



26<sup>th</sup> July 2021

**Dear Councillor,**

**You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 2<sup>nd</sup> August at 7.00pm in Mawnan Memorial Hall, Mawnan Smith.**

Although not strictly necessary we are asking that anyone in attendance please wear a facemask if they cannot sit 2m apart.

**Yours faithfully,**

**Lisa Clements**  
**Clerk to the Parish Council**

#### **AGENDA**

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS**
- 3. PUBLIC COMMENT ON ITEMS ON THE AGENDA**
- 4. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 7<sup>th</sup> JUNE 2021 AND THE CHAIRMAN TO SIGN THEM**
- 5. TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 6. REVIEW OF CURRENT BUDGET POSITION 2021/22 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN (including signing off on quarter's bank statements)**
- 7. TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2021.**  
Policies for review:  
Standing Orders – annual review, no changes  
Financial Regulations – annual review, no changes  
Safeguarding Policy – annual review, no changes  
Code of Conduct (as per CALC review of national update) – information & new policy attached
- 8. TO CONSIDER ADDITIONAL HOME WORKING PAYMENTS TO THE CLERK FOR THE LOCKDOWN PERIOD FROM JULY 2020 TO MAY 2021**



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 7<sup>TH</sup> JUNE AT 7.00PM THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL.**

**PRESENT:** Cllrs Caunter, Moyle, Sadler, Toland & Whibley

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

Cllr Sadler, as chairman of the Full Parish Council started off this meeting.

355.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – none noted

356.21F **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022**

Cllr Sadler (as chairman of the PC) asked that a review of the current state where the vice chair of the parish council automatically becomes chair of planning be tabled for the next full parish council meeting – he feels that Cllr Caunter (vice chair) has greater experience in finance but feels less comfortable with planning. He suggests the pro-forma be amended to 'chair of planning OR office & finance, depending on experience'

It was proposed by Cllr Sadler, seconded by Cllr Moyle and  
**RESOLVED** that Cllr Caunter is elected as Chair

on a vote being taken the matter was approved unanimously

357.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

358.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

359.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 25<sup>th</sup> JANUARY 2021 AND THE CHAIRMAN TO SIGN THEM (and to not the inquorate April meeting)**

It was proposed by Cllr Toland, seconded by Cllr Sadler and  
**RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> January 2021 be approved and signed by the Chair. The inquorate nature of the meeting in April was also noted.

on a vote being taken the matter was approved unanimously

360.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

The clerk explained that due to the notice period required on the Nationwide Solar Grant account the funding of £3295 agreed to cover costs for the now set-aside CET project had already been requested and received. She has therefore set them against the £5000 claim to be made against this years' award to Grants & Donations rather than return it.

361.21F **REVIEW OF END OF YEAR BUDGET POSITION 2020/21 (4th quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN** (including signing off on quarter's bank statements)

The clerk explained the large variance to the Admin line – this was due to the unexpected Rates bill(s) received for the parish offices. She also explained that she had allocated the ZOOM subscription against the meeting hall budget, as they were in effect the same thing; that Subscriptions now included the HRVMG corporate subscription as well as the ICCM (graveyard); Public Services overspend was the toilet water leak and that Misc. included spending on the future office plans.

Cllr Sadler asked that the process for receiving tenders be reviewed and that no electronic or email submissions be accepted. He also asked that all information be recorded in a book

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

on a vote being taken the matter was approved unanimously

362.21F **TO RECEIVE THE INTERNAL AUDIT REPORT AND DISCUSS ANY AND ALL NOTIFIED AUDIT REQUIREMENTS; TO INCLUDE AGREEMENT OF THE DRAFT AGAR AND SETTING THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2020/21**

The Internal Audit report was discussed – the only action needed was amendment to the Reserves & Investment Policy to include the legal standing, which the clerk was undertaking. The accounting figures given on the draft AGAR were accepted as per the agreement on the previous item.

It was proposed by Cllr Caunter, seconded by Cllr Sadler and  
**RESOLVED** that the Internal Audit report be accepted and any actions required undertaken

on a vote being taken the matter was approved unanimously

The Clerk also explained that the dates for the public review needed to include the first 10 days of July, but that notices for this were in hand to follow on immediately from the Full parish council meeting on the 24<sup>th</sup> June.

363.21F **TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2021/22.**

It was proposed by Cllr Caunter, seconded by Cllr Sadler 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

364.21F **REVIEW OF BUDGET FOR 2021/22 GIVEN END OF YEAR FIGURES RECEIVED**

The clerk explained that a review of the proposed budget, based on end of year figures, was usually done in April – it would then show internal movements already agreed, thus giving the ACTUAL budget figures for the upcoming year.

It was proposed by Cllr Caunter, seconded by Cllr Toland and

**RESOLVED** that the changes to the budget for 2021/22 as provided are appropriate

on a vote being taken the matter was approved unanimously

**365.21F CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

Cllr Sadler (as full council chairman) had asked that given the number of new councillors that this item be returned to Full Council for consideration, however this request missed the publication deadline for this agenda. He also felt that the ring-fencing of £50,000 within reserves had never been agreed to and should not be allowed to continue until a full council decision had been made. The clerk said that although noted on the Reserves report no funds had been transferred into this budget line as yet.

**366.21F THE FUTURE OF DEALING WITH PLANNING APPLICATIONS – A DISCUSSION DOCUMENT FOR CONSIDERATION**

The clerk had produced the discussion document when the NDP policy draft was finalised in Oct 2020 since it was obvious that there would need to be additional considerations made by the parish council when deliberating on planning applications. Since this point additional changes to National Planning Policy, through a new White Paper, had also come into force. The options presented for amending how planning is dealt with by the parish council were considered and it was decided that Option 2 – a smaller planning committee of 4/5 members reporting their conclusions back to Full Council – would be recommended for adoption.

Cllr Sadler also stated that he had already had talks with the NDP Steering group lead about some training sessions to explain how the NDP policies would be best incorporated into our planning decisions.

Cllr Sadler also made a request that the minutes be sent out to all council members, not just those on this committee. The clerk noted that the draft O&F minutes were included as part of the Full Council agenda pack where the recommendations were tabled.

The meeting finished at 8.05 pm

**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				5,610.00	2,686.22	2,924	2,924
Insurance				1,000.00	754.07	246	246
Meeting Room Hire				350.00	23.98	326	326
Internal Audit Fees				250.00	225.00	25	25
External Audit Fees				450.00		450	450
Parish Council Websites				100.00		100	100
Publications							
Salaries				16,000.00	4,700.44	11,300	11,300
Training & Conference Fees				1,000.00		1,000	1,000
Allowances				100.00		100	100
Subscriptions				900.00	792.51	107	107
Paths & Open Spaces	1,473.70		-1,474	3,500.00	1,127.41	2,373	899
Public Services				4,500.00	1,003.48	3,497	3,497
Misc		295.00	295		1,596.00	-1,596	-1,301
NDP - Grant Funding					39.96	-40	-40
NDP - Parish Pot							
S19 - Carwinion Playing Field				6,240.92	2,883.00	3,358	3,358
S19 - Junior Playing Field				5,000.00	713.00	4,287	4,287
S234 (PH Act) - AED Grant				125.00		125	125
Donations & Grants				5,295.00	3,768.00	1,527	1,527
Graveyard	2,000.00	150.00	-1,850	3,200.00	3,082.36	118	-1,732
Precept	48,917.00	24,458.50	-24,459				-24,459
CTS Grant	471.08	235.54	-236				-236
Bank Interest	100.00	1.80	-98				-98
Earmarked Reserves	6,000.00		-6,000		1,037.99	-1,038	-7,038
Reclaimed VAT		2,050.28	2,050				2,050
CIL payments		1,512.45	1,512				1,512
<b>NET TOTAL</b>	<b>58,961.78</b>	<b>28,703.57</b>	<b>-30,258</b>	<b>53,620.92</b>	<b>24,433.42</b>	<b>29,188</b>	<b>-1,071</b>

<b>Total for ALL Cost Centres</b>	28,703.57	24,433.42
<b>V.A.T.</b>	0.00	2,782.14
<b>GROSS TOTAL</b>	<b>28,703.57</b>	<b>27,215.56</b>

**Mawnan Parish Council**  
**Cost Centre Year Comparison Summary**  
**All Cost Centres and Codes**

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
<b>Administration/Rent</b>								
Office Rent + Rates	0.00	0.00	3,730.00	2,174.82	0.00	0.00	3,120.00	5,381.39
Office Supplies	0.00	0.00	970.00	238.29	0.00	0.00	970.00	257.18
Telephone & Internet	0.00	0.00	800.00	229.06	0.00	42.00	800.00	666.39
Land Registry Searches	0.00	0.00	10.00	21.00	0.00	0.00	10.00	6.00
Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.99
Postages	0.00	0.00	100.00	23.05	0.00	0.00	100.00	176.88
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,610.00</b>	<b>2,686.22</b>	<b>0.00</b>	<b>42.00</b>	<b>5,000.00</b>	<b>6,497.83</b>
<b>Insurance</b>								
Insurances	0.00	0.00	1,000.00	754.07	0.00	0.00	1,000.00	878.90
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>754.07</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>878.90</b>
<b>Meeting Room Hire</b>								
Meeting Room Hire	0.00	0.00	350.00	23.98	0.00	0.00	350.00	210.30
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>350.00</b>	<b>23.98</b>	<b>0.00</b>	<b>0.00</b>	<b>350.00</b>	<b>210.30</b>
<b>Internal Audit Fees</b>								
Internal Audit Fee	0.00	0.00	250.00	225.00	0.00	0.00	250.00	225.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>225.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>225.00</b>
<b>External Audit Fees</b>								
External Audit Fee	0.00	0.00	450.00	0.00	0.00	0.00	450.00	300.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>450.00</b>	<b>300.00</b>
<b>Parish Council Websites</b>								
Parish Council Websites	0.00	0.00	100.00	0.00	0.00	47.39	100.00	94.78
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.39</b>	<b>100.00</b>	<b>94.78</b>
<b>Publications</b>								
Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
footpath leaflets	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Salaries</b>								
Clerks Salary (inc PAYE & NI)	0.00	0.00	14,650.00	4,122.06	0.00	845.15	14,280.00	13,489.88
Parish NI contribution	0.00	0.00	500.00	139.86	0.00	100.04	650.00	671.45
Clerks Pension Contribution	0.00	0.00	350.00	137.56	0.00	10.01	350.00	331.22

**Mawnan Parish Council**  
**Cost Centre Year Comparison Summary**  
**All Cost Centres and Codes**

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Parish Pension Contribution	0.00	0.00	450.00	300.96	0.00	74.08	650.00	690.01
Mileage & Parking	0.00	0.00	50.00	0.00	0.00	10.80	70.00	7.80
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>4,700.44</b>	<b>0.00</b>	<b>1,040.08</b>	<b>16,000.00</b>	<b>15,190.36</b>
<b>Training &amp; Conference Fees</b>								
Course/Conference fees	0.00	0.00	800.00	0.00	0.00	0.00	700.00	243.00
Mileage & Parking	0.00	0.00	200.00	0.00	0.00	0.00	300.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>243.00</b>
<b>Allowances</b>								
Allowances	0.00	0.00	100.00	0.00	0.00	0.00	100.00	52.74
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>52.74</b>
<b>Subscriptions</b>								
Subscriptions	0.00	0.00	900.00	792.51	0.00	0.00	900.00	1,323.03
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>792.51</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>1,323.03</b>
<b>Paths &amp; Open Spaces</b>								
SWCP	829.73	0.00	0.00	0.00	0.00	813.46	500.00	0.00
Inland Footpaths	643.97	0.00	2,000.00	635.41	0.00	631.35	1,600.00	1,562.32
Weeds	0.00	0.00	400.00	229.00	0.00	0.00	360.00	280.00
Grass Cutting	0.00	0.00	1,000.00	263.00	0.00	0.00	950.00	1,264.00
Footpath Repairs	0.00	0.00	100.00	0.00	0.00	0.00	90.00	26.83
<b>SUB TOTAL</b>	<b>1,473.70</b>	<b>0.00</b>	<b>3,500.00</b>	<b>1,127.41</b>	<b>0.00</b>	<b>1,444.81</b>	<b>3,500.00</b>	<b>3,133.15</b>
<b>Public Services</b>								
Toilet - Cleaning & Materials	0.00	0.00	2,500.00	862.86	0.00	0.00	2,500.00	2,417.19
Toilets - Utility Charges	0.00	0.00	500.00	140.62	0.00	19.40	1,000.00	1,370.00
Toilets - Repairs & Maintenance	0.00	0.00	1,000.00	0.00	0.00	0.00	730.00	714.33
Rubbish Bins	0.00	0.00	400.00	0.00	0.00	0.00	170.00	723.84
Telephone Box	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00
Bus Shelter	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>1,003.48</b>	<b>0.00</b>	<b>19.40</b>	<b>4,500.00</b>	<b>5,225.36</b>
<b>Misc</b>								
Miscellaneous Expenses	0.00	295.00	0.00	1,096.00	0.00	99.96	0.00	468.83
Future Office Costs	0.00	0.00	0.00	500.00	0.00	420.00	0.00	560.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>295.00</b>	<b>0.00</b>	<b>1,596.00</b>	<b>0.00</b>	<b>519.96</b>	<b>0.00</b>	<b>1,028.83</b>

**Mawnan Parish Council**  
**Cost Centre Year Comparison Summary**  
**All Cost Centres and Codes**

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
<b>NDP - Grant Funding</b>								
NDP - Grant Funding	0.00	0.00	0.00	39.96	3,182.00	3,182.00	4,875.43	4,649.05
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.96</b>	<b>3,182.00</b>	<b>3,182.00</b>	<b>4,875.43</b>	<b>4,649.05</b>
<b>NDP - Parish Pot</b>								
Resources	0.00	0.00	0.00	0.00	0.00	0.00	3,557.98	742.92
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Venue Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,557.98</b>	<b>742.92</b>
<b>S19 - Carwinion Playing Field</b>								
S19 - Carwinion Playing Field	0.00	0.00	6,240.92	2,883.00	0.00	0.00	6,240.92	6,240.92
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>6,240.92</b>	<b>2,883.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,240.92</b>	<b>6,240.92</b>
<b>S19 - Junior Playing Field</b>								
S19 - Junior Playing Field	0.00	0.00	5,000.00	713.00	0.00	0.00	5,000.00	5,000.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>713.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>S234 (PH Act) - AED Grant</b>								
S234 (PH act) - AED Grant	0.00	0.00	125.00	0.00	0.00	0.00	125.00	125.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>125.00</b>	<b>125.00</b>
<b>Donations &amp; Grants</b>								
Donations/ Grants	0.00	0.00	5,295.00	3,768.00	0.00	724.00	2,000.00	12,929.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,295.00</b>	<b>3,768.00</b>	<b>0.00</b>	<b>724.00</b>	<b>2,000.00</b>	<b>12,929.00</b>
<b>Graveyard</b>								
Training	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00
Resources (Books/Forms etc)	0.00	0.00	50.00	48.80	0.00	0.00	100.00	21.17
Maintenance/ Grounds	0.00	0.00	2,850.00	2,790.55	0.00	0.00	5,150.00	4,048.64
Rates	0.00	0.00	250.00	243.01	0.00	0.00	200.00	211.31
burial fees	2,000.00	150.00	0.00	0.00	4,000.00	1,700.00	0.00	0.00
<b>SUB TOTAL</b>	<b>2,000.00</b>	<b>150.00</b>	<b>3,200.00</b>	<b>3,082.36</b>	<b>4,000.00</b>	<b>1,700.00</b>	<b>5,500.00</b>	<b>4,281.12</b>
<b>Precept</b>								
Precept	48,917.00	24,458.50	0.00	0.00	48,917.00	48,917.00	0.00	0.00
<b>SUB TOTAL</b>	<b>48,917.00</b>	<b>24,458.50</b>	<b>0.00</b>	<b>0.00</b>	<b>48,917.00</b>	<b>48,917.00</b>	<b>0.00</b>	<b>0.00</b>



**Mawnan Parish Council**  
**Cost Centre Year Comparison Summary**  
**All Cost Centres and Codes**

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
<b>CTS Grant</b>								
CTS Grant	471.08	235.54	0.00	0.00	444.68	444.68	0.00	0.00
<b>SUB TOTAL</b>	<b>471.08</b>	<b>235.54</b>	<b>0.00</b>	<b>0.00</b>	<b>444.68</b>	<b>444.68</b>	<b>0.00</b>	<b>0.00</b>
<b>Bank Interest</b>								
Bank Interest	100.00	1.80	0.00	0.00	0.00	123.75	0.00	0.00
<b>SUB TOTAL</b>	<b>100.00</b>	<b>1.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>123.75</b>	<b>0.00</b>	<b>0.00</b>
<b>Earmarked Reserves</b>								
Solar Grant	6,000.00	0.00	0.00	0.00	0.00	6,764.00	0.00	0.00
Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Graveyard Contingency	0.00	0.00	0.00	975.00	0.00	0.00	0.00	0.00
H&S	0.00	0.00	0.00	62.99	0.00	0.00	0.00	658.72
Helford carpark Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Business Rates Grant (toilets)	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	384.00
Smaller Earmarked Projects	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00	6,156.85
<b>SUB TOTAL</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,037.99</b>	<b>10,000.00</b>	<b>22,764.00</b>	<b>0.00</b>	<b>7,199.57</b>
<b>Reclaimed VAT</b>								
Reclaimed VAT (126)	0.00	2,050.28	0.00	0.00	0.00	4,277.45	0.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>2,050.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,277.45</b>	<b>0.00</b>	<b>0.00</b>
<b>CIL payments</b>								
CIL Payments	0.00	1,512.45	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>1,512.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET TOTAL</b>	<b>58,961.78</b>	<b>28,703.57</b>	<b>53,620.92</b>	<b>24,433.42</b>	<b>66,543.68</b>	<b>85,546.52</b>	<b>60,449.33</b>	<b>75,570.86</b>
<b>V.A.T.</b>		0.00		2,782.14		37.87		4,345.68
<b>GROSS TOTAL</b>		<b>28,703.57</b>		<b>27,215.56</b>		<b>85,584.39</b>		<b>79,916.54</b>

**From:** CornwallALC Enquiries <enquiries@cornwallalc.org.uk>  
**Sent:** 10 May 2021 16:03  
**To:** CornwallALC Enquiries  
**Subject:** FW: Code of Conduct 2021  
**Attachments:** Code of Conduct March 2021- Local Councils 10.5.docx

Information Classification: CONTROLLED

Dear All

As you will know Cornwall Council has now published a new Code of Conduct 2021 for councils in Cornwall. The House of Lords Committee in Standards of Public Life made a number of significant recommendations as part of its review into the Code of Conduct; after detailed work the Cornwall Code has been updated to reflect these recommendations. The CALC strongly supports this single code for all elected members in Cornwall and is pleased to recommend the 2021 edition. The key changes are set out below.

### **2.6 Gifts and Hospitality**

The standard text has been changed to reflect the CoSIPL recommendation. The Cornwall Council code now requires gifts and hospitality in excess of £50 to be declared, but your council is able to set its own threshold of more or less than this figure.

### **2.16 Co operating with any investigation**

The new code requires members to assist with any investigation into a complaint by the Monitoring Officer.

### **2.17 Training**

The CoSIPL report recommended a greater requirement for members to undertake regular training. The new wording now requires training to be undertaken within six months and then where practical every 2 years or as required by the Monitoring Officer. As this is part of your Council's code of conduct it is important that training is offered to all new councillors not only after elections but also to those joining the council from time to time. Clerks are recommended to keep an attendance register to demonstrate that this element of the code has been met.

As the legislation and role of elected members is slightly different between the two tiers of local government, it will always be difficult to have a single version which reflects both. The Code circulated to you contained a number of elements specific to the unitary authority and the actions of unitary councillors as individuals. After feedback from clerks, I have made number of minor amendments which I have highlighted in red on the enclosed word document. The amendments are

- i) To reinstate the 2.13 from the previous code which states that a councillor must not authorise the use of council's resources on their own – and links to model standing orders
- ii) To reinstate 3.9 of the previous code which requires a member to tell the Clerk as well as the Monitoring Officer when making changes to their Register of Interests
- iii) Deleted 2.15 of the 2021 Code as it refers to a Leader/Cabinet system with Overview and Scrutiny which does not apply to first tier local councils.
- iv) Amended 2.15 of the 20021 Code to reflect the names of the relevant officers as appropriate for local councils

We are very fortunate in having a single Code which covers all elected members in the Duchy and I attach a copy of the 2021 version with the CALC recommended amendments in red. I hope that you will support the work of the Standards Committee and adopt the 2021 at the next opportunity.

As always please do not hesitate to contact me with any questions.

Kind regards,

Sarah Mason  
County Executive Officer  
Cornwall Association of Local Councils  
1/1a, 1 Riverside House  
Heron Way  
Newham  
TRURO  
Cornwall TR1 2XN

Tel : 07837 229982

Email : [enquiries@cornwallalc.org.uk](mailto:enquiries@cornwallalc.org.uk)

[www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

Reviewed:  
Adopted by MPC:  
Next Review:

## Cornwall Council

# Code of Conduct for Members and Co-opted Members of Local Councils

### General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

**Selflessness** – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Honesty and integrity** – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

**Objectivity** – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

**Accountability** – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

**Openness** – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

**Leadership** – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

**Duty to uphold the law** – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

**Personal judgement** – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

**Respect for others** – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion,

gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

**Stewardship** – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

## Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

**"disclosable pecuniary interest"** means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

**"dispensation"** means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in sub-paragraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

**"interest"** means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

**"meeting"** means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

**"Member"** includes an Elected Member and a Co-opted Member

**"non-registerable interest"** mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

**"register"** means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

**"sensitive interest"** means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

**"trade union"** means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:
- Part 1 Application of the Code of Conduct
  - Part 2 General obligations
  - Part 3 Registering and declaring interests
  - Part 4 Sensitive interests
  - Part 5A Pecuniary interests
  - Part 5B Non-registerable interests.

### **Part 1 – Application of the Code of Conduct**

- 1.1 This Code applies to you as a Member of the Council.
- 1.2 This Code should be read together with the preceding general principles of public life.
- 1.3 It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
  - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council
- and references to your official capacity are construed accordingly.
- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

### **Part 2 – General obligations**

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.

- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative annual total. You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
  - (iv) the disclosure is –
    - (a) reasonable and in the public interest; and
    - (b) made in good faith; and
    - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) **have the prior formal permission of the Council;**
  - (ii) act in accordance with the reasonable requirements of the Council;
  - (iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - (iv) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 **You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.**
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 When reaching decisions on any matter you must have regard to any relevant advice

provided to you by the Council's Proper Officer, RFO or Monitoring Officer.

- 2.16 You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct.
- 2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually.

### **Part 3 – Registering and declaring interests and withdrawal from meetings**

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.
- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
- (i) not participate, or participate further, in any discussions of the matter at the meeting;
  - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
  - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.



- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :
- (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and
  - (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.
- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.
- 3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.
- 3.10 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

#### Part 4 – Sensitive interests

- 4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.
- 4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

#### Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners

(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society
---------	--------------	---

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)
(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

### Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts

would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.