



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

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

ALSO PRESENT: Mrs L Clements, clerk

301.19F **TO RECEIVE APOLOGIES FOR ABSENCE** - none

302.19F **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 £50** – none noted

303.19F **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS** – none noted

304.19F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

305.19F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 15th JULY 2019 AND THE CHAIRMAN TO SIGN THEM**

Cllr Prasad wished it noted that he was unhappy with the comments attributed to him within the minutes and wished to provide his own version, rather than those recorded by the clerk. This was not agreed to by the committee.

It was proposed by Cllr Faiers seconded by Cllr Marsden and

RESOLVED that the minutes of the meeting held on 15th July 2019 be approved and signed by the Chair

on a vote being taken the matter was approved - 1 objection

306.19F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Business card – this had been delayed due to the open Mandate change, which had now been sorted. The card should be available soon.

Item 293.19F – surface water reclaim. Since water bought & sewerage paid for were equal there was nothing to reclaim on.

Item 298.19F – why had the full info promised not been forwarded? The planning application was still pending and was needed to get some quotes done.

307.19F **REVIEW OF CURRENT BUDGET POSITION 2019/20 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

The clerk had just signed a new telephone contract with BT reducing the monthly costs. She had been holding off pending a new office but since we were about to come out of contract had made the decision to extend rather than be left without a phone service. It would be simply to "move" the line into the new building.

308.19F **TO UNDERTAKE THE ANNUAL REVIEW OF CHARGES FOR THE COMMUNITY GRAVEYARD & RECEIVE FURTHER INFORMATION ON SETTING UP THE NEW BANK ACCOUNT**

The clerk had been having difficulties sorting a new Graveyard account, as it was either a Business (needing a company number to open) or a Treasurers account

(which could not operate a business!). She had a meeting with Santander planned to further discuss.

Government Children Fund – the age limit for this was 18 and each section of the funeral process had to make separate claims. By changing out age limit from 12 to 18 we would in effect “opt out” and make the whole process easier.

It was proposed by Cllr Nash, seconded by Cllr Moyle and
RESOLVED that that age of a child be changed to ‘under 18’ on the
Graveyard Regulations effective immediately

on a vote being taken the matter was approved unanimously

Cllr Nash explained the costs of burials and cremations locally that he had assessed, as well as the duration that graves are actually maintained by the immediate family. He felt that reducing the period of grant to 50 years would make relatives more responsible but that a period of education was needed first. He also said that the signage project which took both him and Cllr Marsden a significant amount of time had only garnered little community response, with it being mostly used by people online who were intending to visit the area or doing family trees. Cllr Faiers thought that the decision to take on maintenance of the closed churchyard was poor and asked how it had happened ... he was reminded that this went out to parish-wide consultation for a decision before an agreement to just hand back to Cornwall Council was entered into. Cllr Moyle felt that all burials (not just first interments) should be set at the same rate.

It was noted that the increase proposed last year to £800 for a resident burial had never been applied due to the adverse public comments made at the time. Cllr Nash proposed that this increase be rescinded and that parishioner charges return to £500 for a first interment but that this is tied to an active programme of educating the parish about the issues surrounding burials vs cremations & other methods.

It was proposed by Cllr Nash, seconded by Cllr Moyle and
RESOLVED that that the costs for a parishioner first interment are set at
£500 effective as of 1st December 2019 (other non-parishioner fees to
change accordingly)

on a vote being taken the matter was approved unanimously

309.19F **PRECEPT SETTING FOR 2020/21 – INTIAL THOUGHTS & PROPOSALS
PRIOR TO 1st STAGE COLLATION** (including any possible projects; review
of solar grant awards to Community Projects, extra rubbish bins).

310.19F **TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING
PRIOR TO DECEMBER FULL COUNCIL MEETING.**
It was agreed that a meeting date of 5th December be set. The clerk would be
open to comments and inclusions on the draft budget until the end of November.

311.19F **TO RECEIVE INFORMATION IN REGARDS TO SETTING UP A SECOND SAVER
ACCOUNT FOR PARISH RESERVES**
It was agreed to defer this discussion pending current uncertainty. To be reviewed
in the New Year.

312.19F **TO REVIEW ANY CHANGES TO THE FINANCIAL REGULATIONS AS NOTED BY CALC**

It was proposed by Cllr Faiers, seconded by Cllr Prasad and **RESOLVED** that the 3 changes to the model Financial Regulations as stated by CALC be undertaken, with copies of the new version sent to all councillors

on a vote being taken the matter was approved unanimously

313.19F **TO CONSIDER INFORMATION ON UNDERTAKING DBS (POLICE CHECKS) ON MEMBERS AS PART OF SAFEGUARDING**

The undertaking of basic DBS checks was discussed. It was agreed that from the next election this would be embedded in Parish Protocols. Those councillors who take up a co-option space from now on would not become full parish "councillors" until the next meeting following their election. The clerk was asked to look for further information on the level of DBS checks needed.

314.19F **SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS**

Cllr Faiers summarised the recent meeting with the MCA; it seemed that the 2nd meeting had continue to move in the right direction with a very positive approach from both sides. The initial proposal of a 10 year lease and £3000 in rent was to be taken back for discussion but did seem to be a workable starting point. There were discussions about the MCAs ongoing support of the pavilion by use of 'work in kind' and their potential to take over the cleaning of the pavilion/kitchen (currently £2000 pa).

The MCA were also able to come back with an offer to repaint the changing rooms by a member for the cost of materials only, which they were willing to fund (but would be happy to receive a contribution from the Trust).

Discussion of the MCA and Sports & Social Club formed a majority of the meeting allowing the Trust members to get an idea of the true financial position and just how knife-edge it is.

There were agreements that the field needed to host more events and activities as a way to get more users (and more income). The MCA admitted that looking for grant funding was not something they had the time or skills to do – something which Cllr Toland agreed to try a hand with. The building of additional storage is still a priority.

315.19F **CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

These were still pending as they awaited the outcome of the planning application.

316.19F **TO DISCUSS A CHANGE TO SCHEDULED MEETING DAY/DATES OF THE O&F COMMITTEE**

The clerk explained that the first Monday of the month was putting undue pressure on her to get the financial parts of the agenda out in the legal time limit – and it was on occasion impossible. It was agreed after discussion to move the quarterly O&F meetings to the Monday after the Full Parish Meeting (so 20th January, 20th April, 20th July & 19th October).

Meeting finished at 8.35pm

Signed: _____



5th December 2019
(chair)