with changing for a new machine. The group agreed to changing for a refurbished unit is an option. Yvonne Rix to investigate further.

F&GP/28032023/11 Bank Signatories following election.

Yvonne Rix reminded the group that replacement bank signatories will be required to replace Hazel Williams and Joan Lonsdale following the elections.

Yvonne Rix continued by suggesting that it may be a good idea for a 'non council' meeting to be held the week prior to the Annual Meeting of the Parish Council to allow time for Councillors to deal with the necessary paperwork following the elections. This will save a large amount of time at the start of the Annual Meeting of the Parish Council. The date for the meeting would be 16<sup>th</sup> May 2023. This was considered to be a good idea.

The group noted a request from Gus Jones to allocate £1000 towards the new trees for the Avenue.

F&GP/28032023/12 Date of the next meeting – to be confirmed.

Signed

Dated