



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday, 20th May at 7.30pm. This meeting will need to take place outdoors at Carwinion Playing Field and will only cover statutory items. Please dress appropriately as this meeting will take place no matter what the weather.

All other items will be included on a separate 'virtual agenda' for deliberation and comment which will be made available on our website by the 14th May. Anyone wishing to comment will need to do so in writing to the clerk by 20th May as delegated decisions will be made by the clerk and chairman at this time.

Please find attached the agenda for our meeting.

Yours faithfully,

Lisa Clements, Clerk to the Council

Online Meeting Agenda

1. **TO RECEIVE APOLOGIES**
2. **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**
3. **TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22**
4. **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**
5. **TO CONFIRM STANDING COMMITTEES & TO APPOINT MEMBERS FOR THE MUNICIPAL YEAR 2021/22**
6. **TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION**
7. **REQUEST FOR ADDITIONAL SIGNATORIES TO UNDERTAKE ONLINE BANKING**
8. **APPROVAL OF THE LIST OF PAYMENTS FOR MAY 2021** (since cheques will need to be signed this evening)
9. **TO AGREE A DATE FOR THE POSTPONED O&F COMMITTEE MEETING** (needs to be before June's full council meeting) **& POSSIBLE REVISED DATE FOR JUNE'S PC MEETING**
10. **DATE & TIME OF NEXT MEETING: 17TH JUNE 2021 AT 7.30PM (TBC)**

Associated papers:

Item 5: Standing Committees: Roles & Responsibilities. We need to agree on who will fill spaces on the groups below.

| COMMITTEE | MEMBERS | OUTLINE OF FUNCTION |
|------------------------------|--|--|
| Planning Committee | All council members (quorum of 4 to vote) | Meets between Council Meetings, if required. Has the power to call for site visits to take place. Has delegated powers to pass observations to the Planning Authority, on behalf of the council. Vice Chair of the PC automatically becomes the chair of the Planning Committee (see Planning Protocol document). |
| Office and Finance Committee | 5 members | Formulates new policies & procedures as required. Discusses financial, procedural and administrative matters (inc HR), making recommendations to the Full Council. Discusses annual Budget & Precept recommendations. Has no delegated powers, and makes recommendations to the Council. |
| Burials Committee | 3 members | Meets to agree procedures & initiatives to the workings of the new graveyard. Delegated powers (spending up to a limit of £5000). |
| Emergency Planning Committee | 2 members | Only meets in an emergency situation, such as natural disaster, terrorism threats, etc. |
| Staffing Committee | 4 members | Meets to manage the appointing/ interview when new members of staff are required. Is also called on to appoint a 3 member grievance sub-committee to investigate any Formal Grievance from an employee or, subsequently, a 3 member Appeal Panel. |

| | | |
|---|-------------------------------|--|
| NEW for 2021/22 Special Projects OR task/finish groups | AT LEAST 2 members | Created as necessitated to accomplish special projects as they arise. Has no delegated powers (especially financial) unless specifically agreed to by the Full Council, usually including a financial spend limit. Must make monthly reports back to Full Council. Currently needed – New Office Accommodation Group |
| Climate change | 1 main member + reserve | Created to act as an central information point for the various climate change/ sustainability/ green initiatives and groups within the parish and to have a position on the CNP (Community Network Panel) Climate Group |

| OUTSIDE BODY | | SUMMARY OF ACTIONS |
|---|----------------------------|---|
| Community Network Panel (CNP) | 1 + reserve | County led, area based consultation and information sharing forum |
| Junior Playing Field & Carwinion Playing Field Trusts | All sitting councillors | These are charitable Trust which own and manage the Junior and Carwinion Playing Fields, in Mawnan Smith. |
| Memorial Hall Committee | 1 member | Manages all aspects of the operation of the Memorial Hall, in Mawnan Smith. |
| Helford Marine Conservation Group & Helford River Association | 1 member | Seeks to preserve the underwater marine environment of the Helford River. |
| Rendlesham Trust | 2 members at present | Offers financial support to the needy in Mawnan Smith. |

| | | |
|--|-----------|---|
| NEW FOR 2021/22 Carwinion Self Management Group | 2 members | Oversees day to day management of the Carwinion Playing Field along with a group of field users |
|--|-----------|---|

Item 6: Council Vacancies & Co-option

We have 2 vacancies that can be filled by co-option immediately. I have requested that anyone wishing to be considered please provide us with a written statement of particulars explaining who they are and what they would bring to the parish council. I have attached info from anyone who has already asked to be put forward for co-option

Item 7: Bank Signatories

With Cllrs Marsden & Fairs both leaving we are 2 signatories down and only have 1 capable of undertaking online banking. We either need additional signatories with the online banking capability or an existing signatory has this added to their permissions.

Current signatories – Cllr Sadler, Cllr Moyle, Cllr Toland (online)

To be removed: Cllr Marsden, Cllr Faiers

Item 8: list of May 2021 payments

Those in red will need cheques raising and signing by current signatories on 20th May.

| Voucher | Code | Supplier | VAT | Total |
|--------------|-------------------------------|-----------------------|---------------|----------------|
| 25 | Telephone & Internet | Norton | 5.83 | 34.99 |
| 26 | Office Supplies | paperstone | 4.58 | 27.52 |
| 27 | Postages | Royal Mail | 0.00 | 1.32 |
| 28 | Postages | Royal Mail | 0.00 | 1.98 |
| 29 | Postages | Royal Mail | 0.00 | 1.98 |
| 30 | Postages | Royal Mail | 0.00 | 6.12 |
| 31 | Toilet - Cleaning & Materials | KC Payne | 0.00 | 200.00 |
| 32 | Clerks Salary (inc PAYE & NI) | clerk | 0.00 | 1,000.71 |
| 33 | Grass Cutting | R Sanders | 0.00 | 0.00 |
| 34 | Telephone & Internet | BT | 9.37 | 56.23 |
| 35 | Toilets - Utility Charges | EDF energy | 0.00 | 11.00 |
| 36 | Clerks Pension Contribution | Nest Pensions | 0.00 | 34.39 |
| 37 | NDP - Grant Funding | 1&1 Ionos | 2.00 | 11.99 |
| 38 | Parish Pension Contribution | Nest Pensions | 0.00 | 75.24 |
| 39 | Meeting Room Hire | Zoom Ltd | 2.40 | 14.39 |
| 40 | Internal Audit Fee | Hudson Accounting Ltd | 0.00 | 225.00 |
| 41 | Miscellaneous Expenses | Stephens Scown LLP | 179.60 | 1,077.60 |
| 42 | Toilets - Utility Charges | SWW/ Pennon Water | 0.00 | 96.62 |
| 43 | Donations & Grants | Outdoor Play People | 658.00 | 3948.00 |
| TOTAL | | | 681.78 | 6825.08 |

Item 9 -Meetings

The O&F meeting scheduled for 19th April was inquorate with only 1 member in attendance. Therefore none of the end of year figures have been agreed. It is essential that these are reviewed prior to the June meeting where the AGAR (Annual Return)- must be agreed. Ideally a physical meeting with 6 or less people in attendance could be possible after May 17th.

Our June parish meeting is scheduled for 17th June. We need to meet during June to sign off on the Annual Return (AGAR) which has to be done physically. However current reading of the remaining COVID legislations seems to state that we cannot have a meeting indoors outside of the 'Rule of 6' until after 21st June when we should be able to hold a full meeting in the hall provided that we continue to provide appropriate social distancing measures