



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 23<sup>RD</sup> JANUARY 2023 AT 7.00PM IN MAWNAN BOWLING CLUB**

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

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

441.23F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Moyle

442.23F **MEMBERS TO DECLARE DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY EXCEEDING £50 & TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS** - none noted

443.23F **PUBLIC COMMENTS ON ITEMS ON THE AGENDA** – none noted

444.23F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THIS COMMITTEE HELD ON THE 24<sup>TH</sup> OCTOBER 2022 AND 15<sup>TH</sup> DECEMBER 2022 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Brooksbank, seconded by Cllr Sadler and  
**RESOLVED** that the minutes of the meetings held on 24<sup>th</sup> October & 15<sup>th</sup> December 2022 be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

445.23F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Cllr Reid questioned the position with regards to sourcing funding for the MUGA – he was concerned that no actual figures had been provided covering the future maintenance and upkeep costs. As he stated the Trusts had almost no income and the requirement for maintenance of the buildings now under our remit was something that could not be ignored and that the small amount agreed to be put into annually into a 'sinking fund' would not be adequate. Cllr Brooksbank confirmed that we have already agreed to provide a small sinking fund and this should hopefully increase over time.

The question of if the village was being fully consulted as to 'what it needed' was raised – this was tied to the likes of the zipwire in the JPF & the MUGA.

446.23F **REVIEW OF COST IMPLICATIONS TO AMENDMENT TO GRAVEYARD MAINTENANCE CONTRACT UNTIL JULY 2024**

The clerk presented that additional costs (£1605 p.a) from R Egerson associated with the changes made to the graveyard contract as discussed in December. However she felt that some of the items were being duplicated within the contract already and needed further review. It was agreed that this kind of increase was simply not feasible and that at most an £500 extra could be considered.

It was proposed by Cllr Brooksbank, seconded by Cllr Reid and  
**RESOLVED** that the clerk & Cllr Brooksbank meet with Robbie again to discuss the outstanding questions and discuss the level of costed extras

on a vote being taken the matter was approved unanimously

447.23F **UPDATE OF DISCUSSIONS WITH THE MMH AS REGARDS FUTURE OFFICE ACCOMMODATION AND TO AGREE REPRESENTATIVES TO TAKE THESE FORWARD.**

This item had already been raised at Full Council but it was agreed here that a full agenda for the works be considered. It was discussed and agreed that Cllr Reid & Brooksbank move this forward with a meeting with the Hall Committee to flesh out what were the expectations and a clear view of the works path.

448.23F **REVIEW OF CURRENT BUDGET POSITION 2022/23 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

Cllr Brooksbank had some queries on the projected end of year position and was not convinced that the reports being presented showed the best information. He was unhappy with the projected year end figure of £67,000 being more than the original budget + agreed general reserves overspend of £4600. The clerk was aware that spending from Earmarked Reserves (not part of the budget) was included in this report, so could affect the figures being read. The clerk was to once again try to get Cllr Brooksbank permissions to access the finance software.

449.23F **INTERNAL AUDIT REVIEW & UPDATE**

The clerk said that there were no actual points of note in the Internal Audit, only 3 suggested items;

- i. Signing invoices before uploading- since most invoices were now received via email the clerk was affixing dated electronic signatures to them before uploading, rather than printing them out to sign, scan and upload, (which she was agreed to be a waste of resources)
- ii. Annotating transaction numbers on burial receipts – this was difficult, so the burial receipt number was being put on the SCRIBE transaction
- iii. Travel Costs as 'other expenditure' - the clerk had been through and revised all of the associated cost codes to reflect this change.

450.23F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

The clerk explained that many of the changes to both the Internal Financial Controls & the Financial Risk Assessments were the removal of those items specific to COVID measures. Review of specifically the 'high risk' items within the FIC was done, with the clerk highlighting the fact that a general reminder from the Chair explaining that individual councillors did not have the right to change works specs in conversation with contractors when assessing/reviewing the works being done.

On the Financial Risk Assessment it needed to be noted that VAT is now not listed on the monthly bank reconciliation. Other smaller items of clarification (highlighted in yellow) were also noted.

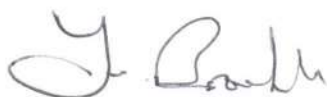
It was proposed by Cllr Brooksbank, seconded by Cllr Reid and

**RESOLVED** that the Internal Financial Controls & Risk Assessments be adopted with regular in year review to be undertaken by Cllr Brooksbank

The clerk explained that although there were some items of H&S concern many were in the process of being addressed (public toilets, JPF equipment ,parish noticeboard).

Meeting finished at 8.15pm

Signed: \_\_\_\_\_



10<sup>th</sup> May 2023

(chair)

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+- Under/over spend
Administration/Rent		2.72	2.72 (272%)	4,870.00	4,106.87	763.13 (15%)	763.85
Insurance			0.00 (N/A)	764.65	764.65	0.00 (N/A)	0.00
Meeting Room Hire			0.00 (N/A)	350.00	200.99	149.01 (42%)	149.01
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	0.00 (N/A)	0.00
Parish Council Websites			0.00 (N/A)	100.00	57.39	42.61 (42%)	42.61
Publications			0.00 (N/A)			0.00 (N/A)	0.00
Salaries		210.67	210.67 (21067%)	16,500.00	12,765.48	3,734.52 (22%)	3,734.52
Training & Conference Fees			0.00 (N/A)	550.00	235.00	315.00 (57%)	315.00
Allowances			0.00 (N/A)	100.00		100.00 (100%)	100.00
Subscriptions			0.00 (N/A)	1,400.00	815.53	584.47 (41%)	584.47
Paths & Open Spaces	1,513.12	1,513.12	0.00 (N/A)	5,500.00	2,929.40	2,570.60 (46%)	2,570.60
Public Services		44.71	44.71 (4471%)	4,600.00	5,093.13	-493.13 (-10%)	-448.42
Misc		5.70	5.70 (570%)		63.37	-63.37 (-6337%)	-57.67
019 - Canynion Playing Field			0.00 (N/A)	7,000.00	4,869.96	2,130.04 (30%)	2,130.04
019 - Junior Playing Field			0.00 (N/A)	5,000.00	5,347.00	-347.00 (-6%)	-347.00
0234 (PH Act) - AED Grant			0.00 (N/A)	125.00	125.00	0.00 (N/A)	0.00
Donations & Grants			0.00 (N/A)	5,080.00	5,105.47	-25.47 (-0%)	-25.47
Graveyard	1,000.00	2,575.00	1,575.00 (157%)	7,200.00	5,166.39	2,033.61 (28%)	3,608.61
Precept	48,917.00	48,917.00	0.00 (N/A)			0.00 (N/A)	0.00
CTS Grant	223.59	223.59	0.00 (N/A)			0.00 (N/A)	0.00
Bank Interest	100.00	38.08	-61.92 (-61%)			0.00 (N/A)	-61.92
Earmarked Reserves		3,284.29	3,284.29 (328429%)		6,539.12	-6,539.12 (-65391%)	-3,254.83
Reclaimed VAT			0.00 (N/A)			0.00 (N/A)	0.00
<b>NET TOTAL</b>	<b>61,763.71</b>	<b>68,814.88</b>	<b>6,051.17 (9%)</b>	<b>68,864.86</b>	<b>64,709.76</b>	<b>4,954.90 (8%)</b>	<b>10,016.07</b>
<b>Total for ALL Cost Centres</b>		<b>56,814.88</b>			<b>54,709.75</b>		
<b>V.A.T.</b>		<b>2,303.38</b>			<b>3,252.40</b>		
<b>GROSS TOTAL</b>		<b>58,118.26</b>			<b>57,962.15</b>		