



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON THURSDAY 23RD JANUARY 2020 AT 7.00PM IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL

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

ALSO PRESENT: Mrs L Clements, clerk + Cllr Gladstone

309.20F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

310.20F **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

311.20F **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS** – none noted

312.20F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

313.20F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 5TH DECEMBER 2019 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Faiers seconded by Cllr Prasad and
RESOLVED that the minutes of the meeting held on 5th December 2019 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

314.20F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN (including signing off on quarter's bank statements)**

Cllr Prasad was still looking into the position as regard the claiming back of VAT on the Admin Hub build if it is then being let out.

315.20F **REVIEW OF CURRENT BUDGET POSITION 2019/20 (3rd quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**

The clerk explained that there would be a deficit with the Public Services line in relation to the leak at the toilet and replacement / repair works being done to rectify it. The quote/ bill for £755 had come in this week with works being done asap. Claims paper-works from SWW for the leak and towards the costs of new pipeworks were being completed and should see at least some of the outlay recouped.

Publications – this was still short as there were still some footpath invoices unpaid, which the clerk was chasing up.

316.20F **INTERNAL AUDIT REVIEW & UPDATE**

The clerk noted that there were no specific actions required on the internal audit for last year two items were noted: use of income in budget setting and recording of the exercise of public rights – both of which have been noted and action on by the clerk.

317.20F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

It was discussed and agreed that these documents would be sent out via email to allow them to be more easily read. The clerk had included in the Internal Controls a section on Verification of Contracts and needed to review the sections about online payments once they were up and running properly.

It was proposed by Cllr Marsden seconded by Cllr Prasad and **RESOLVED** that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by Cllr Prasad to occur

on a vote being taken the matters were approved unanimously

The only H&S issues of note were an increase in complaints about roads, dangerous trees/branches and drain floodings – many of these were the same areas time and again, which the clerk reported to CORMAC.

318.20F **DISCUSSION ON THE PROCESS OF POSTING OUT FULL AGENDAS & ASSOCIATED PAPERS – is posting these out in full environmentally sustainable?**

The clerk explained that the posting of such large agenda packs was unwieldy and environmentally unsustainable but that removing them entirely was not practical, hence the questionnaire sent to councillors. From this information she was asking that a proposal for the emailing of full agenda packs with only the agenda, draft minutes, planning decision and list of correspondences be posted in future.

Cllr Marsden was of the opinion that now the Memorial Hall was online we should be looking to move to a completely paperless meeting system, using the projector to display materials as the meeting went along. This would now be investigated to see if it could be managed.

319.20F **MOVING TO ACCOUNTING SOFTWARE – review of options & provisional agreement to start 1st April (with future discussion via email with a view to take decision on supplier at Feb/ March Full Council meeting)**

Cllr Faiers explained that the clerk, Cllr Marsden and himself had seen 3 demos of various software packages and had sought recommendations from not only our accountant but other parish and town councils. We felt that a cloud based system would be most appropriate, narrowing our field down to 2. After discussion between the clerk and Cllr Faiers it was decided that we would like to purchase a licence for Scribe Accounting Software for the parish council.

Both Cllr Faiers & Cllr Prasad thought that our finances were well run but that we were let down with reporting errors where data has to be transposed from one form to another and that any software that could help with this would be effective but only if the clerk were willing. The clerk was supportive of anything that meant single entry data and understandable reports being produced.

Cllr Prasad said that he had looked into both companies put forward and that he felt AdvantEGDE had issues with filing history at Companies House and that this threw up some professional warning lights with him.

It was proposed by Cllr Marsden seconded by Cllr Prasad and **RESOLVED** that a licence for Scribe Accounting Software be purchased for the parish council to be used from 1st April 2020 pending a Companies House review by Cllr Prasad

on a vote being taken the matters were approved unanimously

320.20F SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS

Next meeting on the 3rd February to finalised items for inclusion within the lease (using the preschool document as a template base). Meeting with the Insurance agent from Came & Company on Tuesday 28th would cover Carwinion Field and the MCA/ Admin hub. All appears to be going well to date.

321.20F CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS (to include draft public consultation proposals and funding strategy)

Cllr Marsden explained the works he had been doing on the financing of the proposed Admin Hub and works on site to date. A mini-diggers survey had been done for the foundations to allow a proper quote to be done up.

Cllr Faiers said he had taken on-board several alternative location suggestions from other councillors/ the community; one being that the parish somehow fund the purchase of the current Cornwall Holiday Cottages building in Goldmartin Square at £450,000, renting the majority of the building out (including the flat upstairs) and selling the building plot (with planning permission) to the rear. Cllr Nash did not think we were in the business of letting out accommodations and it was not the job of councillors to manage property. Another suggestion from Cllr Sadler was siting of the modular build on land at the Bowling Club at a groundrent of £1000 per annum (plus build/access costs)- hopefully ensuring the sustainability of the venue. A meeting on site with the Bowling Club had taken place but the locations suggested were not suitable (even to their own membership). This would once again see the parish council expending monies with no visible return – using Carwinion Field sees the Parish Council supporting the Carwinion Trust, offsetting the grant burden from the Parish. Neither of these options was viewed as really suitable. A public consultation on plans and funding for the Admin Hub as it stands on Carwinion Field was set to take place on 14th & 15th February at the Methodist Hall with initial handouts for delivery to all households in the parish agreed this evening. It was hoped as many councillors as possible would staff the meeting over the 2 days.

Cllr Prasad asked if the clerk was happy with the process to date in the obtaining of quotes for works. It was explained that, because of the bespoke nature of the build, it has been agreed (if informally) that we needed to confirm our intention to suspend the Financial Regulations in order to work with a specific supplier. Cllr Prasad also explained that he was looking into the specifics of the VAT situation and the parish's ability to be safe in reclaiming the full amount, even if we decide to let the community space out in future.

322.20F TO AGREE A DATE FOR THE CLERKS ANNUAL PERFORMANCE REVIEW PRIOR TO 1ST APRIL 2019

It was agreed that Cllrs Marsden & Faiers undertake this review again reporting back to the April Office & Finance meeting. The clerk would arrange a suitable day.

Meeting finished at 9.20pm