



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 7TH JUNE AT 7.00PM THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL.

PRESENT: Cllrs Caunter, Moyle, Sadler, Toland & Whibley

ALSO PRESENT: Mrs L Clements, clerk

Cllr Sadler, as chairman of the Full Parish Council started off this meeting.

355.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – none noted

356.21F **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022**

Cllr Sadler (as chairman of the PC) asked that a review of the current state where the vice chair of the parish council automatically becomes chair of planning be tabled for the next full parish council meeting – he feels that Cllr Caunter (vice chair) has greater experience in finance but feels less comfortable with planning. He suggests the pro-forma be amended to 'chair of planning OR office & finance, depending on experience'

It was proposed by Cllr Sadler, seconded by Cllr Moyle and
RESOLVED that Cllr Caunter is elected as Chair

on a vote being taken the matter was approved unanimously

357.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

358.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

359.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 25TH JANUARY 2021 AND THE CHAIRMAN TO SIGN THEM (and to not the inquorate April meeting)**

It was proposed by Cllr Toland, seconded by Cllr Sadler and
RESOLVED that the minutes of the meeting held on 25th January 2021 be approved and signed by the Chair. The inquorate nature of the meeting in April was also noted.

on a vote being taken the matter was approved unanimously

360.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

The clerk explained that due to the notice period required on the Nationwide Solar Grant account the funding of £3295 agreed to cover costs for the now set-aside CET project had already been requested and received. She has therefore set them against the £5000 claim to be made against this years' award to Grants & Donations rather than return it.

361.21F **REVIEW OF END OF YEAR BUDGET POSITION 2020/21 (4th quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN** (including signing off on quarter's bank statements)

The clerk explained the large variance to the Admin line – this was due to the unexpected Rates bill(s) received for the parish offices. She also explained that she had allocated the ZOOM subscription against the meeting hall budget, as they were in effect the same thing; that Subscriptions now included the HRVMG corporate subscription as well as the ICCM (graveyard); Public Services overspend was the toilet water leak and that Misc. included spending on the future office plans.

Cllr Sadler asked that the process for receiving tenders be reviewed and that no electronic or email submissions be accepted. He also asked that all information be recorded in a book

It was proposed by Cllr Sadler, seconded by Cllr Toland and
RESOLVED that the information as presented shows a true and accurate financial position

on a vote being taken the matter was approved unanimously

362.21F **TO RECEIVE THE INTERNAL AUDIT REPORT AND DISCUSS ANY AND ALL NOTIFIED AUDIT REQUIREMENTS; TO INCLUDE AGREEMENT OF THE DRAFT AGAR AND SETTING THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2020/21**

The Internal Audit report was discussed – the only action needed was amendment to the Reserves & Investment Policy to include the legal standing, which the clerk was undertaking. The accounting figures given on the draft AGAR were accepted as per the agreement on the previous item.

It was proposed by Cllr Caunter, seconded by Cllr Sadler and
RESOLVED that the Internal Audit report be accepted and any actions required undertaken

on a vote being taken the matter was approved unanimously

The Clerk also explained that the dates for the public review needed to include the first 10 days of July, but that notices for this were in hand to follow on immediately from the Full parish council meeting on the 24th June.

363.21F **TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2021/22.**

It was proposed by Cllr Caunter, seconded by Cllr Sadler and
RESOLVED that the list of direct debits as provided by the clerk is accurate and should continue

on a vote being taken the matter was approved unanimously

364.21F **REVIEW OF BUDGET FOR 2021/22 GIVEN END OF YEAR FIGURES RECEIVED**

The clerk explained that a review of the proposed budget, based on end of year figures, was usually done in April – it would then show internal movements already agreed, thus giving the ACTUAL budget figures for the upcoming year.

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

RESOLVED that the changes to the budget for 2021/22 as provided are appropriate

on a vote being taken the matter was approved unanimously

365.21F CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS

Cllr Sadler (as full council chairman) had asked that given the number of new councillors that this item be returned to Full Council for consideration, however this request missed the publication deadline for this agenda. He also felt that the ring-fencing of £50,000 within reserves had never been agreed to and should not be allowed to continue until a full council decision had been made. The clerk said that although noted on the Reserves report no funds had been transferred into this budget line as yet.

366.21F THE FUTURE OF DEALING WITH PLANNING APPLICATIONS – A DISCUSSION DOCUMENT FOR CONSIDERATION

The clerk had produced the discussion document when the NDP policy draft was finalised in Oct 2020 since it was obvious that there would need to be additional considerations made by the parish council when deliberating on planning applications. Since this point additional changes to National Planning Policy, through a new White Paper, had also come into force. The options presented for amending how planning is dealt with by the parish council were considered and it was decided that Option 2 – a smaller planning committee of 4/5 members reporting their conclusions back to Full Council – would be recommended for adoption.

Cllr Sadler also stated that he had already had talks with the NDP Steering group lead about some training sessions to explain how the NDP policies would be best incorporated into our planning decisions.

Cllr Sadler also made a request that the minutes be sent out to all council members, not just those on this committee. The clerk noted that the draft O&F minutes were included as part of the Full Council agenda pack where the recommendations were tabled.

The meeting finished at 8.05 pm