

## Minutes of Islip Parish Council, 17<sup>th</sup> October 2023

### Annex 1

The decision made on 19 September 2023 was that *"The clerk, in consultation with the chair, will maintain an up-to-date asset register and shall have the delegated authority to take such steps as is necessary to ensure that the council's property is kept safely and securely at all times, is appropriately insured, and kept free from risk and liability."*

Following this, it has been determined that the sports field is at risk due to the lack of proper administration and governance, and steps were taken to mitigate that risk on 10<sup>th</sup> October 2023, such as moving control, management, and administration of the site to your control.

### **The following is a list setting out instances where there has been a breach of the Code of Conduct by Cllr Maxwell**

Principles breached:

- I act with integrity and honesty
- I act lawfully
- I avoid conflicts of interest.
- I exercise reasonable care and diligence
- 4.3 I do not prevent anyone from getting information that they are entitled to by law
- 7.1 I do not misuse council resources
- 9.3 I register and disclose my interest. – Section 19 of the Localism Act 2011.

Instances and occurrence's-

- Failure to make a Declaration of Interest in regards to the setting up of three limited companies in January and February 2023. Islip Sports Ltd. 2.2.23, Huntingdon Town Football Club 2.2.23, East Midlands Football Academy Ltd 4.1.23. – high risk of conflict of interest.
- Failure to declare use of family members as volunteers. Dorothy Maxwell, Tyler Maxwell, Alfie Turricki and their interest/involvement in the management of Huntingdon Town Football club
- Use of volunteer as an administrator to generate invoices - against decision made by Council in December 2022. No formal agreement/contract. This volunteer (Tyler Maxwell) is a family member. He also has involvement with Huntingdon Football Club (Financial Director and Social Media)
- Use of a volunteer's home address (Dorothy Maxwell) for deliveries of goods from Nisbets. This address is also the registered office of Huntingdon Town Football Club.

- Use of a volunteer ( Dorothy Maxwells grandson) to undertake cleaning, without proper invoicing, without proper signed agreement, and without adequate insurance. This volunteer also has involvement with Huntingdon Football Club (Chief Financial Officer, Club Treasurer and Security)
- Refusal to comply with financial regulations and action any recommendations made in audit report March 2023. Local audit and Accountability Act 2014. Accounts and Audit regulations 2015.
- Refusal to share bookings and invoicing database/system. Clerk/Responsible Finance Officer denied access to finance systems and Cllr Maxwell demanded the previous Clerk delete her copy of the database December 2022.
- Failure to carry out correct financial procedures – i.e. sending out untimely and inaccurate invoices, not chasing outstanding invoices, not invoicing some users for 5 months, incorrectly charging VAT on some invoices after March 2023. Impact: no income in September 2023., and a serious shortfall against budget for the first 6 months on 23/24.
- Failure to forward all invoices generated and issued in this financial year to Clerk/RFO Impact: inaccurate VAT returns, no up to date accounts for the Sports Field, no bank reconciliation accounts for this financial year, poor financial reporting to the public.
- Failure to produce a detailed budget for 2023/24
- Inappropriate and unauthorised purchase of items for Sports Field/Pavilion use, allegedly paid for by Cllr Maxwell and Dorothy, but not proven. Thereby skewing the SFA accounts, impacting on forward budgeting, undervalued asset register, possibly inadequate insurance cover and untrue/unclear end of year financial position
- Allowing a volunteer to sell refreshments to users without declaring this through the IPC accounts, with potential for personal financial gain.
- Failure to provide current and up to date user agreements, and no fees structure.
- Double booking of users, so that one team cannot play (Sunday 15.10.23).
- Removal of equipment essential for the running of the sports field, without evidence of ownership e.g., Goals, corner post, 12.10.23. knowingly causing inconvenience to users and games to be cancelled due to lack of mandatory equipment for games. I.e., Corner posts and goals.
- Failure to provide all users with replacement keys for goals padlock and chains. Impact: bolt cropper had to be borrowed to cut the chain.

- Failure to respond to issues around Fire Safety and carrying out/recording Fire Risk Assessment. (three emails sent, 13.6.23,22.6.23,15.8.23)
  - Failure to manage CCTV, and refusal to provide information regarding storage and usage as requested 15<sup>th</sup> August, and in person by Cllr Duval and the Clerk on 12<sup>th</sup> October.
  - Failure to display up to date Insurance certificate.
  - Failure to respond to customers enquiries sent on the outlook email address
  - Failure to update website calendar as agreed in meeting in December 2022
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- Poor attendance at Parish Council Meetings. Not attended a full meeting since March 2023.
  - Failure to hold any Sports Field Committee meetings since November 2022.
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- Refusal by volunteer (Dorothy Maxwell) to hand over keys to the Pavilion on 10.10.23, damage to council property by ripping signs off the entrance gate 10.10.23 .
  - Inappropriate behaviour of a volunteer (Dorothy Maxwell) argumentative and disagreeable behaviour on three separate occasions to the Clerk, 9.6.23, 2.9.23, 10.10.23 and to the Vice Chair on 10.10.23
  - Removal by volunteer (Dorothy Maxwell) of tea and coffee donated by UFCR&D, 10.10.23 and other items without proof of ownership.