



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 25TH OCTOBER 2021 AT 7.00PM IN MAWNAN BOWLING CLUB, CARWINION ROAD, MAWNAN SMITH.

PRESENT: Cllrs Caunter, Whibley & Sadler

ALSO PRESENT: Mrs L Clements, clerk

375.21F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Moyle & Toland

376.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

377.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

378.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 2ND AUGUST 2021 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Caunter, seconded by Cllr Sadler and
RESOLVED that the minutes of the meeting held on 2nd August 2021 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

379.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Cllr Caunter asked about the list of CIL funded projects that had been asked for. The clerk explained that we needed to have this available on request and that we only needed to advertise it on our own website, along with notice of how projects/ tasks could be brought forward by the community for addition, which we had done.
Cllr Caunter asked that this list be forwarded to Cornwall County as well.

380.21F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

The clerk explained that the spreadsheet did not offset income against expenditure for each line. The two lines relating to the NDP both held reserves and would likely both be emptied through the Examination & Referendum stages and that there was the possibility that the parish may be called on for an amount of additional funding; at present this was unclear as we did not know costs related to either action.

The receipt for the LMP was slightly down as a limited number of stiles/ footpath diversions had changed the actual cutting and was the cause of the £25 difference.

Graveyard income was showing as below budget but there were at least 3 sets of fees not included for interments during October.

There were less requests for grants this year received since many groups had not properly reformed since lockdown rules were lifted. There was still £1395 to come in from the Solar Grant fund (issue with Nationwide signatory numbers following the May election).

There was still the annual NJC clerk pay increase which to be confirmed and this would have to be backdated to April 2021.

Cllr Caunter signed off the agreed bank statements for the 2nd Quarter.

381.21F **PRECEPT SETTING FOR 2021/22 – INTIAL THOUGHTS & PROPOSALS PRIOR TO 1st STAGE COLLATION (including any possible projects (Carwinion Changes); review of solar grant awards to Community Projects, extra rubbish bins).**

Cllr Caunter thought that we needed to show that we are not holding large amounts of parish funds without purpose and we should be spending from the balance more freely on community works. The clerk explained than almost half of the fund being held as Earmarked Reserves – either with specific conditions attached to their receipt or for specific projects (such as Solar Grant & Smaller projects) – it was not simply a matter of having a large unallocated balance to use.

There was a small increase made against salaries at present to cover the new NI increase of 1.25% but since this year's NJC pay claim was still under discussion and there was no idea about the public sector pay next year this figure would likely need to be adjusted.

At this point there was no idea how much the MUGA Project might costs and what amount the Trust might be putting forward as a grant request (Trust meeting 8th November). The clerk had also added £1500 to the Open Spaces line as the Footpath Cutting contract was due for renewal in March.

After discussion it was agreed that at present it looked as if the precept figure of £48917 should remain in place for next year and that reserves be used to cover the small difference between the budget and the precept.

382.21F **TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING PRIOR TO DECEMBER FULL COUNCIL MEETING.**

It was agreed that a meeting date of 6th December at 7pm be set, since Cllr Caunter would not be in attendance for the December Full Parish Meeting. The clerk would circulate the draft budget to all councillors for consideration after this meeting so as to be open to comments and inclusions on the draft budget until the end of November.

383.21F **TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2021. Policies for review: Investment Strategy (as per note in Internal Audit Review)**

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

RESOLVED that the Investment Strategy be accepted and recommended for adoption.

on a vote being taken the matter was approved unanimously

384.21F **TO UNDERTAKE THE ANNUAL REVIEW OF CHARGES FOR THE COMMUNITY GRAVEYARD**

It was proposed by Cllr Sadler, seconded by Cllr Whibley and

RESOLVED that all fees remain the same for the upcoming year

on a vote being taken the matter was approved unanimously

385.21F **OFFICE ACCOMMODATIONS – REQUEST BY THE CLERK TO REPLACE EXISTING FURNITURE / NEW PC**

The clerk explained that since she had removed to storage the majority of files/ documents that were to go to the County Archives in due course much of the existing cupboard storage was unnecessary. With documents being stored on the Cloud and not physically the need for large cupboards/storage units was radically reduced and could be managed better with a simple filing cabinet. The existing furniture had been brought in from the previous office and was actually inappropriate for the space available – being too large for the space. The current office PC was also beginning to show its age with minor annoyances hindering its working. The clerk had sourced advice on two replacement machines and a measure of futureproofing was included in them. Both would be able to use the existing peripherals (screen & printers).

It was proposed by Cllr Caunter, seconded by Cllr Whibley and
RESOLVED that new furniture & a new office PC be purchased

on a vote being taken the matter was approved unanimously

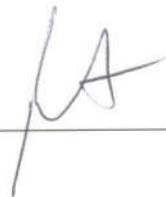
Cllr Caunter wanted to run the machine specification past his IT supplier in case they could provide a better alternative.

386.21F **TO AGREE A DATE FOR THE CLERK'S ANNUAL REVIEW**

It was agreed that the clerk make arrangements for this to happen early in the February (prior to the April O&F meeting) and that the chair & vice chair undertake this again. The forms from the last year's appraisal would be circulated to them both prior to any meeting.

Meeting finished at 8.00pm

Signed: _____



_____ 24th January 2022
(chair)