



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF
MAWNAN PARISH COUNCIL HELD ON TUESDAY 11th OCTOBER 2016 IN THE
RENDLESHAM ROOM, MAWNAN MEMORIAL HALL**

PRESENT: Cllrs Faiers (chair), Nash & Sadler

ALSO PRESENT: Mrs L Clements, clerk + 1 member of the public

119) TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Robinson & Marsden. No Apologies from Cllr Moyle.

**120) MEMBERS TO DECLARE DISCLOSABLE PECUNIARY AND NON-
REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT
OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY
EXCEEDING £25**

None noted

121) TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS

None noted

122) PUBLIC COMMENT ON ITEMS ON THE AGENDA

None noted

**123) TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS
COMMITTEE HELD ON THE 11TH JULY 2016 AND THE CHAIRMAN TO SIGN
THEM**

Clerk apologised for the incorrect date on the minutes, but assured everyone the information was correct.

It was proposed by Cllr Sadler seconded by Cllr Nash and

RESOLVED that the minutes of the meeting held on 11th July 2016
be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

**124) TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS
MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

None noted

**125) TO DISCUSS CURRENT PROGRESS ON RECOMMENDATIONS FROM
INTERNAL AUDIT**

Clerk noted the 9 recommendations and progress made to each (list attached); many have already been actioned, whilst others are underway (such as the procedures manual). The only item currently not sorted relates to member internal audit activities and is to be discussed with Cllr Robinson and may be sorted by recording his visits.

126) REVIEW OF CURRENT BUDGET POSITION 2016/17 (2nd quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN

The current budget position was discussed. The revision to the tracking sheet sent out to include a percentage spent was agreed to be useful, but a change in colours used was requested.

The clerk pointed out a small increase in the Toilet Cleaning contract in line with RPI (£1 per month); that we were waiting quotes for repainting the toilets; a new edition of the statutory reference book had to be purchased; the fee for the consecration had not been received yet.

127) TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES

National amendment to Financial Regulations

The only amendment was to the EU contractual figures in section 11.

An addendum was discussed to cover any future grants (income) etc to prevent issues such as those arising from the Solar Grant where a single member of the council was delegate signatory powers on behalf of the council.

It was proposed by Cllr Sadler, seconded by Cllr Nash and

RESOLVED that Section 11 be amended in the Financial Regulations and Addendum 1 be adopted.

on a vote being taken the matter was approved unanimously

128) TO DISCUSS THE ALLOCATION OF BURIALS INCOME & IF IT SHOULD BE OFFSET AGAINST MAINTENANCE COSTS

Cllr Nash questioned the length of the Exclusive Right of Burial and suggested shortening it as a means to ensure more effective 'owner' maintenance. The also brought up the subject of fees and if fees for graves of greater depth should be changed when initially purchased, not when used. The clerk agreed to contact local parishes to find out how long the gave / when charges made.

It was proposed by Cllr Nash, seconded by Cllr Sadler and

RESOLVED that interment fees income (not memorials charges) be offset against maintenance cost for the following year (so 2015/16 income to fund 2016/17 maintenance).

on a vote being taken the matter was approved unanimously

129) PRECEPT SETTING FOR 2017/18 – INTIAL THOUGHTS & PROPOSALS PRIOR TO 1ST STAGE COLLATION (including any possible projects; grant awards to Community Projects, JPFT & CPFT; review of contracts). To agree arrangements for precept/budget setting meeting prior to December Full Council meeting.

The clerk pointed out that she had been previously unaware that the trust allocations were not a fixed amount and had changed this to a figure to cover cutting costs and insurances plus 20%. It was agreed that if any extra funds were needed a grant request should be submitted, rather than just giving precept money to the trusts to bank and not actively use. Salary costs had gone up in line with the NJC recommendations for 2017 (so increases to PAYE, NI & pension ill follow). Training budget to remain at £1000 even though not used fully in 2015/16. Possible other project costs include a dog bin @ Bosloe (bin costs of £100-400 plus £200 per year emptying contract) and any associated costs of producing an NDP.

It was agreed that the draft budget as produced would be sent to all councillors for comment with the intention to accept as is prior to a short O&F meeting prior to the December Full Council meeting to agree the precept for 2016/17.

130) HEALTH AND SAFETY UPDATE

The clerk was asked to arrange for the top of the hedge at the Junior Playing field to be trimmed as it was becoming rather high.

New equipment had been installed, and a decision on whether to bring back our annual inspection to post installation was to be included in the next trust meeting.

Meeting finished at 8pm

DRAFT