

**Annex 4**

**Draft email to Dorothy Maxwell, in reponse to her email of 14<sup>th</sup> October. To be approved by the council in Parish Council Meeting 17<sup>th</sup> October.**

Dear Dorothy

In response to your email dated 14<sup>th</sup> October 2023.

It is indeed very sad that we are now in this situation, but the Council was left with no alternative, having determined that the Sports Field is at risk due to the lack of proper administration and governance. Steps were taken to mitigate that risk on 10<sup>th</sup> October 2023, by moving control, management, and administration of the Sports Field and Pavilion.

The reasons for this are fully documented, and legal advice has been taken.

After 9.00am on 10<sup>th</sup> October when you were informed by email, and followed up with a letter, The Vice Chair and Clerk/RFO agreed to your demand to be allowed to enter the building on 10<sup>th</sup> October at lunch time, without first arranging a time. You stated that you required food out of the freezers as you have been preparing food for quite some time, for users of Huntingdon Football Club of which we now understand you are Operations Executive. You have admitted to, and been witnessed using the kitchen on a regular basis to provide a service to Huntingdon Football club - this is highly irregular practice. During that visit you also removed some other items from the kitchen eg. A water boiler/urn, and all tea and coffee which had been kindly donated by Rushden and Diamonds Ladies and girls team coaches.

Cllr Maxwell was also given access to the facility on 12<sup>th</sup> October, when he visited the site three times, accompanied on two occasions. He removed a significant number of items, claiming them to be his or yours. No proof of ownership has been offered.

We believe Cllr Maxwell was working from a list, which you provided, and removed a fridge, vacuum cleaner, picture off the wall, bookcase and books, trugs and contents of several lockers as well as essential equipment required for use on the sports field, from inside the pavilion and the garage. He even walked round the pitches and took the holding cups for the corner flags, witnessed by the mowing contractor. Having taken three truck loads and a car full of items the council will not permit any further access to the building or grounds for the removal of any more stock and equipment. We also demand a return of tea and coffee donated for users by Rushden and

Diamonds Football Club, and this should be left at either of the addresses given to you in the previous email.

It is unfortunate that you and Cllr Maxwell claim to have used your own money to purchase items required to run the Sports Field and Pavilion, this has not been declared, no reimbursement was sought, and correct financial procedures were not followed.

The Council would also like to remind you not to damage Council property, as you ripped signage from the entrance gates on the 10<sup>th</sup> October.

I am sure the users to whom you have been selling teas and coffees will miss your service, but hopefully will put in place their own arrangements using the kitchen facilities, as do other clubs.

As Cllr Maxwell has refused to hand over the bookings and invoicing data users are now finding out that there has been double bookings made, and games have had to be cancelled when teams have arrived to play. Emails sent to you regarding invoices and bookings have frequently not been responded to in a timely manner, leading to frustration and deterioration in customer service. There are a significant number of invoices outstanding, or not even issued, leaving the accounts at risk.

In regards to the cleaner, Alfie Turricki. He was not employed by the Parish Council, and presumed to be self employed. He had signed an Islip Pavilion Cleaning Agreement in November 2021, a scanned photo of which was emailed to the previous clerk on the 9<sup>th</sup> November 2021. The wording of the agreement was not appropriate and flawed, and was not signed by any councillors or Cllr Maxwell on behalf of the Sports Field Committee. This was pointed out to Cllr Maxwell in a meeting in May 2023, as well as the need for Alfie to have public liability insurance. Alfie has only started producing an invoice for work undertaken in September this year, having been prompted by the Clerk to do so after nearly 5 months without any request to be paid for his work. Previous intermittent payments had been made to Alfie after an email had been sent from Cllr Maxwell listing the days he had worked. As pointed out several times to Cllr Maxwell, an email is not an acceptable invoice. The Clerk did call into the Pavilion on 2<sup>nd</sup> September as a good will gesture to meet Alfie to compliment him on his work and to encourage him to email her directly with an invoice on a monthly basis, but yourself and husband were doing the cleaning that day, stating that Alfie was in Spain.

The Council have been very impressed with his work as a cleaner and wish him luck in his involvement with Huntingdon Football Club as Chief Financial Officer and Club Treasurer.

The gates into the Sports Field were padlocked as a temporary measure until all locks had been changed and there was no risk of unauthorised removal of council property. These have been open again since Sunday 15<sup>th</sup> October.

Your email, and this response will be included in the minutes of the meeting to be held on 17<sup>th</sup> October.