



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL  
HELD ON WEDNESDAY 6<sup>TH</sup> DECEMBER 2023 AT 7.00PM IN THE MAWNAN BOWLING CLUB.**

**PRESENT:** Cllrs Potter (Chair), Reid & Sadler

**ALSO PRESENT:** Mrs L Clements, clerk

**463.23F TO RECEIVE APOLOGIES FOR ABSENCE – Cllr Moyle**

**464.23F MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA, REQUEST  
DISPENSATIONS OR NOTE ANY GIFTS OVER £50** - none noted

**465.23F PUBLIC COMMENTS ON ITEMS ON THE AGENDA** - none noted

**466.23F TO NOTE THE PREDICTED EOY POSITION FOR 23/24**

The clerk explained that based on the need for the whole of the £35,000 set aside for the new offices to be used by the 31<sup>st</sup> March 2023 (as required by the MMH grant application rules) we would be left with slightly below £9000 at the end of the year – which included reserves. It was accepted that the works here, although paying for themselves over several years, would have an immediate impact on parish finances.

**467.23F TO DISCUSS THE INITIAL DRAFT BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING**

The clerk went through her budget proposal line by line and some minor alterations (funding for new office furniture, additional money into the grass cutting & toilet utilities lines) were included but it was agreed this was a fairly accurate budget. There were likely to be increases to the costs for rubbish bin collections (we were not even being offered a contract past August 2024 thanks to potential County contract changes) and the Open Spaces contract, which could not be completely quantified so a 'reasonable best guess' figures has been put in. However Cllr Reid felt that this budget did not reflect the current position of the parish council and the range of commitments it was facing in the near future and that a larger increase was necessary. He explained that to his calculations and in an ideal world we would need additional sums of:

- £1,000 to implement changes required by Martyn's law
- £1,000 to cover phase 2 of any Biodiversity Plan
- £10,000 to go towards any future planning advice fees (such as potential Inspector appeals)
- £44,500 to reinstate lost or liquidated Earmarked Reserves
- £23,000 to go towards improvement at the Playing Fields – either for legal advice on the position of the current management structure; basic ongoing maintenance & replacement of equipment or match funding towards JPF grants.

He did then accept that a single such increase was simply beyond consideration and that more realistically an increase of £24,000 (plus a £10,000 Solar Grant allocation) would be necessary to cover out immediate commitments in his view, made up of:

- £1,000 to Martyn's law prep
- £1,000 to any Biodiversity Planning
- £5,000 to go planning advice
- £9,000 to reinstate Earmarked Reserves
- £8,000 to the Playing Fields

This would give a budget of £84,900, which unfortunately the parish could not subsidise from General Reserves as had been done in previous years, so this would need to be covered in its entirety by a precept increase for the full amount. It would be a Band D property coming out to £75.30 – up £26p.a.

It was agreed that trying to make the differentiation between parish funds and those community funds being HELD by the parish was still not clear enough and that explicit explanations for the significant increase to the precept would need to be made, as once again the issues of the 'false perception' of the parish council's financial position due to the inclusion in our accounts of the increasing Solar Grant Fund (looking to be £47,000 in Feb) were noted.

Cllr Reid felt that we should be using the Solar Grant money without grants applications being received, if for the benefit of the wider community; the clerk said that this was not what the original S106 agreement stated. It was agreed that the clerk would send over to all members both Solar agreements and a copy of our grant policy for review, whilst also seeing if there was a way to remove the solar grant money from the PC account, without us relinquishing parish control of it.

**468.23F TO DISCUSS THE ANNUAL SOLAR GRANT ALLOCATION INTO THE BUDGET & PROPOSAL FOR FULL PARISH COUNCIL**

It was proposed by Cllr Potter, seconded by Cllr Sadler &

**RESOLVED** that the Parish Council contribute £2000 from this year's Solar Grant income to the 2024/25 Donation & Grants budget line

on a vote being taken the matter was approved unanimously

Agreed commitments against the Solar Grant Fund now stood at £15,000 (MUGA) & £10,000 (JPF match-funding).

**469.23F TO DISCUSS CURRENT/ FUTURE RESERVES**

It was agreed to leave discussions of the reserves until April as a greater portion of them will need to be liquidated to fund the new offices. The CIL, Burial Fees (rollover) & Solar Grant would be prioritised. Since they did not have an actual effect on the budget reports (other than in themselves) a decision on what reserves to carry forward to the new financial year would need to be agreed then as well.

**470.23F TO AGREE THE PRECEPT/ BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING**

It was proposed by Cllr Reid, seconded by Cllr Potter &

**RESOLVED** that the recommendations be that the Parish Council budget for 2024/25 would be set at £84,900. No additional funding from reserves could be applied this year.

It was proposed by Cllr Reid, seconded by Cllr Potter &

**RESOLVED** that the recommendations be that the Parish Council precept for 2024/25 would be set at £80,803

on a vote being taken both the matters were approved unanimously

meeting finished at 9.15pm

**item 467.23-**

Budget Proposals 24-25 budget.

11 December 2023 (2024-2025)

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

<b>Cost Centre</b>	<b>Receipts Budgeted</b>	<b>Clerks' Draft Payments Budgeted</b>	<b>Cllr Reid's Draft Payments Budgeted</b>
Administration/Rent	0.00	1,350.00	1,350.00
Insurance	0.00	790.00	790.00
Meeting Room Hire	0.00	600.00	600.00
Internal Audit Fees	0.00	225.00	225.00
External Audit Fees	0.00	315.00	315.00
Parish Council Websites	0.00	60.00	60.00
Publications	0.00	0.00	0.00
Salaries	0.00	18,750.00	18,250.00
Training & Conference Fees	0.00	550.00	550.00
Allowances	0.00	100.00	100.00
Subscriptions	0.00	1,650.00	1,650.00
Paths & Open Spaces	1,697.36	6,580.00	7,080.00
Public Services	0.00	6,700.00	7,300.00
Misc	0.00	0.00	0.00
S19 - Carwinion Playing Field	0.00	8,000.00	8,000.00
S19 - Junior Playing Field	0.00	6,000.00	11,000.00
S234 (PH Act) - AED Grant	0.00	150.00	150.00
Donations & Grants	0.00	2,150.00	2,150.00
Graveyard	0.00	5,830.00	5,830.00
Precept	*80,803.00	0.00	0.00
CTS Grant	0.00	0.00	0.00
Bank Interest	400.00	0.00	0.00
Solar Farm grant	0.00	0.00	0.00
Earmarked Reserves	2,000.00	0.00	9,000.00
Reclaimed VAT	0.00	0.00	0.00
Advisory Fees	0.00	0.00	10,000.00
Parish Office Project	0.00	0.00	500.00
<b>NET TOTAL</b>	<b>84,900.36</b>	<b>59,800.00</b>	<b>84,900.00</b>

\*Proposed Precept of £80,803 + confirmed income from Cllr Reid proposals = budget requirement

Cllr Reid's suggested increases:

	<b>Ideal scenario</b>	<b>Realistic option</b>
	£	£
Replenish financial reserves	44,500	9,000
Planning advice/representation	10,000	5,000
Legal advice on Trust management	3,000	3,000
Junior Playing Field - increase in spending	5,000	5,000
Junior playing field matched funding	15,000	10,000*
Terrorism Act preparations	1,000	1,000
Biodiversity Act – Prepare plan for year 2	1,000	1,000
<b>Total</b>	<b>79,500</b>	<b>34,000</b>
Funded from Precept	79,500	24,000
Funded from Solar Grant		10,000*