



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 2nd AUGUST 2021 AT 7.00PM THE MAWNAN MEMORIAL HALL.

PRESENT: Cllrs Caunter, Moyle, Sadler & Toland

ALSO PRESENT: Mrs L Clements, clerk

367.21F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Whibley

368.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

369.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

370.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 7th JUNE 2021 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Caunter, seconded by Cllr Toland and
RESOLVED that the minutes of the meeting held on 7th June 2021 be approved and signed by the Chair (with amendment to item 366.12)

on a vote being taken the matter was approved unanimously

371.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.** – none noted

372.21F **REVIEW OF CURRENT BUDGET POSITION 2021/22 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN (including signing off on quarter's bank statements)**

Cllr Caunter asked if the clerk would provide budget notes as had previously been given, rather than having to explain queries at the meeting. The clerk said she was happy to do this and had done so in the past. A separate bank account for the graveyard was again raised – it was agreed a Santander account would be opened asap using our current signatories.

Cllr Caunter asked if there was a way to publicise the CIL monies and the projects that could be initiated to spend them, given that the clerk had said that she had received advice to have a 'wish list' drawn up and ready should it be questioned. He also asked about using a shared 'project list' to show all of the agreed items that had yet to be processed or had gone out to quote. He did think that including this information in a delivered newsletter – also including information on the CPF proposals & public meeting – would be useful. The clerk explained that hand delivering flyers relied on a team of volunteers (as we did for the NDP meetings & the Admin Hub public consultation) and that unless there were individuals willing to do this producing a document for a September meeting would be difficult. Cllr Toland then said that the Mawnan Diary should be restarting soon and that it might be possible to use this – and possibly the NDP email list – to get information out to a wider community audience. There was a discussion on using children – as was done for free newspapers such as *The Leader* in the past - but this was thought to be impossible now.

Cllr Caunter signed off the agreed bank statements for the 1st Quarter.

373.21F 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

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

RESOLVED that the above policies be adopted for 2021-22

on a vote being taken the matter was approved unanimously

The clerk did note that included within the Code of Conduct was the requirement for councillors to undertake mandatory training within 6 months of election. She said that a number of councillors had already done this either by doing the online sessions provided by Cornwall Council or the recorded session that followed it up but that some had yet to confirm with her that this had been done. She would issue reminders in September to those yet to confirm training. She also noted that the Investment Strategy document, as requested in the internal audit, was being created ready to be agreed in October.

374.21F TO CONSIDER ADDITIONAL HOME WORKING PAYMENTS TO THE CLERK FOR THE LOCKDOWN PERIOD FROM JULY 2020 TO MAY 2021

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

RESOLVED that the suggested amount of £70.00 be paid to the clerk for homeworking expenses over lockdown.

on a vote being taken the matter was approved unanimously

The meeting finished at 7.30pm