



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 10<sup>TH</sup> JULY 2017 IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL**

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

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

**152) TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2017/2018**

It was proposed by Cllr Nash, seconded by Cllr Marsden and  
**RESOLVED** that Cllr Faiers is elected as Chair  
on a vote being taken the matter was approved unanimously

**153) TO RECEIVE APOLOGIES FOR ABSENCE**

None noted.

**154) PLANNING ITEM: TO CONSIDER A NON-MATERIAL PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL**

**Ref. No: – PA17/05275**, Trelawne Hotel Maenporth Road

It was proposed by Cllr Marsden, seconded by Cllr Faiers and  
**RESOLVED** that the Parish Council support this application

on a vote being taken the matter was approved unanimously

**155) 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 £25**

None noted

**156) TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**

None noted

**157) PUBLIC COMMENT ON ITEMS ON THE AGENDA**

None noted

**158) TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 10<sup>TH</sup> APRIL 2017 AND THE CHAIRMAN TO SIGN THEM.**

It was proposed by Cllr Marsden seconded by Cllr Moyle and  
**RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> April 2017 be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

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

Pavement/ stones outside St Anne's – planned for autumn when ground is softer.

**160) REVIEW OF CURRENT BUDGET POSITION 2017/18 (1st quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES**

Earmarked Reserves - Helford Carpark Trust. Previous discussion about handrail up steps outside Helford Passage back to Durgan or extra cuts of gorse/blackthorn in 1<sup>st</sup> field.

Road to Bar Beach – needs to be kept tidy as cut last year highlighted it had been left to overgrow.

Graveyard – cremated remains & memorials. Refer to full committee to discuss.

**161) REVIEW OF BANKS ACCOUNT SIGNATORIES – TO DISCUSS ADDITIONAL NAMES**

It was proposed by Cllr Moyle, seconded by Cllr Nash and

**RESOLVED** that Cllrs Marsden & Faiers be added a bank account signatories to all accounts

on a vote being taken the matter was approved unanimously

**162) TO CONSIDER INVESTMENT OF FUNDS IN A FIXED TERM DEPOSIT AT LLOYDS BANK.**

The clerk noted that we were hovering around the £85,000 mark guaranteed by the FSCS at Lloyds. Given the poor interest in any account it was deemed unnecessary to think about investing at present. It was agreed she investigate opening a building society account for the Solara Grant monies and return this info to the September meeting.

**163) TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2017/18.**

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

**RESOLVED** that the list of current direct debits is accurate and should continue

on a vote being taken the matter was approved unanimously

**164) TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2017 including annual review of Health & Safety (via risk assessment). Policies for review:**

<b>Document</b>	<b>Changes proposed</b>
<i>Financial Regulations,</i>	No changes - accept for 2017/18
<i>Standing Orders</i>	No changes - accept for 2017/18
<i>Safeguarding Policy</i>	No changes - accept for 2017/18
<i>Planning Protocol (paperless)</i>	To replace planning protocol - accept for 2017/18
<i>Reporting of Accidents &amp; Incidents Policy</i>	changes to clarify the position of the council requested
<i>Code of Practise for Handling Complaints</i>	Change to cover the notice of verbal complaints sent to the chair/vice chair asap (as were written complaints)
<i>Work Related Driving policy</i>	removed and included as part of the clerk's contract (8.2)
<i>Office Member Protocol</i>	Changes accepted

<i>Disciplinary</i>	New model document accepted
<i>Grievance Policy</i>	New model document accepted

It was proposed by Cllr Moyle, seconded by Cllr Marsden and  
**RESOLVED** that the policies (with associated changes) listed be adopted

on a vote being taken all of the above policies/procedures were approved unanimously

The clerk noted that there were very few items on the Health & Safety risk assessment differing from last year. The most obvious being a councillor was needed to verify bank statements/ payments since Peter Robinson had retired.

It was proposed by Cllr Marsden, seconded by Cllr Faiers and  
**RESOLVED** that the Risk Assessment Schedule 2017 be adopted as stands.

on a vote being taken the matter was approved unanimously

**165) TO SET GUIDELINES FOR POLICY REVIEWS - to change to an annual review of Financial Regulations, Standing Orders & Safeguarding only. All others 3 yearly review or as notified of statutory changes.**

It was proposed by Cllr Nash, seconded by Cllr Faiers and  
**RESOLVED** that policies are now to be reviewed every 5 years except where statutory notifications are made.

on a vote being taken the matter was approved unanimously

**166) REVIEW OF TRUST (jpft & cpft) FINANCES & SPENDING FOR PERIOD TO 30<sup>TH</sup> JUNE 2016**

The clerk made the committee aware that she was intending to request an 18 month financial period at the next Trusts meeting to bring all accounts parallel and thus remove this issue with parish council grants funding explanations. It was accepted that the current review papers were not adequate but did provide a true record of expenses.

**167) HEALTH AND SAFETY UPDATE**

Cllr Faiers brought up the ongoing need for better parish offices. It was agreed to put this onto the next parish council agenda since it could have an impact on quotes being received for toilet refurbishments.

Cllr Bate was to be asked to make sure that he had a report ready on the Carwinion Play Wall for the next full meeting.

**168) 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.**

**169) TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW.**

It was agreed that Cllrs Marsden & Faiers would complete the clerk's performance review next week. It was noted that, if progression was agreed to, the clerk would be at the top of the scale relevant to her assessed job standard and would not receive further point increases, only "cost of living".

**Other matters** - emergency helicopter landing sites. Cllr Faiers noted that the air ambulance had already made calls to register suitable landing sites (the clerk said she had logged Carwinion Field as one that could be used and though there was another around Glendurgan/ Trebah) and asked if there was a register of sites available so we could try to get some alternatives provided, suggesting contacting the golf club.

Cllr Moyle asked if the postcode of the allotments could be sourced, so they could have a sign put up there in case of emergencies. (TR11 5ER)

Cllr Marsden to remind Penny Hodgson (area ranger) about Footpath 15 – trees removed but path surface very poor.

Meeting finished at 7.55pm