



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 25TH APRIL 2022 AT 7.00PM IN MAWNAN MEMORIAL HALL, MAWNAN SMITH.

PRESENT: Cllrs Brooksbank (Chair), Moyle & Whibley

ALSO PRESENT: Mrs L Clements, clerk

403.22F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Sadler

404.22F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

405.22F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

406.22F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THIS COMMITTEE HELD ON MONDAY 24TH JANUARY 2022 AND THE CHAIRMAN TO SIGN THEM**

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

RESOLVED that the minutes of the meeting held on 24th January 2022 (with agreed amendment) be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

407.22F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN** – none noted not on agenda for discussion

408.22F **CURRENT SIGNATORY POSITION AND REQUIREMENTS FOR ADDITIONAL USERS**

The clerk explained that we currently only have 3 signatories and only 1 of these having electronic banking permissions. She was asking that all current signatories be upgraded to have e-banking permissions and that as soon as new councillors are appointed additional signatories are considered.

It was proposed by Cllr Brooksbank, seconded by Cllr Moyle and

RESOLVED that the current bank signatories are all upgraded to have full online banking access

on a vote being taken the matter was approved unanimously

409.22F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (4th quarter/End of Year) AND DISCUSSION OF ANY AMENDMENTS FORESEEN.** (including signing off on End of Year & 4th quarter's bank statements)

The clerk explained the major variations within the budget - £3244 Earmarked Reserves (not in budget); £3520 Graveyard shortfall; £1000 S19 contract changes; £1955 overspend for Grants agreed – but that with the additional in-year income this equated to only a £983 total overspend (ex VAT).

It was proposed by Cllr Brooksbank, seconded by Cllr Moyle and
RESOLVED that the End of Year budget position be accepted as a spend of
£70,188.15 (ex VAT)

on a vote being taken the matter was approved unanimously

The clerk explained that in future she intended to report the PC bank balances and Solar Grant Fund separately at meetings as it appears that people thought we had a lot more money than we do. A reminder that the Solar Grant Fund was only held by the PC –with it having to be applied for through the grants process by everyone – and it did not form part of our budgeting was to be included.

A short discussion on timing of grant allocations was undertaken with the agreement to limit these to twice yearly – once in May the other in Jan/Feb. It was explained that the original march for April request was difficult for some groups as they were in the process of compiling their annual account, which were requested as part of the grants application.

410.22F **TO REVIEW THE PROPOSED BUDGET FOR 2022/23 IN LIGHT OF THE YEAR END POSITION**

The clerk explained some minor amendments to the budget originally proposed in December:

An increase of £500 to salaries to cover the NI / Scale point increase; £100 increase to Subscriptions to include the HVMCG sponsorship.

There was a large increase to Graveyard income (£5200 at end of year) so the cfw was larger and less parish support would be needed; £3000 from Solar grants had been included (pending transfer) to the Donations line.

It was proposed by Cllr Brooksbank, seconded by Cllr Whibley and
RESOLVED that the expenditure budget be amended to £59,700 from the original £53,200 as per the clerks explanation

on a vote being taken the matter was approved unanimously

Further discussions took place in relation to pending works such as the Telephone Box (repainting was agreed with a contractors just before the 2020 lockdown, so works have never happened, despite messages being left that we are still open for the works) and various works for the graveyards (on the Full PC May agenda).

Cllr Whibley asked if two fully bound copies of the complete NDP documents could be obtained for herself & Cllr Brooksbank to assist in their planning activities, with a 3rd copy to be held in the PC offices. The clerk already had a full copy of all the NDP documents in the PC office in a folder if needed but would arrange to have the essential documents within the NDP printed out for them both.

411.22F **TO DISCUSS THE EARMARKED RESERVES POSITION FOR 2022/23**

The clerk was still concerned that, based on the original Dec budget and now the amended beginning of year one, that the Earmarked Reserves position was unworkable, given that it we had already committed £5500 from General Reserves to cover the difference between budget & precept. She stated that Earmarked Reserves were fixed pots of money set aside

for specific projects and that they could not really be used to 'top up' any budget overspends.

It was agreed to remove the Tree Works £5000 and that only £10000 be set aside by the Parish Council for the MUGA Project, with an additional £15000 ring-fenced from within the Solar Grant Fund pot, since this was a community capital project. The £10000 allocated for Roads & Traffic was to be reviewed once the 20mph Phase 1 Rollout had started in June 2022 to see if we still required additional speed cameras through the village.

As such the new reserves balance should read as:

Helford Carpark Trust	200.00
H&S	1,000.00
graveyard Contingency	3,905.00
Election Expenses	1,250.00
Solar Grant Fund	37,379.83
Burial Fees cfw	0.00
Small Business rates grant (Public Services)	8,785.24
Smaller Projects - specific funding	785.00
NDP - parish pot	2,565.45
MUGA Project	10,000.00
Tree Planting	0
Jubilee Reserve	5,000.00
Roads & traffic	10,000.00
TOTAL EARMARKED RESERVE	80,870.52
General Reserves	26,778.41

Cllr Moyle felt that any donation towards works at Carwinion Field needed to include provision to make the changing areas unisex as currently this does seem to be a 'male only' facility.

412.22F

TO DISCUSS ANY AND ALL NOTIFIED AUDIT REQUIREMENTS; TO INCLUDE SETTING THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2021/22 & THE RECEIPT OF THE INTERNAL AUDITORS REPORT

The suggested date for commencement of the public review is 17th June, allowing time for the PC to agree the Finance & Governance statement at the June meeting and to cover the Statutory period at the beginning of July.

The Internal Auditor's report was received and the points noted. This would be presented to the Full Parish Council to recognise at the next meeting.

413.22F **HEALTH AND SAFETY UPDATE INCLUDING THE ANNUAL GDPR AUDIT (to be completed on the evening)**

The clerk stated that there were minor ongoing H&S issues, mainly focussed on works that had been agreed but not yet done. The clerk then read through the pro-forma GDPR document and changes/ agreements were made for the last year based on her information.

It was proposed by Cllr Brooksbank, seconded by Cllr Moyle and
RESOLVED that the GDPR audit document be updated and recognised by Full Council
on a vote being taken the matter was approved unanimously

Meeting finished at 8.30pm

Signed: _____



(chair)

25th July 2022

Item 410.22F - revised budget April 2022

Mawnan Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts Budgeted	Payments Budgeted
Administration/Rent		4,870.00
Allowances		100.00
Bank Interest	100.00	
CIL payments		
CTS Grant	223.59	
Donations & Grants		5,080.00
Earmarked Reserves		
External Audit Fees		300.00
Graveyard	1,000.00	7,200.00
Insurance		800.00
Internal Audit Fees		225.00
Meeting Room Hire		350.00
Misc		
Parish Council Websites		100.00
Paths & Open Spaces	1,513.12	5,500.00
Precept	48,917.00	
Public Services		4,600.00
Publications		
Reclaimed VAT		
S19 - Carwinion Playing Field		7,000.00
S19 - Junior Playing Field		5,000.00
S234 (PH Act) - AED Grant		125.00
Salaries		16,500.00
Subscriptions		1,400.00
Training & Conference Fees		550.00
NET TOTAL	51,753.71	59,700.00

Inc £3000 moved from Solar grant into Donations