

2nd July 2018



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 15th July 7.00pm The Rendlesham Room, Mawnan Memorial Hall, Mawnan Smith.

Yours faithfully,

Lisa Clements
Clerk to the Council

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2019/2020
3. 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
4. TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS
5. PUBLIC COMMENT ON ITEMS ON THE AGENDA
6. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 8TH APRIL AND THE CHAIRMAN TO SIGN THEM
7. TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.
8. REVIEW OF CURRENT BUDGET POSITION 2019/20 (1st quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)
9. TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2019/20.
10. TO RECEIVE INFORMATION TO APPLY FOR A BUSINESS DEBIT CARD (in the name of the clerk, with restrictions)
11. TO RECEIVED QUOTES FOR THE RENEWAL OF ELECTRICITY FOR PUBLIC CONVENIENCES
12. TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2019 including annual review of Health & Safety (via risk assessment).
Policies for review:
 - Standing Orders –updates in respect to new model modifications
 - Financial Regulations – annual review, no changes
 - Safeguarding Policy – annual review, no changes
 - Office Member Protocol – inclusion of GDPR policies & general updates
 - Health & Safety Policy & H&S Risk Assessment – amended as per HSE guidelines

To remove policies from general use:

Home Working Policy; Asbestos Policy; Hand, Arm and Whole Body Vibration Policy; Noise Policy; Work Equipment Policy; Working at Height Policy
(those policies relating to the work of contractors to be integrated in a health & safety statement requirement for all works undertaken on behalf of the parish council)

- 13. SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS**
- 14. CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS** (inc. initial draft details on planning application, funding strategy & proposal for public consultation)
- 15. TRAINING REQUESTS BY THE CLERK** –Website accessibility (online) £60 & regional SLCC training event £90; Budget & Financial Control + Financial Implications of a sole trustee (CALC) £65 x2 – clerk + Cllr Prasad
- 16. HEALTH AND SAFETY UPDATE**

Next meeting 14th October 2019 @ 7pm in the Rendlesham Room (TBC)



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 8th APRIL 2019 IN THE RENDLEHSHAM ROOMS, MAWNAN MEMORIAL HALL

PRESENT: Cllrs Faiers (chair), Marsden, Moyle, Nash & Prasad

ALSO PRESENT: Mrs L Clements, clerk

266.19F **TO RECEIVE APOLOGIES FOR ABSENCE**
Cllr Brooksbank

267.19F **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

268.19F **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
None noted

269.19F **PUBLIC COMMENT ON ITEMS ON THE AGENDA**
None noted

270.19F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 22nd JANUARY AND THE CHAIRMAN TO SIGN THEM**
It was proposed by Cllr Prasad seconded by Cllr Marsden and **RESOLVED** that the minutes of the meeting held on 22nd January 2019 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

271.19F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
None noted not already on the agenda

272.19F **REVIEW OF CURRENT BUDGET POSITION 2018/19 (4th quarter/End of Year) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**
Cllr Prasad requested that amendments be made to some of the information provided, as there remain some minor formula errors. He also asked that comments be grammatically & punctually correct. It was agreed after discussion that the financial tracking information provided to the public on the parish website would no longer contain comments and that notes would be formatted at the clerk's discretion.

273.19F **REVIEW OF BUDGET FOR 2019/20 GIVEN END OF YEAR FIGURES RECEIVED**
Cllr Prasad requested that the master spreadsheet be amended so that the budget amount agree in December remain constant, and that a "revised budget" line be

put in place to show financial changed. Against the clerks advice this was to include figures for possible income for the period.

It was felt that a new bank account for the graveyard should be arranged asap to allow for a balanced view of operating costs to be assessed and to show that the graveyard operates as financially distinct from the parish council (it is NOT profit making).

274.19F TO RECEIVE INFORMATION ON THE ONGOING MANDATE CHANGE ISSUES AT LLOYDS BANK

The mandate issues are now finally being rectified – Cllr Marsden & Faiers should have access to the playing field accounts, Due to the problems and length of time it has taken to rectify the clerk has negotiated a £100 per entity with Lloyds. The mandate issue with the main parish account, which is preventing use of e-banking is still [ending and required Cllr Moyle to go to the bank with the clerk. This has been arranged for Monday 15th.

275.19F SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS

Cllr Faiers summarised the conversations that had taken place with Stephens Scown with regards the letter of termination due to be sent out by the end of this month. Cllr Faiers thought that a formal survey for rental potential would be advisable for the negotiations to give an unbiased starting point for rent. Negotiations on a new 'similar terms' lease (for the MCA hall only) which could then be expanded to include the rest of the buildings would then commence. It was hoped that a small negotiation team (3 members) could be convened by the Trust to do these negotiations rather than the whole membership.

276.19F CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS

Cllr Faiers provided information on quotes and designs for a bespoke modular office building that could go onto a site at the Carwinion Field (between the MCA & Preschool gardens) which would not only provide the needed parish offices but also include some community "office-type" space. (Info booklet including designs, plans and costing made available as a discussion document only to members present.) There were concerns raised about the level of security outside working hours and how or who would manage outside usages.

277.19F TO DISCUSS ANY AND ALL NOTIFIED AUDIT REQUIREMENTS; TO INCLUDE SETTING THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2018/19

The provisional dates for public review were agreed to follow on from the June parish meeting – being 24th June to 2nd August (must include 1st week on July). We should have our internal audit back by the June 20th meeting for agreement.

278.19F HEALTH AND SAFETY UPDATE INCLUDING THE ANNUAL GDPR AUDIT (to be completed on the evening)

There were no noted new items of H&S. The annual GSPR audit (template) was completed by the O&F Committee.

279.19F TO RECEIVED RECOMMENDATIONS FROM THE STAFFING COMMITTEE ON THE BENCHMARKING EXERCISE FOR 'THE CLERK'.

The clerk explained that a benchmarking review had taken place, rather than continuing with additions to the current contract. It was also fortunate to coincide with the National Spinal Point review undertaken by the NJC. She then explained the process undertaken with the staffing committee and that agreements made on awarding 'additional points- - which was agreed to remain consistent with the SLCC Model contract.

It was proposed by Cllr Marsden seconded by Cllr Moyle and
RESOLVED that the position of parish clerk (with the inclusion of Trusts Administrator) be awarded a Spinal Point of 19 by Mawnan Parish Council as of 1st April 2019

on a vote being taken the matter was approved unanimously

280.19F **THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**
It was agreed to move the item on the clerk performance review to be the last of the meeting

281.19F **TO AGREE ANY CHANGES TO THE PENSION PROVISION IN LIGHT OF NEW STATUTORY LIMITS.**
It was proposed by Cllr Moyle seconded by Cllr Marsden and
RESOLVED that the clerks pension provision remain at 5% from the parish, and change to 3% from the clerk

on a vote being taken the matter was approved unanimously

282.19F **TO DISCUSS AMENDEMENTS TO THE CLERKS CONTRACT AS OF 1ST APRIL 2019**
It was proposed by Cllr Faiers seconded by Cllr Marsden and
RESOLVED that the clerk's contract be amended to reflect the changes noted above; it would now include a separate Job Description for Trusts Administrator and include Burials Officer & Web Administrator as part of the general body. There would also be an increase in standard hours to 18 per week.

on a vote being taken the matter was approved unanimously

283.19F **GRAVEYARD CHARGES – REVIEW OF AMENDED POLICY DOCUMENTS**
It was proposed by Cllr Faiers seconded by Cllr Nash and
RESOLVED that the Burial Regulations be amended as noted for distribution asap

on a vote being taken the matter was approved unanimously

Discussions on the proposal to increase interment fees resolved at the February 2019 Full Council meeting were undertaken. The clerk had not actioned these increase as yet, as they were made without a specific date. She had also received complaints about how the item had been tabled. She did not feel, since this was put on the agenda as a review of fees (where she had been asked to compare with other local cemeteries) that it was clear to anyone that a discussion on upping fees was going to take place. No additional papers to this end, explaining why it was thought an increase was necessary, were provided at the time. It was agreed that a supplementary investigation by Cllr Nash & Prasad where full supporting documentation would be provided to councillors for consideration, would take place and be referred back to the June Parish meeting.

284.19F **TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW.**

Once again Cllrs Marsden & Faiers had undertaken the clerk's annual review.

It was proposed by Cllr _____, seconded by Cllr _____ and
RESOLVED that the clerk's review for 2018/19 was deemed satisfactory

on a vote being taken the matter was approved unanimously

The meeting finished at 9.25pm

DRAFT

Budget Tracking for the Year 2019/20					
please note totals are CUMULATIVE not period based					
				Q1	
	End of Year 2018/19	2019/20 FINAL	2019/20 Q1 revised budget	Ytd 30/6/19	% spent of budgeted (revised)
Income					
Precept	£42,760.00	£44,470.40	£44,470.40	£22,235.20	
CTS Grant	£678.24	£617.44	£617.44	£307.39	
CC - Footpaths/SWCP/Weeding	£1,416.50		£1,450.00	£0.00	
Bank Interest	£296.12		£300.00	£108.79	
Misc	£557.95		£1,000.00	£1,200.00	
publications	£775.56		£0.00	£0.00	
Graveyard	£5,225.00		£4,500.00	£1,100.00	
Solar Farm	£6,875.00		£6,500.00	£0.00	
NDP grant	£5,117.00		£3,883.00	£0.00	
VAT Reclaimed & received	£2,197.28			£1,575.61	
Total Income	£65,898.65	£45,087.84	£62,720.84	£26,526.99	
Expenditure					
VAT paid (total in year)	£3,159.22			£1,365.90	
Administration/Rent	£4,854.58	£4,600.00	£5,000.00	£1,907.94	38.2%
Insurance	£744.67	£800.00	£800.00	£722.46	90.3%
Meeting Room Hire	£309.00	£425.00	£425.00	£0.00	0.0%
Internal Audit Fee	£225.00	£250.00	£250.00	£225.00	90.0%
External Audit Fee	£300.00	£300.00	£300.00	£0.00	0.0%
Parish Council Website	£60.38	£100.00	£100.00	£0.00	0.0%
Publications	£1,177.14	£0.00	£0.00	£0.00	
Salaries	£13,256.07	£12,620.00	£13,708.40	£3,358.99	24.5%
Training & Conference Fees	£122.91	£1,000.00	£1,000.00	£9.37	0.9%
Chairman's Allowance	£0.00	£100.00	£100.00	£0.00	0.0%
Professional Subscriptions	£688.60	£750.00	£750.00	£887.80	118.4%
Paths & Open Spaces	£3,042.10	£3,400.00	£3,400.00	£916.09	26.9%
Public Services	£4,168.13	£3,500.00	£3,500.00	£1,292.89	36.9%
Misc	£1,394.49	£100.00	£100.00	£279.46	279.5%
NDP grant funding	£2,275.76	£0.00	£6,724.24	£24.74	0.4%
NDP parish funded	£397.77	£0.00	£3,557.98	£0.00	0.0%
S19 - Carwinion Playing Field	£5,363.00	£6,240.00	£6,240.00	£1,823.00	29.2%
S19 - Junior Playing Field Trust	£2,658.00	£3,377.00	£3,377.00	£808.93	24.0%
Donations/Grants	£7,480.45	£2,000.00	£7,000.00	£5,973.75	85.3%
Graveyard -S314	£4,719.09	£2,000.00	£6,709.00	£1,676.96	25.0%
TOTALS (inc VAT)	£56,396.36	£41,562.00	£63,041.62	£21,273.28	33.7%
excess over budget	£9,502.29		-£320.78	£5,253.71	

Bank Reconciliation - Q1 (Apr to Jun)			
Council Name:	Mawnan Parish		
Prepared by:	Mrs Lisa Clements(clerk & RFO)		
Date:			
Balance per bank statements as at:		£	£ Total
Current Account - Lloyds		£1,883.29	
Deposit Account - Lloyds		£67,450.41	
95 Day Saver Account - Nationwide		£37,116.56	
			£106,450.26
Less: any un-presented cheques (normally only current account)			
Cheque number			
	2778	£300.00	
	2793	£147.72	
	2797	£100.00	
	2798	£251.00	
			£798.72
Add any unbanked cash at: 30/06/18			
			£0.00
Net bank balances as at: 30/6/18			£105,651.54
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows			
CASH BOOK			
Opening Balance			£100,397.83
Add: Receipts in the year			£26,526.99
Less: Payments in the year			-£21,273.28
Closing balance per cash book [receipts and payments book] as at end of month (must equal net bank balances above)			£105,651.54 amount we have on hand @ bank
VAT commitment:		£1,375.38	
PAYE/ NI Commitment:			

Earmarked Reserves 2019-20				
Reserves	Opening balance	Current position		
General Reserves	£54,373.76	£59,984.98		
Earmarked Reserves	£46,024.07	£45,666.56		
Total	£100,397.83	£105,651.54		
Earmarked Reserves:	Budget for 2019/20	Updated position	paid to date	notes: be aware that due to in year income the proposed budget minus paid to date IS NOT always the current position
Footpaths allocation	£661.51	£0.00		cyclical funding -in and out same year.
SWCP	£796.00	£0.00		
Election Expenses	£750.00	£750.00		may election - reinstate to £750 at end of year
Graveyard - burials contingency fund	£5,000.00	£5,000.00		hold as contingency fund
Graveyard - burials rollover to maintenance amount		£1,100.00		to carry over to offset maintenance in following year
H&S	£1,500.00	£1,500.00		
Helford Passage Carpark Trust	£200.00	£200.00		
Solar Farm grant funding	£37,116.56	£37,116.56		annual grant (£5000 - prev year carryforward) out 1st August
TOTAL	£46,024.07	£45,666.56	£0.00	