



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 24th JANUARY 2022 AT 7.00PM IN MAWNAN BOWLING CLUB, CARWINION ROAD, MAWNAN SMITH.

PRESENT: Cllrs Caunter (chair) , Whibley & Sadler

ALSO PRESENT: Mrs L Clements, clerk

393.22F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Moyle

394.22F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

395.22F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

396.22F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THIS COMMITTEE HELD ON THE 25TH OCTOBER AND 6TH DECEMBER 2021 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Caunter, seconded by Cllr Whibley and
RESOLVED that the minutes of the meetings held on 25th October and 6th December 2021 be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

397.22F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

The clerk noted that the new office furniture was in place, but that the new pc was awaiting a suitable time to transfer files and swap over into use. Hopefully this would happen next week.

398.22F **REVIEW OF CURRENT BUDGET POSITION 2021/22 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

Having gone through the current budget state the clerk explained the ££7500 overspend likely by the end of year – it included a spend of £2989 from Earmarked Reserves (graveyard contingency works; a burial fees refund and the community benches); and increase of approx. £1000 on the Playing Fields maintenance contract and the shortfall from last year's graveyard income on this year's maintenance costs (+/- £3520). There would also have to be the extra amount put into Donations & Grants at the December Full Council meeting to be taken into account.

399.22F **CONTINUATION OF DISCUSSION ON EARMARKED RESERVES POSITION FOR 2022/23**

The clerk explained that there still needed to be some adjustments made to the proposals for Earmarked Reserves discussed at the last meeting as we were allocating more than we had available. She explained that Earmarked Reserves were viewed as dedicated funds so they could not be used to fund day to day expenditure during the rest of the year and that this was what she was concerned about.

After discussion it was agreed that the amounts proposed for the 'new' projects be taken down, so the Earmarked Reserves now stood at:

Helford Carpark Trust	200.00
H&S	1,000.00
graveyard Contingency	3,905.00
Election Expenses	1,250.00
Solar Grant Funding	34,234.00
Burial Fees	2,800.00
Small Business rates grant (Public Services)	8,785.24
Smaller Projects - specific funding	785.00
NDP - parish pot	2,815.06
MUGA Project	25,000.00
Tree Planting	5,000.00
Jubilee Reserve	5,000.00
Roads & traffic	10,000.00
TOTAL EARMARKED RESERVE	100,774.30

It was however noted that the likely intention was that the Solar Grant Fund would be approached to contribute to the MUGA project first, rather than the Parish Council and that the £25,000 earmarked was to be viewed as a 'fluid contingency fund' and could be released if necessary. Similarly the Jubilee Reserve is for the event in June and anything in this budget not spent after this would return to General Reserves immediately.

400.22F INTERNAL AUDIT REVIEW & UPDATE

The only point raised in the Internal Auditor's Report had now been completed and the advice on the acceptance of budget then precept in December noted.

401.22F ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE

The clerk explained that there were a number of changes to both documents that had been instigated by COVID legislation that would need to be reviewed in year as they become obsolete. These were highlighted in either yellow or green.

It was proposed by Cllr Sadler seconded by Cllr Caunter and

RESOLVED that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by Cllr Caunter to occur

on a vote being taken the matter was approved unanimously

402.22F TO UPDATE BANK SIGNATORIES TO INCLUDE THE VICE –CHAIR, TO REMOVE CLLR MOYLE AND TO PROCESS THE ANNUAL NATIONWIDE WITHDRAWAL

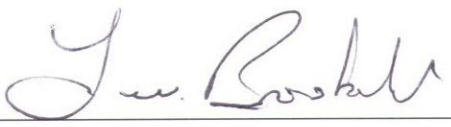
Following on from Cllr Toland's sudden resignation prior to the Full Council meeting last week and with Cllr Sadler's upcoming medical procedure the clerk asked that the motion to removed Cllr Moyle be delayed until Cllr Caunter's addition had gone through, so as not to leave her short of cheque signatories.

She was also in the process of updating Trustee signatories as these never tied up with the parish accounts since they were not viewed as being the same organisation. Currently there were no signatories with electronic access.

It was proposed by Cllr Caunter, seconded by Cllr Sadler and
RESOLVED that Cllr Caunter be added to the parish's bank accounts as
signatory with full electronic banking privileges and that Cllr Toland be
removed asap.

on a vote being taken the matter was approved unanimously

The meeting finished at 8.15pm

Signed: 

25th April 2022
(chair)