



MINUTES OF THE MAWNAN PARISH COUNCIL FINANCE COMMITTEE  
MEETING HELD ON WEDNESDAY 11<sup>TH</sup> DECEMBER 2024 AT 19.30 IN THE  
MAWNAN MEMORIAL HALL.

PRESENT Cllrs Reid, Biggin, Bates, Moyle, Potter and Clerk.

**1) TO RECEIVE APOLOGIES**

- a. Cllr Sadler

**2) MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS**

- a. None

**3) FINANCIAL POSITION FOR YEAR AND PREDICTED SPEND UP TO MARCH 25**

- a. Taking the previous years spending into account we predict a further £29k pf spending. With £9000 going into reserves as per the 24-25 budget this leaves £8k for contingency and any other costs between now and April 4<sup>th</sup>.

**4) BANK POSITIONS FOR PC AND TRUST ACCOUNTS**

- a. We still don't have access to the CPFT account nor the reserves account. This needs to be sorted asap. The clerk has completed the forms for Lloyds and is waiting to hear from them to confirm her access.

**5) RECEIVE PROPOSED BUDGET FOR 25/26**

- a. All figures take into account the previous years spending plus an allowance for inflation at 4.5%. Inflation has only been applied to the costs that will be vulnerable to it. Existing contracts that don't allow for inflation have been excluded from the 4.5% increase.
- b. The cost of £120 per month for IT support was deemed as high by Cllr Bates. PC decided to keep it for 6 months to see if it is worth the money and reflect on the usage of the contract. It is vital when the PC does have issues that they can be resolved. The clerk does not have enough time to investigate technical issues within her hourly allowance per week nor is she an expert in PCs and Microsoft Sharepoint.
- c. The website needs updating and there is a small budget set aside for social media this year.
- d. The PC leaflet needs updating- some text is irrelevant or out of date. Pictures need updating and some are so compressed they need changing. The cost of this leaflet printing needs to be investigated.
- e. NI has increased as has the Clerk wage- this has been taken into account into the new budget.

- f. £10k which was set aside in the current years budgets for the actions below has not been used.
  - i. the implementation of Martyns' law (£1000);
  - ii. Biodiversty planning (£1000);
  - iii. planning advice (£3000);
  - iv. general legal (£3000)
- g. Legal costs in the 25-26 budget may need to be rethought based on the recent appeal decision for the Meudon Hotel and planning being granted- APP/D0840/W/24/3344255
- h. Regarding cleaning of the toilets and JPF and CPF the clerk needs to conduct weekly inspections of these areas to ensure contract obligations are being fulfilled.
- i. All maintenance contracts will be reassessed when they come to an end and reworded to include the entire maintenance of the designated areas rather than specified tasks i.e some weeding in the graveyard is currently not within the contract. The contract should include all maintenance within a certain area to avoid any confusion or extra costs to the PC.
- j. Need clarity on the bins being emptied by the Biffa contract.
- k. The budget for 25-26 looks different to the previous one due to costs being clearly labelled and apportioned out in a more specific and structured format. For example grass cutting has been split out amongst areas so we can see how much each area i.e JPF is costing.
- l. CIL funded the JPF zipwire repairs.
- m. Cllr Bates commented that she believed there was £30k earmarked for the MUGA and it is not in the budget being proposed. Cllr Reid replied that there is no record of this but there will be a public consultation on the MUGA. Cllr Potter stated it was £15k, and whoever was managing the money previously had not ring-fenced it and put it aside. Because the project went nowhere due to no responses to the tender process, Cllr Potter commented that commitment should be paused until the situation becomes more clear. Cllr Bates replied that this is unsatisfactory and she is hurt the way her son, Kevin Bates has been treated throughout the process and that she believed it has been underhand. She believed communication has not been conducted properly. Cllr Bates continued that she does not understand why the PC is starting from scratch initiating with a public consultation when so much work has already been done by certain members of the parish and others from the football club.
- n. Cllr Bates then announced her resignation from the parish council due to how she believed the MUGA situation has been conducted. Other Cllrs asked her to stay and voiced how sorry they are to see her leave. Cllr Moyle asked her to stay and said how valuable she is to the PC. She left the meeting deciding to think about whether to stay or not.
- o. JPF project for the new playground- work loan predictions may need to be reworked as the loan may be needed for longer, grant funding tranches may be released differently to our predictions. JPF costs will be reworked once the final conversation with Earth Wrights has taken place on Friday based on their incorporation of community feedback. Match

funding will be 10% of total costs up to a maximum of £30k. Future budgets will need to take into account the maintenance of the JPF and the rebuild of it in 20 years.

- p. Public consultations budget needs to be increased from £2k to £11.5k to take into account the MUGA, Highways and any other projects that may arise.
- q. A public consultation on the MUGA could include the field next door to CPF and the desire for the PC to purchase this land for community use. A feasibility study would then need to be undertaken. This would be extensive due to costs involved in developing this land.
- r. The size of increase in the precept demand will need to be explained to the public on the parish council's website. The PC is undertaking some major infrastructure projects from now on and these need to be detailed to the public so they are aware of why the precept is being increased.
- s. £100 for footpath repairs was removed.

CLlr Reid proposed to accept budget, including any amendments that need to be made, CLlr Moyle seconded, resolved to accept budget. All councillors in favour.

Action:

- Clerk to look at leaflet and make any changes needed
- Clerk find out costs for printing of leaflet
- CLlr Biggin to ask Exeter university for a quote to compare costs.
- Clerk to draft something to put on PC website to explain increase in precept
- Clerk to research what the solar grant and CIL payments can be used for
- Clerk to seek clarity on Biffa bins contract

**6) ITEMS FOR INCLUSION AT THE NEXT FINANCE MEETING**

- a. Review of bank access situation and reserves bank account.

**7) DATE & TIME OF NEXT MEETING: TBC 2025**

---

**X**

Guy Potter  
Chair

Date

DRAFT