



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 15TH JULY 2019 AT 7.00pm IN THE RENDLESHAM ROOMS, MAWNAN MEMORIAL HALL

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

ALSO PRESENT: Mrs L Clements, clerk

285.19F **TO RECEIVE APOLOGIES FOR ABSENCE** - none

286.19F **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2019/2020**

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

RESOLVED that Cllr Marsden is elected as Chair

on a vote being taken the matter was approved unanimously

Cllr Faiers thanked the rest of the members for their support and assistance over the last year, especially given the increased requirement being put to this committee.

287.19F **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.

It was proposed by Cllr Moyle, seconded by Cllr Faiers and

RESOLVED that the amount be increased to £50.00

on a vote being taken the matter was approved unanimously

288.19F **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
None noted

289.19F **PUBLIC COMMENT ON ITEMS ON THE AGENDA**
None noted

290.19F **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 Moyle seconded by Cllr Prasad 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

291.19F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

The clerk reported that the AGAR (annual return) submission had been accepted and to date no comments made. The two missing names from the last minutes (where the clerk was excused from the meeting) were agreed & added.

The bank mandate was still being process – the clerk would check again to see where it stood. All signatories were correct at this time; it was just electronic access that needed changing.

292.19F **REVIEW OF CURRENT BUDGET POSITION 2019/20 (1st quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

Cllr Faiers asked for an explanation on the MISC line – the clerk said this now contained a line for future office expenses, as there had been no formal agreement where these would come from as yet and a new line here seemed the most logical place at present.

Cllr Marsden asked about the new Graveyard account – the clerk said she was having problems as some banks viewed this as a Treasurers account (it being for a parish council) some as a Business (although it had no profits) and were providing contradictory information. She was also awaiting TBS's new business account to open later in the summer (they given some of the highest interest rates) and would bring something back for a decision at the next meeting.

It was proposed by Cllr Faiers, seconded by Cllr Prasad and **RESOLVED** that the information as presented shows a true and accurate financial position

on a vote being taken the matter was approved unanimously

293.19F **TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2019/20.**

Cllr Moyle asked that the clerk investigate how much is paid in sewerage and if a reclaim for surface water was applicable.

It was proposed by Cllr Faiers, seconded by Cllr Nash and **RESOLVED** that the list of direct debits as provided by the clerk is accurate and should continue

on a vote being taken the matter was approved unanimously

294.19F **TO RECEIVE INFORMATION TO APPLY FOR A BUSINESS DEBIT CARD (in the name of the clerk, with restrictions)**

It was discussed and the clerk was to find out if a limit of spend in any one month of £5000 could be set. It was also agreed that the clerk should consult with the chair/vice chair before making any spends on the debit card and a log of use maintained (with invoices/confirmations).

It was proposed by Cllr Moyle, seconded by Cllr Marsden and **RESOLVED** that an application for a Parish Council debit card be put in (for the clerk as primary user) if the above £5000 could be confirmed

on a vote being taken the matter was approved unanimously

295.19F **TO RECEIVED QUOTES FOR THE RENEWAL OF ELECTRICITY FOR PUBLIC CONVENIENCES**

The clerk confirmed that lights were being switched to LEDs where possible, but that the fluorescent tubes were proving more difficult and may need completely replacing.

It was proposed by Cllr Moyle, seconded by Cllr Faiers and

RESOLVED that the contract for electricity in the Public Conveniences be awarded to EDF on a 2 year contract with a full review based on "green considerations" taking place during this period

on a vote being taken the matter was approved unanimously

296.19F

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*

The clerk apologised but she had not done the annual H&S checks at present – but would have for the next meeting.

Cllr Faiers thought that we should be undertaking DBS (police) checks for all councillors & employees. The clerk agreed to look into the current county council position on this.

It was proposed by Cllr Marsden, seconded by Cllr Faiers and **RESOLVED** that the above policies/protocols be accepted (with the noted minor changes)

on a vote being taken the matter was approved unanimously

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)

It was proposed by Cllr Faiers, seconded by Cllr Prasad and **RESOLVED** that the listed policies be removed from general use and a requirement for a Health & Safety Statement be included with all successful contracts.

on a vote being taken the matter was approved unanimously

297.19F

SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS

Cllr Faiers explained that a S25 letter had been sent to the MCA Trustees and the replies were being received by the solicitor. The next step was for the working committee for Cllrs Toland, Prasad & Faiers (+ clerk) to arrange a first meeting to begin negotiations – Cllr Faiers felt that early September would be the best time and agreed to ring to arrange this.

Cllr Marsden was still concerned that the MCA expected to have a significant number of their members involved in the negotiation but Cllr Faiers said that this would be brought up with them when the invitation was issued.

298.19F

CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS (inc. initial draft details on planning application, funding strategy & proposal for public consultation)

Cllr Marsden explained that the planning application had been delayed as we required additional site maps (showing the exact location on the building & its relationship to the main road) along with exterior elevations, which had been requested from KES Group.

Cllr Prasad requested sight of the written specification for the building. It was explained that since much of the preliminary work had taken place online or over the phone and required a narrowing down of the original general "outside office" specification based on supplied information it was almost impossible to have a specific specification to hand. We have narrowed down the building requirements through close liaison with KES Group to a steel frames modular building with a life expectancy of 50 years that could serve as a community facility. It was agreed that a written timeline / explanation of the process along with details of online quotes & discussions be forwarded to the clerk to form part of the project history.

Cllr Prasad then requested to know why we did not issue a tender specific to the design specification we now had, using the plans and drawings provided to us by KES Group. It was explained by Cllr Faiers that this would be against copyright, using plans created by another group as they were their intellectual property. Cllr Prasad did not feel that this was sufficient reasoning as the plans were very simple.

Cllr Moyle said that since various buildings and companies had been reviewed and used to narrow down the exact product we needed it would have been impossible to issue a tender document earlier (or even request a quote) since it was so specific in nature and was open to much change as being drafted up.

Cllr Marsden explained that since much of the preparation/groundworks costing could not be finalised until the planning application had gone through it was impossible to provide serious, considered expenses until then.

Cllr Nash said that we needed to know exactly what we were going to spend to be able to justify why to the rest of the council and parish alike. The clerk said it was important that a properly costed "business plan" for the project be presented to both the parish council and the residents to allow a considered decision on the future of the project. Cllr Prasad referred back to a set of figures sent out by the clerk in June (which was clearly referred to in the minutes as provisional) which he had updated. When asked by Cllr Marsden if he would join the project team working on the finances he rejected it outright as it was "not something he did".
(Cllr Moyle left at 8.50pm)

It was discussed and agreed that any comments on the Planning Application should only refer to putting an office on the site, not how (or even if) it would be funded and that a full public consultation on the plans would happen once we had finalised a full budget (likely in early September).

299.19F

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

It was proposed by Cllr Faiers, seconded by Cllr Marsden and **RESOLVED** that the training requests presented be approved (Budget & Sole trustee booking pending a full course description).

on a vote being taken the matter was approved unanimously

300.19F

HEALTH AND SAFETY UPDATE

The clerk reported a tree issue on Grove Hill, where a tree previous reported was struck by a tractor trailer on Sunday and limbs shed into the carriageway. A neighbour came out and cleared up with both themselves and the clerk ringing Highways on Monday morning to have the tree assessed. The property owners would be notified (although the current owner is not in residence) and given 14 days before statutory works were carried out by Highways to remove the rest of the affected limbs.

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

Meeting finished at 9.05pm

DRAFT