

7TH October 2019



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Tuesday 15th October 7.00pm The Rendlesham Room, Mawnan Memorial Hall, Mawnan Smith.

Yours faithfully,

**Lisa Clements
Clerk to the Council**

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. 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**
- 3. TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
- 4. PUBLIC COMMENT ON ITEMS ON THE AGENDA**
- 5. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 15th JULY 2019 AND THE CHAIRMAN TO SIGN THEM**
- 6. TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 7. REVIEW OF CURRENT BUDGET POSITION 2019/20 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**
- 8. TO UNDERTAKE THE ANNUAL REVIEW OF CHARGES FOR THE COMMUNITY GRAVEYARD & RECEIVE FURTHER INFORMATION ON SETTING UP THE NEW BANK ACCOUNT (including details of the Government Childrens' Fund)**
- 9. PRECEPT SETTING FOR 2020/21 – INTIAL THOUGHTS & PROPOSALS PRIOR TO 1st STAGE COLLATION (including any possible projects; review of solar grant awards to Community Projects, extra rubbish bins).**
- 10. TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING PRIOR TO DECEMBER FULL COUNCIL MEETING.**
- 11. TO RECEIVE INFORMATION IN REGARDS TO SETTING UP A SECOND SAVER ACCOUNT FOR PARISH RESERVES**
- 12. TO REVIEW ANY CHANGES TO THE FINANCIAL REGULATIONS AS NOTED BY CALC**

- 13. TO CONSIDER INFORMATION ON UNDERTAKING DBS (POLICE CHECKS) ON MEMBERS AS PART OF SAFEGUARDING**
- 14. SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS**
- 15. CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**
- 16. TO DISCUSS A CHANGE TO SCHEDULED MEETING DAY/DATES OF THE O&F COMMITTEE**



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 15TH JULY 2019 AT 7.00pm IN THE RENDLESHAM ROOMS, MAWNAN MEMORIAL HALL

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

ALSO PRESENT: Mrs L Clements, clerk

285.19F **TO RECEIVE APOLOGIES FOR ABSENCE** - none

286.19F **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2019/2020**

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

RESOLVED that Cllr Marsden is elected as Chair

on a vote being taken the matter was approved unanimously

Cllr Faiers thanked the rest of the members for their support and assistance over the last year, especially given the increased requirement being put to this committee.

287.19F **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.

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

RESOLVED that the amount be increased to £50.00

on a vote being taken the matter was approved unanimously

288.19F **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
None noted

289.19F **PUBLIC COMMENT ON ITEMS ON THE AGENDA**
None noted

290.19F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 22ND JANUARY AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Moyle seconded by Cllr Prasad and

RESOLVED that the minutes of the meeting held on 22nd January 2019 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

291.19F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

The clerk reported that the AGAR (annual return) submission had been accepted and to date no comments made. The two missing names from the last minutes (where the clerk was excused from the meeting) were agreed & added.

The bank mandate was still being process – the clerk would check again to see where it stood. All signatories were correct at this time; it was just electronic access that needed changing.

292.19F **REVIEW OF CURRENT BUDGET POSITION 2019/20 (1st quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

Cllr Faiers asked for an explanation on the MISC line – the clerk said this now contained a line for future office expenses, as there had been no formal agreement where these would come from as yet and a new line here seemed the most logical place at present.

Cllr Marsden asked about the new Graveyard account – the clerk said she was having problems as some banks viewed this as a Treasurers account (it being for a parish council) some as a Business (although it had no profits) and were providing contradictory information. She was also awaiting TBS's new business account to open later in the summer (they given some of the highest interest rates) and would bring something back for a decision at the next meeting.

It was proposed by Cllr Faiers, seconded by Cllr Prasad and **RESOLVED** that the information as presented shows a true and accurate financial position

on a vote being taken the matter was approved unanimously

293.19F **TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2019/20.**

Cllr Moyle asked that the clerk investigate how much is paid in sewerage and if a reclaim for surface water was applicable.

It was proposed by Cllr Faiers, seconded by Cllr Nash and **RESOLVED** that the list of direct debits as provided by the clerk is accurate and should continue

on a vote being taken the matter was approved unanimously

294.19F **TO RECEIVE INFORMATION TO APPLY FOR A BUSINESS DEBIT CARD (in the name of the clerk, with restrictions)**

It was discussed and the clerk was to find out if a limit of spend in any one month of £5000 could be set. It was also agreed that the clerk should consult with the chair/vice chair before making any spends on the debit card and a log of use maintained (with invoices/confirmations).

It was proposed by Cllr Moyle, seconded by Cllr Marsden and **RESOLVED** that an application for a Parish Council debit card be put in (for the clerk as primary user) if the above £5000 could be confirmed

on a vote being taken the matter was approved unanimously

295.19F **TO RECEIVED QUOTES FOR THE RENEWAL OF ELECTRICITY FOR PUBLIC CONVENIENCES**

The clerk confirmed that lights were being switched to LEDs where possible, but that the fluorescent tubes were proving more difficult and may need completely replacing.

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

RESOLVED that the contract for electricity in the Public Conveniences be awarded to EDF on a 2 year contract with a full review based on "green considerations" taking place during this period

on a vote being taken the matter was approved unanimously

296.19F

TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2019 including annual review of Health & Safety (via risk assessment). *Policies for review:*

- Standing Orders – *updates in respect to new model modifications*
- Financial Regulations – *annual review, no changes*
- Safeguarding Policy – *annual review, no changes*
- Office Member Protocol – *inclusion of GDPR policies & general updates*
- Health & Safety Policy & H&S Risk Assessment – *amended as per HSE guidelines*

The clerk apologised but she had not done the annual H&S checks at present – but would have for the next meeting.

Cllr Faiers thought that we should be undertaking DBS (police) checks for all councillors & employees. The clerk agreed to look into the current county council position on this.

It was proposed by Cllr Marsden, seconded by Cllr Faiers and **RESOLVED** that the above policies/protocols be accepted (with the noted minor changes)

on a vote being taken the matter was approved unanimously

To remove policies from general use:

Home Working Policy; Asbestos Policy; Hand, Arm and Whole Body Vibration Policy; Noise Policy; Work Equipment Policy; Working at Height Policy

(those policies relating to the work of contractors to be integrated in a health & safety statement requirement for all works undertaken on behalf of the parish council)

It was proposed by Cllr Faiers, seconded by Cllr Prasad and **RESOLVED** that the listed policies be removed from general use and a requirement for a Health & Safety Statement be included with all successful contracts.

on a vote being taken the matter was approved unanimously

297.19F

SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS

Cllr Faiers explained that a S25 letter had been sent to the MCA Trustees and the replies were being received by the solicitor. The next step was for the working committee for Cllrs Toland, Prasad & Faiers (+ clerk) to arrange a first meeting to begin negotiations – Cllr Faiers felt that early September would be the best time and agreed to ring to arrange this.

Cllr Marsden was still concerned that the MCA expected to have a significant number of their members involved in the negotiation but Cllr Faiers said that this would be brought up with them when the invitation was issued.

298.19F

CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS (inc. initial draft details on planning application, funding strategy & proposal for public consultation)

Cllr Marsden explained that the planning application had been delayed as we required additional site maps (showing the exact location on the building & its relationship to the main road) along with exterior elevations, which had been requested from KES Group.

Cllr Prasad requested sight of the written specification for the building. It was explained that since much of the preliminary work had taken place online or over the phone and required a narrowing down of the original general "outside office" specification based on supplied information it was almost impossible to have a specific specification to hand. We have narrowed down the building requirements through close liaison with KES Group to a steel frames modular building with a life expectancy of 50 years that could serve as a community facility. It was agreed that a written timeline / explanation of the process along with details of online quotes & discussions be forwarded to the clerk to form part of the project history.

Cllr Prasad then requested to know why we did not issue a tender specific to the design specification we now had, using the plans and drawings provided to us by KES Group. It was explained by Cllr Faiers that this would be against copyright, using plans created by another group as they were their intellectual property. Cllr Prasad did not feel that this was sufficient reasoning as the plans were very simple.

Cllr Moyle said that since various buildings and companies had been reviewed and used to narrow down the exact product we needed it would have been impossible to issue a tender document earlier (or even request a quote) since it was so specific in nature and was open to much change as being drafted up.

Cllr Marsden explained that since much of the preparation/groundworks costing could not be finalised until the planning application had gone through it was impossible to provide serious, considered expenses until then.

Cllr Nash said that we needed to know exactly what we were going to spend to be able to justify why to the rest of the council and parish alike. The clerk said it was important that a properly costed "business plan" for the project be presented to both the parish council and the residents to allow a considered decision on the future of the project. Cllr Prasad referred back to a set of figures sent out by the clerk in June (which was clearly referred to in the minutes as provisional) which he had updated. When asked by Cllr Marsden if he would join the project team working on the finances he rejected it outright as it was "not something he did".
(Cllr Moyle left at 8.50pm)

It was discussed and agreed that any comments on the Planning Application should only refer to putting an office on the site, not how (or even if) it would be funded and that a full public consultation on the plans would happen once we had finalised a full budget (likely in early September).

299.19F

TRAINING REQUESTS BY THE CLERK –Website accessibility (online) £60 & regional SLCC training event £90; Budget & Financial Control + Financial Implications of a sole trustee (CALC) £65 x2 – clerk + Cllr Prasad

It was proposed by Cllr Faiers, seconded by Cllr Marsden and **RESOLVED** that the training requests presented be approved (Budget & Sole trustee booking pending a full course description).

on a vote being taken the matter was approved unanimously

300.19F

HEALTH AND SAFETY UPDATE

The clerk reported a tree issue on Grove Hill, where a tree previous reported was struck by a tractor trailer on Sunday and limbs shed into the carriageway. A neighbour came out and cleared up with both themselves and the clerk ringing Highways on Monday morning to have the tree assessed. The property owners would be notified (although the current owner is not in residence) and given 14 days before statutory works were carried out by Highways to remove the rest of the affected limbs.

Next meeting 14th October 2019 @ 7pm in the Rendlesham Room (TBC)

Meeting finished at 9.05pm

DRAFT

Bank Reconciliation - Q2 (Jul to Sept)			
Council Name:	Mawnan Parish		
Prepared by:	Mrs Lisa Clements(clerk & RFO)		
Date:			
Closing Balance Q1			£105,651.54
Balance per bank statements as at: 30.9.19		£	£ Total
Current Account - Lloyds		£18,792.26	
Deposit Account - Lloyds		£63,458.57	
95 Day Saver Account - Nationwide		£32,116.56	
			£114,367.39
Less: any un-presented cheques (normally only current account)			
Cheque number	2778	£300.00	
	2824	£150.00	
	DD	£75.90	
			£525.90
Add any unbanked cash at: 30/09/19			
Net bank balances as at: 30/9/19			£113,841.49
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows			
CASH BOOK			
Opening Balance			£100,397.83
Add: Receipts in the year			£50,663.56
Less: Payments in the year			-£37,219.90
Closing balance per cash book [receipts and payments book] as at end of month (must equal net bank balances above)		£113,841.49	amount we have on hand @ bank

Budget Tracking for the Year 2019/20							Ma
please note totals are CUMULATIVE not period based							
				Q1	Q2		
	End of Year 2018/19	2019/20 FINAL	2019/20 Q1 revised budget	Ytd 30/6/19	Ytd to 30/9/19	% spent of budgeted (revised)	2019/20 projected end of year
Income							
Precept	£42,760.00	£44,470.40	£44,470.40	£22,235.20	£44,470.40		£44,470.40
CTS Grant	£678.24	£617.44	£617.44	£307.39	£614.77		£614.77
CC - Footpaths/SWCP/Weeding	£1,416.50		£1,450.00	£0.00	£0.00		£0.00
Bank Interest	£296.12		£300.00	£108.79	£116.95		£230.00
Misc	£557.95		£1,000.00	£1,200.00	£1,585.83		£2,000.00
publications	£775.56		£0.00	£0.00	£0.00		
Graveyard	£5,225.00		£4,500.00	£1,100.00	£2,300.00		£4,000.00
Solar Farm	£6,875.00		£6,500.00	£0.00	£0.00		£6,500.00
NDP grant	£5,117.00		£3,883.00	£0.00	£0.00		
VAT Reclaimed & received	£2,197.28			£1,575.61	£1,575.61		£2,250.00
Total Income	£65,898.65	£45,087.84	£62,720.84	£26,526.99	£50,663.56		£60,065.17
Expenditure							
VAT paid (total in year)	£3,159.22			£1,365.90	£2,387.94		£4,000.00
Administration/Rent	£4,854.58	£4,600.00	£5,000.00	£1,907.94	£2,154.99	43.1%	£4,550.00
Insurance	£744.67	£800.00	£800.00	£722.46	£772.46	96.6%	£772.46
Meeting Room Hire	£309.00	£425.00	£425.00	£0.00	£232.00	54.6%	£450.00
Internal Audit Fee	£225.00	£250.00	£250.00	£225.00	£225.00	90.0%	£225.00
External Audit Fee	£300.00	£300.00	£300.00	£0.00	£300.00	100.0%	£300.00
Parish Council Website	£60.38	£100.00	£100.00	£0.00	£0.00	0.0%	£50.00
Publications	£1,177.14	£0.00	£0.00	£0.00	£0.00		£0.00
Salaries	£13,256.07	£12,620.00	£13,708.40	£3,358.99	£7,016.82	51.2%	£13,980.00
Training & Conference Fees	£122.91	£1,000.00	£1,000.00	£9.37	£149.37	14.9%	£350.00
Chairman's Allowance	£0.00	£100.00	£100.00	£0.00	£0.00	0.0%	£0.00
Professional Subscriptions	£688.60	£750.00	£750.00	£887.80	£887.80	118.4%	£890.00
Paths & Open Spaces	£3,042.10	£3,400.00	£3,400.00	£916.09	£2,207.76	64.9%	£3,460.00
Public Services	£4,168.13	£3,500.00	£3,500.00	£1,292.89	£2,129.92	60.9%	£3,090.00
Misc	£1,394.49	£100.00	£100.00	£279.46	£474.46	474.5%	£100.00
NDP grant funding	£2,275.76	£0.00	£6,724.24	£24.74	£2,829.01	42.1%	£3,000.00
NDP parish funded	£397.77	£0.00	£3,557.98	£0.00	£0.00	0.0%	£0.00
S19 - Carwinion Playing Field	£5,363.00	£6,240.00	£6,240.00	£1,823.00	£3,277.00	52.5%	£6,240.00
S19 - Junior Playing Field Trust	£2,658.00	£3,377.00	£3,377.00	£808.93	£1,655.67	49.0%	£3,377.00
Donations/Grants	£7,480.45	£2,000.00	£7,000.00	£5,973.75	£7,493.75	107.1%	£7,000.00
Graveyard -S314	£4,719.09	£2,000.00	£6,709.00	£1,676.96	£3,025.95	45.1%	£6,709.00
TOTALS (inc VAT)	£56,396.36	£41,562.00	£63,041.62	£21,273.28	£37,219.90	59.0%	£58,543.46
excess over budget	£9,502.29		-£320.78	£5,253.71	£13,443.66		£1,521.71

Earmarked Reserves 2019-20				
Reserves	Opening balance	Current position		
General Reserves	£54,373.76	£63,784.98		
Earmarked Reserves	£46,024.07	£41,866.56		
Total	£100,397.83	£105,651.54		
Earmarked Reserves:	Budget for 2019/20	Updated position	paid to date	notes: be aware that due to in year income the proposed budget minus paid to date IS NOT always the current position
Footpaths allocation	£661.51	£0.00		cyclical funding -in and out same year.
SWCP	£796.00	£0.00		
Election Expenses	£750.00	£750.00		may election - reinstate to £750 at end of year
Graveyard - burials contingency fund	£5,000.00	£5,000.00		hold as contingency fund
Graveyard - burials rollover to maintenance amount		£2,300.00		to carry over to offset maintenance in following year
H&S	£1,500.00	£1,500.00		
Helford Passage Carpark Trust	£200.00	£200.00		
Solar Farm grant funding	£37,116.56	£32,116.56	£5,000.00	annual grant (£5000 - prev year carryforward) out 1st August
MMH AED - part contribution			£1,351.75	£1200 in from other groups to cover costs /training fees
TOTAL	£46,024.07	£41,866.56	£6,351.75	

THE CHILDREN'S FUNERAL FUND FOR ENGLAND

It is a Government scheme to provide funding for the fees charged for a cremation or burial of a child under the age of 18 or stillborn after the 24th week of pregnancy and for the associated expenses stipulated in the 2019 Regulations.

This would include:

- i. the fees for obtaining a burial plot (whether for a body or for cremated remains) and a right of burial, where required
- ii. the fees for the carrying out of a burial (whether of a body or of cremated remains);
- iii. the fees for the maintenance of the plot, where payment of these is a condition of the right of burial, until the time when the child, if alive, would have reached the age of 18;
- iv. the fees for any renewal of the right of burial if it expires before the time when the child, if alive, would have reached the age of 18; and
- v. the fees for permission to erect a memorial (including a headstone), but not the price of any memorial.

Having spoken to Keith Penrose advice being given to Funeral Directors is that it seems that the Parish/Burial Authority would have to be the ones claiming the fees back in relation to child burials.

Our current age restriction on "a child" is 12 years We therefore have 2 options – we either put in place a system for us to arrange the making of claims OR, more simply, change our age to 18. Between Mike Cockeram and I, we can only remember 1 or 2 during the past decade so we will not be looking at a significant financial burden.

EXCERPT FROM THE MINUTES OF THE PARISH MEETING HELD ON THURSDAY, 21ST FEBRUARY 2019 AT 7.30PM, IN MAWNAN MEMORIAL HALL

PRESENT: Cllrs Moyle (chair), Bradley, Brooksbank, Faiers, Nash, Sadler & Whibley

ALSO PRESENT: Mrs L Clements, Clerk & 5 members of the public

2917.19 **TO REVIEW CHARGES AND REGULATIONS FOR THE COMMUNITY GRAVEYARD**

Cllr Nash reported that current expenditure for the graveyard (including churchyard) is £3500 pa + £800 incidentals (not including land preparations, such as paths or extra tree works). Cllr Nash then went on to give his take on the current plot sizes & space needed for headstones. He felt that burials should be priced so that cremations become a "preferred option" since there has been little uptake on them to date and burials take a lot more space. Cllr Brooksbank thought that there should be a 'sinking fund' to encourage cremations, with fees to reflect this.

Cllr Sadler said that the maintenance of the old churchyard is a credit to the parish, but that upkeep could be shared round a little more, since it was the parishioners that requested we take this on, rather than have it revert to Cornwall Council. Having funding awarded annually from the precept was only part of this. Cllr Moyle said this is Ok whilst there is income but the parish council will be left to carry the burden once this site is filled.

It was proposed by Cllr Sadler, seconded by Cllr Moyle and **RESOLVED** that fees for a first interment (burial) be increased to £800 for a resident of the parish to be reviewed next year

on a vote being taken the matter was approved unanimously

It was proposed by Cllr Brooksbank, seconded by Cllr Sadler and **RESOLVED** that fees for a first interment (cremation) remain at £200 for a parishioner.

on a vote being taken the matter was approved unanimously

The clerk then explained that there needed to be a decision made on what was the cost of an unpurchased grave. She explained this was not a pauper's grave, but one where an active choice was made that sole rights to the plot were not required, that a headstone or memorial of any kind would not be placed and that there was the possibility of other interments in the same plot being made.

It was proposed by Cllr Moyle, seconded by Cllr Sadler and **RESOLVED** that fees for an unpurchased grave for a first interment (burial) would be £400 for a parishioner. A decision on cremation fees would be made if necessary in the future.

on a vote being taken the matter was approved unanimously

MAWNAN PARISH COUNCIL 2020/21 BUDGET version 1 (Oct 2019)

	2017/18 end of year	2018/19 end of year	2019/20 Q1 revised budget	2019/20 current	2019/20 projected end of year	2020/21 draft	notes
General Reserves	£43,349.09	£50,606.27		£71,974.96			
Ear Marked Reserves	£47,546.45	£49,527.19		£41,866.56			
Closing Balance	£90,895.54	£100,133.46		£113,841.52			
INCOME							
Precept	£42,337.00	£42,760.00	£44,470.40	£44,470.40	£44,470.40		
CTS grant	£770.70	£678.24	£617.44	£614.77	£614.77		
CC - Footpaths/SWCP/Weeding	£1,457.51	£1,416.50	£1,450.00	£0.00	£0.00		
Bank Interest	£64.25	£296.12	£300.00	£116.95	£230.00		
Misc	£27.05	£557.95	£1,000.00	£1,585.83	£2,000.00		
Publications		£775.56	£0.00	£0.00			
Graveyard	£4,380.00	£5,225.00	£4,500.00	£2,300.00	£4,000.00		
Solar Farm Grant	£6,165.00	£6,875.00	£6,500.00	£0.00	£6,500.00		
NDP grant		£5,117.00	£3,883.00	£0.00			
VAT Reclaimed	£3,887.30	£2,197.28		£1,575.61	£2,250.00		
Total Income	£59,088.81	£65,898.65	£62,720.84	£50,663.56	£60,065.17	£0.00	
EXPENDITURE							
VAT paid	£3,380.21	£3,159.22		£2,387.94	£4,000.00		
Administration/Rent	£4,513.64	£4,854.58	£5,000.00	£2,154.99	£4,550.00	£5,000.00	** move to MCA by council may have an effect
Insurance	£667.95	£744.67	£800.00	£772.46	£772.46	£800.00	** move to MCA by council may have an effect
Meeting Room Hire	£345.50	£309.00	£425.00	£232.00	£450.00	£450.00	** move to MCA by council may have an effect
Internal Audit Fee	£225.00	£225.00	£250.00	£225.00	£225.00	£250.00	standard
External Audit Fee	£300.00	£300.00	£300.00	£300.00	£300.00	£400.00	build may effect next years audit
Parish Council Website	£99.86	£60.38	£100.00	£0.00	£50.00	£100.00	
Publications	£0.00	£1,177.14	£0.00	£0.00	£0.00	£0.00	depends on footpaths leaflet reprinting
Salaries	£12,118.22	£13,256.07	£13,708.40	£7,016.82	£13,980.00	£16,000.00	
Training & Conference Fees	£475.61	£122.91	£1,000.00	£149.37	£350.00	£1,000.00	
Chairman's Allowance	£18.00	£0.00	£100.00	£0.00	£0.00	£100.00	
Subscriptions	£676.17	£688.60	£750.00	£887.80	£890.00	£900.00	now includes HMVCG (£100pa)
Paths & Open Spaces	£5,376.31	£3,042.10	£3,400.00	£2,207.76	£3,460.00	£3,500.00	
Public Services	£3,038.70	£4,168.13	£3,500.00	£2,129.92	£3,090.00	£4,200.00	includes new line for rubbish bins (£456)
Misc	£287.32	£1,394.49	£100.00	£474.46	£100.00	£1,000.00	variable - includes line for new office
NDP - Grant Funding		£2,275.76	£6,724.24	£2,829.01	£3,000.00	£0.00	
NDP - parish pot	£1,044.25	£397.77	£3,557.98	£0.00	£0.00	£3,557.98	
S19 - Carwinion Playing Field	£4,200.00	£5,363.00	£6,240.00	£3,277.00	£6,240.00	£6,240.92	Grass (£4000) + insurance (£1200.77) + 20%
S19 - Junior Playing Field Trust	£3,425.00	£2,658.00	£3,377.00	£1,655.67	£3,377.00	£3,458.15	Grass (£1083.33) + insurance (£1798.46) + 20%
Donations/Grants	£6,705.56	£7,480.45	£7,000.00	£7,493.75	£7,000.00	£2,000.00	PENDING DEC REVIEW = spend include £5000 solar grant
Graveyard -S314	£4,974.21	£4,719.09	£6,709.00	£3,025.95	£6,709.00	£4,285.00	less cfw previous years income
Total Expenditure	£50,827.26	£56,396.36	£63,041.62	£37,219.90	£58,543.46	£53,242.05	
Difference (income -expenditure)	£8,261.55	£9,502.29	£9,502.29	£13,443.66	£1,521.71	-£53,242.05	



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Our Business Savings accounts

Who chooses Nationwide for Business Savings?

We're the Business Savings account provider of choice for many UK based businesses and organisations of all sizes. Our Business Savings accounts are available to businesses who have an annual turnover of **less than £10 million**. You can find out more about our eligibility details on our [FAQs \(/help-and-support/faqs#openBusinessSavings\)](/help-and-support/faqs#openBusinessSavings).

If you have a turnover of £10 million or more, [view our Corporate Savings page \(/corporate-savings\)](/corporate-savings).

Our range of accounts

Account type	Account name	Interest rate	
Instant access	Instant Saver	Earn up to 0.65% AER/gross p.a. (variable)*	(/business-savings/instant-saver) Find out more and apply > (/business-savings/instant-saver)
Notice	45 Day Saver	Earn up to 0.85% AER/gross p.a. (variable)*	(/business-savings/45-day-saver) Find out more and apply > (/business-savings/45-day-saver)
	Members 45 Day Saver	Earn up to 1.00% AER/gross p.a. (variable)*	(/business-savings/95-day-saver) Find out more and apply > (/business-savings/member-45-day-saver)
	95 Day Saver	Earn up to 1.10% AER/gross p.a. (variable)*	(/business-savings/95-day-saver) Find out more and apply > (/business-savings/95-day-saver)
	125 Day Saver	Earn up to 1.25% AER/gross p.a. (variable)*	(/business-savings/95-day-saver) Find out more and apply > (/business-savings/125-day-saver)
Fixed term	1 Year Saver	0.75% AER/gross p.a. (fixed)*	(/business-savings/1-year-fixed-rate) Find out more and apply > (/business-savings/1-year-fixed-rate)

*You can choose to have your interest paid monthly or annually. Interest is calculated daily. If your balance falls below £5,000 you will not earn interest until your balance returns to £5,000 or more.

Localism Summit – 6th November 2019

This year's Localism Summit, organised by Cornwall Council, will be held at Wadebridge Showground.

Tony Armstrong, chief executive of Locality will be the key-note speaker for the morning session.

The day will focus on two subjects:

Morning session – an opportunity for Cornwall Council to hear what Towns and Parishes think about the Localism agenda and how Cornwall Council can assist in making this happen most effectively.

Afternoon session - collaborative working to assist communities in taking positive action to tackle climate change.

A full programme for the day will be available shortly.

In the meantime, Cornwall Council has asked us to draw members' attention to two documents on Localism which can be found [here](#) on our website.

New Model Financial Regulations

The new NALC *Model Financial Regulations 2019 for England and Wales* are now available.

NALC advises that there have only been minor changes since the previous (2016) version. These are:

1. Restriction added to Regulation 11.1.a.ii Clarifying disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general legal work.
2. Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b
3. Minor change to heading Regulation 12

Copies of the updated Model Financial Regulations and associated guidance can be found in the ['Documents'](#) section of our own website.

Community Governance Review - Update

As members are well-aware, Cornwall Council is undertaking a Community Governance Review for the whole of Cornwall which provides an opportunity to review and make changes to governance arrangements at local council level.

The deadline for initial submissions (Stage 1) was 17th July 2019. Stage 2 of the review has now commenced and is set to conclude in December 2019, with a public consultation taking place between then and March 2020. During this period the Council's Electoral Review Panel (which is overseeing the review) will be considering the submissions received and formulating its draft recommendations.

Final recommendations are intended to be submitted by the Electoral Review Panel to the full Council for decision-making in June 2020.

Members of the Electoral Review Panel are keen to ensure that local councils have a chance to comment on submissions received from third parties affecting their towns and parishes. A summary overview of the submissions received has been published on the [Cornwall Council website](#) alongside the full submissions received, broken down by Community Network Area. This provides the opportunity to see other representations which might affect individual councils.

Criminal Record Checks

- [What is a DBS check?](#)
- [What is a Basic check?](#)
- [Who needs a Criminal Record check?](#)
- [Cornwall Council Umbrella Service](#)
- [Costs](#)
- [How to register](#)

Cornwall Council Safeguarding Statement

Cornwall Council demonstrates its commitment to safeguarding and promoting the welfare of children, young people and adults at all stages of the recruitment and selection process.

It has in place consistent, fair and thorough safer recruitment practices and processes that aim to deter, reject or identify people who might abuse children, young people or adults and to ensure that those recruited are suitable to work within Cornwall Council's services.

Safer recruitment is part of a culture of ongoing vigilance where safer working practices are used by supported and well-trained staff. Adults working with children, young people and/or adults will be clear about appropriate and inappropriate practice and are able to raise concerns when these arise.

DBS Checks

Disclosure and Barring Service (DBS) checks (formally CRB checks) help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children, by revealing any relevant criminal history. Please refer to our [Types of Criminal Record check webpage](#) for more information.

Basic Disclosure Checks

A Basic disclosure check is the lowest level of disclosure and checks the Police National Computer (PNC) for details of all current unspent criminal convictions. Please refer to our [Types of Criminal Record check webpage](#) for more information on Basic disclosure checks.

Who needs a Criminal Record check?

The Disclosure and Barring Service provides guidance on their website which gives details on positions that are eligible for a DBS check.

Anyone applying for a role that involves regularly working with children, young people or adults could be asked to apply for a DBS check.

Disclosure Scotland Basic checks can be undertaken for any purpose and unlike an enhanced or standard disclosure, there are no eligibility criteria that must be met.

There are different levels of check available and these are dependant on the area of work that an individual is involved in and the level of contact with children and/or adults.

Further information regarding the different levels of check available can be found on our ['types of criminal record check' webpage](#).

Cornwall Council DBS Umbrella Service

Cornwall Council is a registered body with the Disclosure and Barring Service (DBS) and Disclosure Scotland; this allows smaller, non-registered employers to use us for the processing of Criminal Record checks. We can act as an intermediate between you and the DBS/Disclosure Scotland, offering specialist experience which helps move the process along quickly.

Cornwall Council now has a secure online system (e-Bulk) for processing DBS and Basic disclosure checks.

Our online system helps to eliminate application data errors, prevent employment delays and reduce manual administration. Key benefits include:

- Prevent employment delays; the system can reduce overall processing time by 5-10 days as postal delivery and DBS pre-processing is no longer required
- Minimal data errors; less rejected applications
- Reduce manual administration by 50%, saving time and hassle
- No postage costs
- Keep all disclosure application records in one place
- Simple method to manage and track the application lifecycle
- Automatic notification of results eliminates delays associated with introduction of 'single certificate' and the need to view candidates copy for 'Clear' disclosures.

Further information regarding e-Bulk and how the system works can be found on our [e-Bulk page](#).

Costs

	DBS Charge	Admin Fee	Total
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	DBS Charge	Admin Fee	Total
Initial e-Bulk Registration and One-off Set Up Fee	No Charge	£40.00 (+VAT)	£48.00
Enhanced DBS Check - Employee	£44.00	£10.00 (+VAT)	£56.00
Standard DBS Check - Employee	£26.00	£10.00 (+VAT)	£38.00
Enhanced / Standard DBS Check - Volunteer	No Charge	£10.00 (+VAT)	£12.00
Basic Disclosure Check	£25.00	£10.00 (+VAT)	£37.00
DBS Adults First Check	£6.00	£5.00 (+VAT)	£12.00
DBS Children's Barred List Check	No Charge	£5.00 (+VAT)	£6.00
External Validation ID Check (Route 2)	£5.00 (+VAT)	£5.00 (+VAT)	£12.00
DBS Update Service - Status Update Check	No Charge	£5.00 (+VAT)	£6.00

How to register

If you would like Cornwall Council to act as an umbrella body and request DBS/Basic checks on behalf of your organisation, please complete our [new customer request form](#) and email it to the HR Safeguarding Team at hrsafeguardingteam@cornwall.gov.uk to start the process.

- [What is a DBS check?](#)
- [What is a Basic check?](#)
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Cornwall Council Safeguarding Statement

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- How to register

Devolution Guidance – 04

Criminal records checks



Criminal records checks for Members and co-opted persons

Cornwall Council has recently reviewed its procedure for undertaking Criminal Records checks on its Members and co-opted persons.

(For the purposes of this note 'Members' includes all councillors, whether elected or co-opted, and 'co-opted persons' means those persons who are co-opted to the Council's committees but who are not councillors).

Salient points from the review are:

1. There are different types of criminal records checks:

Basic Disclosure checks available from Disclosure Scotland. This check is available for any individual for any purpose; there are no eligibility criteria. The check provides details of convictions considered unspent.

Three types of criminal records check are available from the Disclosure and Barring Service (DBS):

Standard Check – A standard level check contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC) which have not been filtered in line with legislation.

Enhanced DBS check (without a barred list check) – An enhanced level certificate contains details of all spent and unspent convictions, cautions, reprimands and final held on the PNC which have not been filtered in line with legislation and also includes a check of information held locally by police forces.

Enhanced DBS check (with a barred list check) – This check contains the same details as an Enhanced DBS Check above but will in addition check against the children's and/or adult's barred lists. The barred lists contain details of those who are considered unsuitable to work with children and/or adults. People on the barred lists can't do certain types of work.

2. It is possible to undertake Basic Disclosure checks on all Members and co-opted persons.
3. It is possible to undertake Standard and Enhanced DBS checks (without a barred list check) on Members or co-opted persons who sit on certain Committees and Boards and who carry out Regulated Activity.
4. There are two definitions of Regulated Activity:

The definition following the changes introduced by the Protection of Freedoms Act 2012 (the 2012 Act) restricts Regulated Activity to undertaking prescribed activity with children, young people or adults during which time the child, young person or adult might be considered more vulnerable to abuse e.g. the provision of personal care.

The 'saved' definition which preserves the definition of Regulated Activity as it was prior to the changes introduced by the 2012 Act in relation to membership of the Council, its Cabinet and committees, where education or social services functions are carried out.

5. Membership of a Committee or Board is very different from to undertaking the activities within the 2012 Act definition. It is unlikely that any Members or co-optees will fall within the definition for Regulated Activity under the 2012 Act and therefore Enhanced DBS with barred list checks cannot be undertaken of Members or co-opted persons. The scope of Members and co-opted persons in relation to whom Enhanced DBS checks without a barred list check can be undertaken is very limited.

On the 21 July 2015 Cornwall Council resolved to undertake Basic Checks on all Members and co-opted persons and Enhanced DBS checks (without a barred list check) on Members who sit on the Cabinet, it being identified that the Cabinet discharges education and social care functions. The Council also undertakes Enhanced DBS checks on certain officers and those who sit on its Adoption and Fostering Panels.

Town and Parish Councils will be mindful of the public trust that is placed in their Councillors by virtue of their membership of their Councils and you are therefore urged to consider whether criminal checks should be undertaken on your Councillors.

Further advice in respect of this matter can be obtained from Louise Legge, in Cornwall Council's HR Safeguarding Team.

Louise Legge

Phone: 01872 324801

Email: hrrsafeguardingteam@cornwall.gov.uk

Cornwall Council is a registered body with the Disclosure and Barring Service (DBS). This means that we can act as an intermediate between smaller, non-registered employers and the DBS, offering experience that helps move the process along quickly.

Cornwall Council now has a secure online system (e-Bulk) for processing DBS checks, which includes the Basic Checks through Disclosure Scotland. Our online system helps prevent delays, eliminates application data errors and reduces manual administration.

Should you wish to receive further information in respect of this service, please contact Louise Legge as above.

More information about safeguarding is available on the Councils website on the [Information for Parish and Town Councils](#) page, including a [safeguarding toolkit](#) and [safeguarding bite size guide](#)

Cornwall Council
HR Safeguarding Team

Version 1.0 September 2015

Reasons for moving the O&F meetings

Currently, these are held on the 1st Monday of the month. In some cases this makes meeting the legal schedule for posting the agenda of 5 working days prior to any meeting difficult, as the month end has not quite been reached. This means bank reconciliations & budget tracking is not completed by me, let alone reviewed by Anil.

This has worked to date because there has been no secondary checking of papers involved – having Anil checking the figures before they go out with the agenda has put a burden on the system.

The options we have are:

Present financial papers at the meeting (tried before on occasion and failed with abysmally)

Moving to the 2nd Monday, which potentially means the same week as Full Parish meetings, which will allow time to get figures complete and Anil a limited time to review.

Moving to after the parish council meeting; this would then mean a month/ 6 weeks between the end of quarter & reporting to full council, but would mean that considered reports & minutes would go out with the next full council agenda.

Move the meeting completely. Change day and times. We are currently limited to day/time because of the use of the Rendlesham Room & MMH. With our own offices this could take place any day or time.

Current O&F	Parish meeting
14/10/2019	17/10/2019
6/1/2020	16/1/2020
6/4/2020	13/04/2020
06/07/2020	13/07/2020
05/10/2020	15/10/2020
04/01/2021	21/01/2021