



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL
HELD ON MONDAY 24TH JULY 2023 AT 7.00PM IN THE RENDLESHAM ROOMS, MAWNAN MEMORIAL
HALL**

PRESENT: Cllrs Brooksbank (Chair), Moyle, Reid & Sadler

ALSO PRESENT: Mrs L Clements, clerk

463.23F TO RECEIVE APOLOGIES FOR ABSENCE -none noted

464.23F TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24

Due to current circumstances with the Chair/Vice Chair of the PC it was agreed to defer electing an O&F Chair until the October meeting when it was hoped there would be a clearer understanding of how things were sitting. Cllr Brooksbank was to remain chair until such time as he resigns.

465.23F MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS - -none noted

466.23F PUBLIC COMMENT ON ITEMS ON THE AGENDA -none noted

467.23F TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THIS COMMITTEE HELD ON THE 10th MAY 2023 AND THE CHAIRMAN TO SIGN THEM

Cllr Brooksbank thought that there had been some confusion with item 461.23F on the last minutes and that an agreement to take back the overspend made to the Trusts (due to a missed end of year cutting balancing invoice) was not made. It was discussed and agreed that this was not the intention made and that this paragraph/decision should be stricken from the minutes, with any resulting amendments to the accounts reversed.

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

RESOLVED that the minutes of the meeting held on 10th May 2023 be approved, subject to the above amendment, and signed by the Chair

on a vote being taken the matter was approved unanimously

468.23F TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.

The clerk explained that it was not legal for the PC to hold funds intended for a separate charity (the JPF Sinking Fund) – if these funds were for Trust works they should be transferred to the Trust and ringfenced there. It was agreed to transfer these to the JPF along with Part 1 of this year's grant. Note was made to Cllr Reid's concern that there was something intrinsically wrong with how the Trusts were being run and that consideration for legal expenses being incurred to remedy this needed to be included in any budgets.

There was also an explanation about the delay in opening a second Nationwide account as agreed at the last meeting. Nationwide had suspended new account opening and had only just reinstated this for existing customers with comparable accounts. The clerk raised concerns that with the already agreed budget /precept shortfall of £5745 (amended in April to likely be £8060) plus the need for an additional £6400 to cover the toilet refurbishments) opening an account for

£40,000 which would not be accessible for the 95 day notice period may put the parish under some level of financial duress. It was, however, agreed that provided there was sufficient review tying up £40,000 for this period should not raise any cashflow problems to the parish finances. The clerk had part of the paperwork signed but had forgotten to bring with her this evening. She would arrange to have this signed and forwarded asap.

469.23F REVIEW OF THE CURRENT BUDGET POSITION 2023-24 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN ESPECIALLY FOLLOWING THE INCLUSION OF NEW OFFICE COST CENTRE (including signing off on Q1 bank statements)

The clerk said that at present the budget appears to be balanced but that the inclusion of the New Offices Cost Centre (and the associated £35,000 budget allocation) caused a noticeable shortfall against income.

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

RESOLVED that the New Office be removed as an active Cost Centre, instead being designated as an Earmarked Reserve.

on a vote being taken the matter was approved unanimously

It was discussed and decided that the ringfenced funds of £35,000 would be noted but not transferred at present.

**Amended Budget Summary document attached to minutes- page 4*

470.23F TO DISCUSS THE EARMARKED RESERVES POSITION FOR 2023/24

The clerk stated that information received at the recent smaller councils meeting highlighted the fact that there were likely to be significant increases to the costs from Cornwall Council for elections (of approx. £4600 for a full voting process. Even in 2021, when no PC election was actually held costs were still £255, and would now be approx. £700) – this was due to the increase in postal votes uptake post lockdown, the increase in post costs and the extra manpower needed to administer this system. It was however thought to be a moot point at this time as there had been no elections called for the parish council in the last 15+ years.

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

RESOLVED that the Coronation Reserve be closed and all remaining funds transferred back to the General Reserve and the JPF Sinking Fund balance be given to the JPF for potential works.

on a vote being taken the matter was approved unanimously

The clerk explained that she was concerned about the level of Earmarked Reserves being held and not used for extended periods of time. She once again explained that an Earmarked Reserve effectively tied the money allocated to that specific project and should not really be used as a consideration for day to day budgeting. Whilst some holding ER were necessary (Election Expenses, CIL, Solar Grant) she asked that a statement accepting that Earmarked Reserves could be 'temporarily liquidated' to use for general expenses should it become necessary, as agreed with our accountants, be included in the minutes. After discussions it was felt that at this time, given that some of the funding was unlikely to be needed this financial year, such measures were unnecessary.

Cllr Brooksbank felt that the Solar Grant Fund was to be used to cover the costs incurred with the new office – the clerk said that a formal grant application would need to be made and agreed as

this was not our money to spend, but the parishes. She also reminded him that there was already an agreement that £25,000 be set aside for a contribution towards the MUGA project (also, pending a proper grant request). He then said that we would 'borrow' this funding to pay back in lieu of the rent/ PO expenses which would be saved. The clerk said that she would have to check with GreenNation if this was possible under the terms of the S106 agreement. As it had been agreed to create an ER for the New Office (without an active budget) earlier in the evening it was agreed that until such time as funds were needed to pay invoices on the table this matter would be deferred.

*Amended Reserves Position document attached to minutes – page 5

Meeting finished at 7.40pm

DRAFT

Budget Summary

Summary - Cost Centres Only (Between 01/04/2023 and 01/07/2023)

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration/Rent		15.85	15.85	4,680.00	2,121.62	2,558.38 (54%)	2,574.23
Insurance			0.00 (N/A)	800.00	785.27	14.73 (1%)	14.73
Meeting Room Hire			0.00 (N/A)	600.00		600.00	600.00
Internal Audit Fees			0.00 (N/A)	225.00	225.00	0.00 (N/A)	0.00
External Audit Fees			0.00 (N/A)	300.00		300.00	300.00
Parish Council Websites			0.00 (N/A)	60.00		60.00	60.00
Publications			0.00 (N/A)			0.00 (N/A)	0.00
Salaries		331.91	331.91	18,700.00	4,027.52	14,672.48 (78%)	15,004.39
Training & Conference Fees			0.00 (N/A)	700.00	65.00	635.00 (90%)	635.00
Allowances			0.00 (N/A)	100.00		100.00	100.00
Subscriptions			0.00 (N/A)	1,500.00	837.53	662.47 (44%)	662.47
Paths & Open Spaces	1,626.69		-1,626.69	5,500.00	1,178.31	4,321.69 (78%)	2,695.00
Public Services			0.00 (N/A)	7,500.00	1,144.82	6,355.18 (84%)	6,355.18
Misc			0.00 (N/A)			0.00 (N/A)	0.00
S19 - Carwinion Playing Field			0.00 (N/A)	8,000.00	1,395.00	6,605.00 (82%)	6,605.00
S19 - Junior Playing Field			0.00 (N/A)	6,000.00	494.70	5,505.30 (91%)	5,505.30
S234 (PH Act) - AED Grant			0.00 (N/A)	150.00		150.00	150.00
Donations & Grants			0.00 (N/A)	6,430.00	1,994.99	4,435.01 (68%)	4,435.01
Graveyard	1,000.00	450.00	-550.00 (-55%)	6,120.00	1,542.11	4,577.89 (74%)	4,027.89
Precept	53,200.00	26,600.00	-26,600.00 (-50%)			0.00 (N/A)	-26,600.00
CTS Grant			0.00 (N/A)			0.00 (N/A)	0.00
Bank Interest	100.00	133.25	33.25 (33%)			0.00 (N/A)	33.25
Solar Farm grant			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked Reserves		2,126.89	2,126.89		1,152.40	-1,152.40	974.49
Reclaimed VAT			0.00 (N/A)			0.00 (N/A)	0.00
New Parish Offices			0.00 (N/A)		117.00	-117.00	-117.00
NET TOTAL	55,926.69	29,657.90	-26,268.79 (-46%)	67,365.00	17,081.27	50,283.73 (74%)	24,014.94
Total for ALL Cost Centres		29,657.90			17,081.27		
V.A.T.		3,028.05			803.05		
GROSS TOTAL		32,685.95			17,884.32		

Mawnan Parish Council
Reserves Balance as of 01/08/2023
2023-2024

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>
Earmarked					
H&S	1,000.00				1,000.00
Graveyard Contingency	2,755.00	745.00			3,500.00
Election Expenses	1,250.00	250.00			1,500.00
Solar Grant Funding	41,500.26	-3,000.00			38,500.26
Burial Fees	3,850.00	-3,850.00	75.00	800.00	725.00
Small Business rates grant	8,785.24		7,219.70		1,565.54
Climate Group Work	785.00				785.00
JPF - sinking fund	1,705.55		1,705.55		0.00
MUGA Project	10,000.00				10,000.00
Coronation Reserve	66.87	-66.87			0.00
Roads & traffic	9,897.24	-7,397.24			2,500.00
CIL funding	3,796.74				3,796.74
MMH New Offices	35,000.00	-35,000.00	117.00		-117.00
Total Earmarked	120,391.90	-48,319.11	9,117.25	800.00	63,755.54
TOTAL RESERVE	120,391.90	-48,319.11	9,117.25	800.00	63,755.54
GENERAL FUND					37,348.10
TOTAL FUNDS					101,103.64