



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 25<sup>th</sup> JANUARY 2021 AT 7.00PM ONLINE VIA ZOOM.**

**PRESENT:** Cllrs Marsden (chair), Faiers, Nash & Toland

**ALSO PRESENT:** Mrs L Clements, clerk + Cllr Bradley

342.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

343.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

344.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

345.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 19<sup>th</sup> OCTOBER AND SUMMARY NOTES FROM 9<sup>TH</sup> DECEMBER 2020 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Faiers seconded by Cllr Nash and  
**RESOLVED** that the minutes of the meeting held on 19<sup>th</sup> October 2020 be approved and signed by the Chair. It was also agreed that the summary notes from 9<sup>th</sup> December were acceptable

on a vote being taken the matter was approved unanimously

346.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN** –none noted

347.21F **TO AMEND THE NUMBER OF COUNCILLORS NEEDED ON THE O&F COMMITTEE**

It was agreed to recommend that the number of members required on the O&F committee be returned to 5 (as per May 2018) with a quorate number of 3.

348.21F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES**

The clerk explained the noted issues; Admin/Rent – unexpected rates bill for parish office; Misc – line by line explanation included; Donations/grants – overspend due to pending Solar transfers. It was explained that previous agreements would see the Shortfall Grant spend of £2227.00 come from General Reserves and that there was £8948 to come back in from the Solar Grant by bank transfer.

It was proposed by Cllr Faiers seconded by Cllr Marsden and  
**RESOLVED** that the funding for the CET would be recommended to come from the Solar Grant funds as an extremely positive sustainable project for the wider community

on a vote being taken the matter was approved unanimously

349.21F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

The clerk explained that both the Internal Financial Controls and the Financial Risk Assessment had been amended to include sections relating to the limitations and restrictions posed by COVID working practices. She also explained that in some instances there was no realistic way to mitigate against those points noted as high risk, other than by keeping them in mind when undertaking regular work. She did point out that the loss of Cllr Prasad did mean that these documents were not regularly being assessed by anyone other than the clerk and that there should be a specific 'named councillor' appointed rather than leaving this catchall in place for too long.

It was proposed by Cllr Toland seconded by Cllr Marsden and  
**RESOLVED** that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by 'a named councillor' to occur

on a vote being taken the matter was approved unanimously

COVID restrictions are still placing a burden on the H&S functions of the parish, but are being dealt with as they happen. The clerk said because of the wider audience she now as thanks to more use of social media/ online meetings she is getting greater contact with the community to report minor issues and is able to get them dealt with before them become a problem. The toilets have been reopened and regularly cleaned and water consumption is being monitored weekly.

350.21F **CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

Cllr Marsden explained that the conversation with Memorial Hall on the addition of a parish office as part of the hall building (either an annex or by internal reconfiguration) had previously begun but had been curtailed with the onset of COVID restrictions last March. Tentative communications about the possibility of restarting these talks had been made just before Christmas to allow some basic design works to commence. Cllr Marsden had spoken to members of the Hall Committee and would like to ask M. Horman (architect) to draft some initial designs of a suitable office for us. £50,000 had been earmarked in the budget reserves for this project so he would like authority given to the discussion team to release limited funds from this to spend on design & planning. He would confirm costs with M. Horman and report back to the next Full parish meeting.

Cllr Toland said that the Hall already had plans for a larger project and asked if this were the case was redoing plans not a waste of money? Cllr Marsden said that this proposal was leaning towards an add-on to the existing building so was not part of their original plans but may need some agreement to incorporate it with them. Cllr Faiers then added that through his discussions with the MMH committee they were looking for financial help with their development works, some of which could be included within the design of the parish council annex (such as minor remodelling to the toilets & Rendlesham Room access).

It was agreed that Cllr Marsden, Faiers & the clerk be open to meeting with the MMH committee to discuss and the Cllr Marsden be given limited permission to funding to cover design plans from M Horman.

351.21F **CLERKS TRAINING REQUEST – SLCC PRACTITIONERS CONFERENCE (3 days online @ £75) & REGIONAL TRAINING SEMINAR (1 day online @ £45)**

It was proposed by Cllr Faiers seconded by Cllr Toland and

**RESOLVED** that the clerk should attend both events, arranging hours as necessary

on a vote being taken the matter was approved unanimously

352.21F **THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**

*The clerk was excused at this point and returned only to close the meeting*

353.21F **TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW.**

Cllrs Marsden & Faiers stated that they had undertaken the clerk's annual review

It was proposed by Cllr Faiers, seconded by Cllr Marsden and

**RESOLVED** that the clerk received a spinal point increase (taking her to spinal point 20 + 1 extra point for additional duties) as of 1st April 2021.

a vote being taken the matter was approved unanimously

354.21F **TO DISCUSS AN INCREASE TO THE PARISH PENSION PROVISION**

It was agreed that the parish would increase its pension commitment to 7% as of 1<sup>st</sup> April 2021

Meeting finished at 8.15pm