

30<sup>th</sup> November 2020



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 7<sup>th</sup> December **at 7.00pm online via ZOOM.**

Yours faithfully,

A handwritten signature in cursive script that reads "Lisa Clements".

Lisa Clements  
Clerk to the Council

#### **AGENDA**

- 1) TO RECEIVE APOLOGIES FOR ABSENCE**
- 2) 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**
- 3) TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
- 4) PUBLIC COMMENT ON ITEMS ON THE AGENDA**
- 5) TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 19<sup>th</sup> OCTOBER 2020**
- 6) TO DISCUSS CURRENT/ FUTURE RESERVES**
- 7) TO DISCUSS THE ANNUAL SOLAR GRANT ALLOCATION INTO THE BUDGET & PROPOSAL FOR FULL PARISH COUNCIL**
- 8) TO AGREE THE PRECEPT/ BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING IN DECEMBER.**

Item 6 – unfortunately we have a timing issue. The offer of land at Cob Cottage has come through just as we started considering next year’s budget and even though it has not come to full council for agreement of any figures yet we need to look to make provision for the community woodland in the budget. Is this likely to be something where funding is coming from reserves; should we be considering upping the precept to cover we don’t know what at present; or are we looking to have this as a separate fundraising charity initiative in the community itself?? We also have an election year coming up and given our history we hopefully need not look towards an actual election taking place ... but you never know. We might get away with the £750 in reserves but this could triple quite easily.

Item 7 – there was a proposal from Cllr Faiers that we put most of the income from the 2021 solar grant into the donations and grants pot to cover the potential for further disruption from COVID restrictions on fundraising events. The income for this year looks to be about £6700.

Item 8 – there was an initial resolution made that if at all possible we look to have a 0% increase to the precept. Please be aware that the Tax Base figures for 2021/22 show a decrease of our tax base of about 0.5% showing as an increase to all householders of about £0.28 on the parish council amount if we remain at the same £49817 as last year.

I have put in generic increases for the Open Spaces contract of about 10% as this is out to tender next year. I also have concerns that the NDP team may come back to us with request for further funding, since the Locality Grant has been used up. Their projected budget has very little contingency should anything unforeseen – like any additional consultations or mailings – have to take place.

Once again the budget does not reflect anything that might arise from knock on increases due to additional projects – especially where we have agreed to earmark reserves in this financial year (parish office; shute hill crossing).

Please be aware that the initial £9971 shown as income is subjective and is as good a prediction as I can make at this stage but CANNOT be guaranteed at this time.



**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

## Mawnan Parish Council

### Reserves Balance

2020 - 2021

<u>Reserve</u>		<u>Opening Balance</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>	<u>projected end of year</u>	<u>notes</u>
<b>Earmarked</b>							
	Helford Carpark Trust	200.00	0.00	0.00	200.00	200.00	unlikley to have income this year
	H&S	1,500.00	658.72	0.00	841.28	1,500.00	reinstate to £1500 at end of year
	graveyard Contingency	5,000.00	0.00	0.00	5,000.00	4,025.00	£975 to be used for tree works winter 2020.
	Election Expenses	750.00	0.00	0.00	750.00	750.00	
	Solar Grant Funding	39,140.62	0.00	0.00	39,140.62	44,840.62	
	Burial Fees	0.00	0.00	1,450.00	1,450.00	2,000.00	significant shortfall for 2020
	Small Business rates grant (Public Services)	0.00	0.00	0.00	10,000.00	10,000.00	to be spent on suitable community projects; toilets, cycle racks, benches, fountain
	Shute Hill Crossing contribution	0.00	0.00	0.00	5,000.00	5,000.00	dependent on CNP meeting end of 2020
	Future Office project	50,000.00	0.00	0.00	50,000.00	50,000.00	ringfenced pot for MMH office project costs
	Community woodland						where is funding for this coming from?
<b>Total</b>	<b>Earmarked</b>	<b>96,590.62</b>	<b>658.72</b>	<b>1,450.00</b>	<b>112,381.90</b>	<b>118,315.62</b>	
<b>GENERAL</b>					<b>18,407.36</b>		
<b>TOTAL</b>					<b>130,789.26</b>		

budget setting historic info								
	2018/19	2019/20	2020/21				initial draft	NOTES
	EoY 31.3.19	EoY 31.3.20	revised budget 9.7.4.20	projected EoY as at Sept 20	projected EoY as at Dec 20	Actual position 30.11.20	2021/22	
<b>Income</b>								
Precept	£42,760.00	£44,470.40	£48,917.00	£48,917.00	£48,917.00	£48,917.00		
CTS Grant	£678.24	£614.77	£444.68	£444.68	£444.68	£444.68	471.08	confirmed nov20
CC - Footpaths/SWCP/Weeding	£1,416.50	£1,459.02	£1,441.81	£1,441.81	£1,441.81	£631.35	1400	
Bank Interest	£296.12	£138.01	£300.00	£250.00	£250.00	£16.00	100	
Misc/ other	£557.95	£2,072.81				£13,000.00		
publications	£775.56	£750.00		£500.00	£500.00	£300.00	0	
Graveyard	£5,225.00	£6,275.00	£4,000.00	£4,000.00	£2,000.00	£1,450.00	2000	
Solar Farm	£6,875.00	£7,024.06	£6,500.00	£6,500.00	£6,700.00	£0.00	6000	
NDP grant	£5,117.00	£3,730.00	£3,000.00	£3,000.00	£3,200.00	£3,182.00	0	
VAT Reclaimed & received	£2,197.28	£3,693.63		£3,000.00	£4,000.00	£4,277.45		
<b>Total Income</b>	<b>£65,898.65</b>	<b>£70,227.70</b>	<b>£64,603.49</b>	<b>£68,053.49</b>	<b>£80,453.49</b>	<b>£72,161.46</b>	<b>£9,971.08</b>	initial draft usually only has confirmed figures in ... but we significantly increased the precept last year
<b>Expenditure</b>								
VAT paid (total in year)	£3,159.22	£4,391.57			£5,000.00			
Administration/Rent	£4,854.58	£4,544.42	£5,000.00	£4,600.00	£6,500.00	£6,136.69	£5,000.00	
Insurance	£744.67	£772.46	£1,000.00	£880.00	£880.00	£878.90	£1,000.00	
Meeting Room Hire	£309.00	£382.00	£350.00	£350.00	£350.00	£171.93	£350.00	includes ZOOM subscriptions - may change depending on physical meetings
Internal Audit Fee	£225.00	£225.00	£250.00	£225.00	£225.00	£225.00	£225.00	
External Audit Fee	£300.00	£300.00	£450.00	£300.00	£300.00	£300.00	£400.00	
Parish Council Website	£60.38	£78.89	£100.00	£80.00	£80.00	£0.00	£100.00	
Publications	£1,177.14	£1,670.67	£0.00	£0.00	£0.00	£0.00	£0.00	was footpath leaflet
Salaries	£13,256.07	£14,405.48	£16,000.00	£15,000.00	£16,500.00	£9,513.80	£16,500.00	
Training & Conference Fees	£122.91	£537.77	£1,000.00	£300.00	£200.00	£25.00	£1,000.00	limited training in 2019/20 - mostly hosted online
Chairman's Allowance	£0.00	£34.22	£100.00	£55.00	£55.00	£52.74	£100.00	
Professional Subscriptions	£688.60	£1,222.28	£900.00	£1,300.00	£1,300.00	£812.03	£1,200.00	now includes HRMCV, accounts software & ICCM
Paths & Open Spaces	£3,042.10	£3,082.98	£3,500.00	£3,100.00	£3,200.00	£2,991.32	£3,500.00	open spaces contract renews 3/21 (£19643 for 3 years)
Public Services	£4,168.13	£5,162.21	£4,500.00	£4,000.00	£6,000.00	£2,815.78	£5,000.00	
Misc	£1,394.49	£1,516.68	£0.00	£2,000.00	£1,500.00	£1,462.13	£0.00	possibility of change due to discussions on Future Offices at MMH - not accounted for
NDP grant funding	£2,275.76	£4,849.48	£1,693.43	£4,000.00	£4,000.00	£3,262.00	£0.00	end of pot claimed Sept 2020
NDP parish funded	£397.77	£0.00	£3,557.98	£3,500.00	£3,557.98	£700.00	£0.00	Likley to be spent in consultation phase 2020/21. more funding necessary??
S19 - Carwinion Playing Field	£5,363.00	£6,240.00	£6,240.92	£6,240.00	£6,400.00	£2,908.75	£7,000.00	May need to increase following taking back of statutory obligations post MCA lease
S19 - Junior Playing Field Trust	£2,658.00	£3,777.00	£5,000.00	£5,000.00	£5,000.00	£935.96	£5,500.00	set figure decided 20/21 - continued.
S234 (PH act) - AED Grant			£125.00	£125.00	£125.00	£125.00	£125.00	
Donations/Grants	£7,480.45	£10,126.95	£3,000.00	£4,000.00	£5,000.00	£3,433.00	£1,000.00	overspend due to Shortfall Grants - agreed to cover from reserves
Graveyard -S314	£4,719.09	£5,296.21	£5,500.00	£5,000.00	£5,000.00	£3,456.12	£1,500.00	graveyard maint contract renews 7/21 (£4790PA). Significant shortfall in income 2020/21
<b>TOTALS (inc VAT)</b>	<b>£56,396.36</b>	<b>£68,616.28</b>	<b>£57,267.33</b>	£60,055.00	£71,172.98	£40,206.15	£49,500.00	
excess over income	£9,502.29	£1,611.42	£7,336.16	£7,998.49	£9,280.51		-£39,528.92	
								Questions: where to take rent for PO in MMH (Misc, Grants or Reserves). Community woodland funding? New pc/laptop - wait for new office or start budgeting for now?