



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON WEDNESDAY 5TH DECEMBER AT 10AM IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL

PRESENT: Cllrs Marsden (chair), Faiers, Moyle (late), 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 OCTOBER 2019**

It was proposed by Cllr Faiers seconded by Cllr Prasad and

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

on a vote being taken the matter was approved unanimously

A question on voting was also discussed at this point – when and why could a named vote take place and why were abstentions not recorded by name? The clerk explained that a *recorded vote* could take place for any item at any meeting provided it was requested BEFORE any motion was made or voting began. This could either be by written ballot or a simple recorded show of hands (which could be difficult for the clerk to record everyone during the voting). We choose not to record names where abstentions occur as we do not record who votes which way.

306.19F **TO DISCUSS CURRENT/ FUTURE RESERVES** - this may include preliminary figures on new Admin Hub costs

The clerk explained that her draft budgets did not include adjustments that may impact on the new Admin Hub (such as changes to insurances, rent, rates, set up costs...) – as they had not been fully costed as yet by Cllr Marsden. Cllr Marsden also mentioned an amendment to the Administration Hub plans, but agreed that this needed to come before the whole council in December. This would have a significant effect on the funding position and uses of reserves.

The clerk was concerned about the VAT position as it stands and if the Hub could reclaim VAT on at least a portion of the build works as a community hall. Cllr Prasad was looking into this. The clerk did say that she was confident that if we wrote in advance to HMRC explaining our project and the need to undertake multiple (maybe even monthly) VAT claim submissions that it should be feasible to

reclaim VAT as we went along to keep the parish cash flow nominal. She did say the Gwithian/Gwinear had just had a brand new office/community hall built and that she would contact the clerk there to discuss how this was managed; it was decided that Cllr Prasad would do this after the clerk had made initial enquiries.

Following on from these discussion an amended budget, with some inclusions for the new Administration Hub was tabled.

Cllr Nash was concerned about the 'future funding pot' for the graveyards – especially in light of the upcoming account movement (to split out from general parish funds and have as a graveyard specific account). It was agreed to try to spend income first, then dip into precept funds, returning this in the following year if any funds 'left over'.

307.19F **TO DISCUSS THE ANNUAL SOLAR GRANT ALLOCATION INTO THE BUDGET & PROPOSAL FOR FULL PARISH COUNCIL (income looking to be £6900ish for 2019)**

It was proposed by Cllr Faiers seconded by Cllr Prasad and **RESOLVED** that the Solar Grant Fund contribution be reduced to £1000 into the 2020/21 'Donations/Grants' budget line but that this could be reviewed in year if necessary.

on a vote being taken the matter was approved unanimously

308.19F **TO AGREE THE PRECEPT/ BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING IN DECEMBER.**

There were discussions about raising the receipt to cover the [contingency] needs of the parish above the 4% previously discussed, in light of the amendments made to the budget to reflect the use of accrued reserves funds needed for the Administration Hub. There were also areas beyond our remit (such as further services devolution, funding for Climate Change (emergency planning), a cap in future from Central Government and Brexit) which it was felt prudent to address with an above normal increase. It would equate to a parish portion increase of approx. £4.58 per household. It was felt possible to justify the increase to parishioners.

It was proposed by Cllr Faiers seconded by Cllr Moyle and **RESOLVED** that the precept be increased by 9.9% to £48917.00 for 2019/20 and the budget be set at £ £51448.90.

on a vote being taken the matter was approved unanimously

the meeting finished at 11.30am