



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 19<sup>TH</sup> OCTOBER AT 7.00PM ONLINE VIA ZOOM.**

**PRESENT:** Cllrs Marsden (chair), Faiers, Nash & Toland

**ALSO PRESENT:** Mrs L Clements, clerk + Cllrs Gladstone & Bradley (late)

330.20F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

331.20F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

332.20F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

333.20F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 23<sup>RD</sup> JULY AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Marsden seconded by Cllr Toland and

**RESOLVED** that the minutes of the meeting held on 23<sup>rd</sup> July 2020 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

334.20F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Nothing of significance noted

335.20F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements & format of reports)**

Cllr Nash asked about Grant Forms – are we applying the same rational principles to all awards?  
Cllr Faiers said that we did have a checklist for each application to make sure that they were being used for the agreed purposes and that the pack sent out did have thorough guidelines included. He questioned if adding more paperwork to the process would not be a step backwards, when we also already police the outcome of projects. The clerk agreed to send out copies of the full grant form packs and copies of the chaser letters to clarify.

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

**RESOLVED** that the current budget position be approved and that bank statements up to 30.9.20 be accepted as correct – the final balance being £139,311.07

on a vote being taken the matter was approved unanimously

It was agreed to put £50,000 into earmarked reserves (immediately) thus annotating the current budget if questioned. She had also amended the current budget line for 'Office accommodation' to include rates, rather than have a separate line at the end of the budget report.

**336.20F PRECEPT SETTING FOR 2021/22 – INITIAL THOUGHTS & PROPOSALS PRIOR TO 1st STAGE COLLATION (including any possible projects; review of solar grant awards to Community Projects).**

The clerk issued her initial budget for next year but stated that this did not include any provision for the pending MMH Office project. Cllr Marsden asked if any specific provision had been made for COVID related expenses – the clerk said that this was currently coming from the earmarked H&S line and would be almost impossible to budget for. A discussion on the Donations/Grants line took place in which the clerk felt that given the potential for the continued need to support community organisations as they may well enter a 2<sup>nd</sup> year with limited fundraising opportunity that the grants budget be increased by taking the majority of the Solar Grant income for the year. Cllr Faiers supported this position and that we should do more to make the community aware that we have 'shortfall grants' available to keep groups going.

A discussion based on the first draft budget and the current financial situation lead to a proposal that there be a zero increase in our precept next year. It was felt that we had been caution in our approach in previous years, increasing the precept by 3-4% each year, except last year's 10% increase which covered the office project contingency and this now put us in a position of being able to stay any increase to parishioners who are already feeling the economic impacts of coronavirus. Income other than the precept was stable and was being used to fund specific areas.

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

**RESOLVED** that the initial thoughts for the 2021/22 precept be a 0 (zero) increase on last year.

on a vote being taken the matter was approved unanimously

**337.20F TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING PRIOR TO DECEMBER FULL COUNCIL MEETING.**

It was agreed that a meeting date of 7<sup>th</sup> December at 7pm be set. The clerk would be open to comments and inclusions on the draft budget until the end of November

**338.20F TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2020 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*
- Web Accessibility & Accessible Document policies – *NEW Statutory requirement*

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

A request for a Media Policy was also made – the clerk has this in an incomplete draft which was forwarded round for discussion. It was felt that this was needed to address the issues caused by councillors taking to the press to voice personal opinions. The clerk also made it clear that if anyone though any member was acting outside of the rules as laid out within the Code of Conduct they had the right to make a formal complaint as an individual or request that the parish do so.

**339.20F SUMMARY OF THE MCA LEASE DISCUSSIONS**

The clerk explained that she had both full leases signed and swapped (the signatures on the 2<sup>nd</sup> Trust copy awaiting Cllr Faiers return from abroad) and everything appeared to be going well. The trust had taken over statutory tests (such as fire & hygiene) with the MCA taking on managing the changing room cleaning duties.

Cllr Faiers said that the next agreed stage was to set up a 'Management Committee' of the various stakeholder groups on the field so that they would in effect undertake all of the day to day management of the site themselves. The agreement was that the Trust & the MCA have 2 members and each of the other stakeholder groups 1 each. It was felt that this would take the hot air out of some of the difficult situation that had happened in the past and seemed to be the only way forward for a community use site. Cllr Marsden asked what would happen if groups wanted to bring things to the trust – Cllr Faiers said that they would only be able to do this through the Management Committee

**340.20F HEALTH AND SAFETY UPDATE INCLUDING THE ANNUAL GDPR AUDIT (to be completed on the evening).**

The H&S update was minimal – the clerk explained the actions she had in place for COVID risk assessments and various processes.

The Annual GDPR Audit was complete by the O&F Committee with the clerk reading through the questions listed – a copy of this to be circulated to all members when revised.

**341.20F GOVERNMENT ADVICE ON WORKING FROM HOME OVER WINTER 2020**

The clerk explained that she had been in contact with a number of parish clerks, where they were the only PC employees, about using the parish offices to see what they were doing about the Government advice to 'work from home wherever possible'. A number felt that working alone in a closed parish office was preferable to trying to do everything from home, but that they all felt the flexibility to make changes to their working location was necessary of an individual level.

The clerk explained that her husband was a frontline retail worker and that a positive test within his workplace shift might mean an immediate period of self isolation for her. They already had one positive test (not his shift) and one pending. She wanted to clarify what system the parish thought would be best if this should happen – or indeed what system would be best if lockdown measures were tightened.

Both Cllr Faiers and Cllr Marsden felt that the clerk had worked in the first lockdown period extremely well, managing both the physical needs of the parish council and the office workload and it made sense to let this roll forward should the need arise. It was agreed that the clerk would work with the Chairman to adjust office attendance as needed. Cllr Toland offered to undertake the weekly JPF site visits if it became necessary if the clerk could provide a checklist for her.

The meeting finished at 8.30pm