



27th May 2021

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 7th June at 7.00pm The Rendlesham Room, Mawnan Memorial Hall, Mawnan Smith.

Suitable covid mitigations will be in place and as such there is a restriction on numbers that can be in attendance.

Yours faithfully,

Lisa Clements
Clerk to the Parish Council

AGENDA

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022**
- 3. MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST 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 25th JANUARY 2021 AND THE CHAIRMAN TO SIGN THEM (and to not the inquorate April meeting)**
- 6. TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 7. 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)**
- 8. 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**
- 9. TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2021/22.**
- 10. REVIEW OF BUDGET FOR 2021/22 GIVEN END OF YEAR FIGURES RECEIVED**
- 11. CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**
- 12. THE FUTURE OF DEALING WITH PLANNING APPLICATIONS – A DISCUSSION DOCUMENT FOR CONSIDERATION**



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 25th JANUARY 2021 AT 7.00PM ONLINE VIA ZOOM.

PRESENT: Cllrs Marsden (chair), Faiers, Nash & Toland

ALSO PRESENT: Mrs L Clements, clerk + Cllr Bradley

342.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

343.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

344.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

345.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 19th OCTOBER AND SUMMARY NOTES FROM 9TH DECEMBER 2020 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Faiers seconded by Cllr Nash and

RESOLVED that the minutes of the meeting held on 19th October 2020 be approved and signed by the Chair. It was also agreed that the summary notes from 9th December were acceptable

on a vote being taken the matter was approved unanimously

346.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN** –none noted

347.21F **TO AMEND THE NUMBER OF COUNCILLORS NEEDED ON THE O&F COMMITTEE**

It was agreed to recommend that the number of members required on the O&F committee be returned to 5 (as per May 2018) with a quorate number of 3.

348.21F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES**

The clerk explained the noted issues; Admin/Rent – unexpected rates bill for parish office; Misc – line by line explanation included; Donations/grants – overspend due to pending Solar transfers. It was explained that previous agreements would see the Shortfall Grant spend of £2227.00 come from General Reserves and that there was £8948 to come back in from the Solar Grant by bank transfer.

It was proposed by Cllr Faiers seconded by Cllr Marsden and

RESOLVED that the funding for the CET would be recommended to come from the Solar Grant funds as an extremely positive sustainable project for the wider community

on a vote being taken the matter was approved unanimously

349.21F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

The clerk explained that both the Internal Financial Controls and the Financial Risk Assessment had been amended to include sections relating to the limitations and restrictions posed by COVID working practices. She also explained that in some instances there was no realistic way to mitigate against those points noted as high risk, other than by keeping them in mind when undertaking regular work. She did point out that the loss of Cllr Prasad did mean that these documents were not regularly being assessed by anyone other than the clerk and that there should be a specific 'named councillor' appointed rather than leaving this catchall in place for too long.

It was proposed by Cllr Toland seconded by Cllr Marsden and
RESOLVED that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by 'a named councillor' to occur

on a vote being taken the matter was approved unanimously

COVID restrictions are still placing a burden on the H&S functions of the parish, but are being dealt with as they happen. The clerk said because of the wider audience she now as thanks to more use of social media/ online meetings she is getting greater contact with the community to report minor issues and is able to get them dealt with before them become a problem. The toilets have been reopened and regularly cleaned and water consumption is being monitored weekly.

350.21F **CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

Cllr Marsden explained that the conversation with Memorial Hall on the addition of a parish office as part of the hall building (either an annex or by internal reconfiguration) had previously begun but had been curtailed with the onset of COVID restrictions last March. Tentative communications about the possibility of restarting these talks had been made just before Christmas to allow some basic design works to commence. Cllr Marsden had spoken to members of the Hall Committee and would like to ask M. Horman (architect) to draft some initial designs of a suitable office for us. £50,000 had been earmarked in the budget reserves for this project so he would like authority given to the discussion team to release limited funds from this to spend on design & planning. He would confirm costs with M. Horman and report back to the next Full parish meeting.

Cllr Toland said that the Hall already had plans for a larger project and asked if this were the case was redoing plans not a waste of money? Cllr Marsden said that this proposal was leaning towards an add-on to the existing building so was not part of their original plans but may need some agreement to incorporate it with them. Cllr Faiers then added that through his discussions with the MMH committee they were looking for financial help with their development works, some of which could be included within the design of the parish council annex (such as minor remodelling to the toilets & Rendlesham Room access).

It was agreed that Cllr Marsden, Faiers & the clerk be open to meeting with the MMH committee to discuss and the Cllr Marsden be given limited permission to funding to cover design plans from M Horman.

351.21F CLERKS TRAINING REQUEST – SLCC PRACTITIONERS CONFERENCE (3 days online @ £75) & REGIONAL TRAINING SEMINAR (1 day online @ £45)

It was proposed by Cllr Faiers seconded by Cllr Toland and

RESOLVED that the clerk should attend both events, arranging hours as necessary

on a vote being taken the matter was approved unanimously

352.21F THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.

The clerk was excused at this point and returned only to close the meeting

353.21F TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW.

Cllrs Marsden & Faiers stated that they had undertaken the clerk's annual review

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

RESOLVED that the clerk received a spinal point increase (taking her to spinal point 20 + 1 extra point for additional duties) as of 1st April 2021.

a vote being taken the matter was approved unanimously

354.21F TO DISCUSS AN INCREASE TO THE PARISH PENSION PROVISION

It was agreed that the parish would increase its pension commitment to 7% as of 1st April 2021

Meeting finished at 8.15pm

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Administration/Rent

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Office Rent + Rates				3,120.00	5,381.39	-2,261	-2,261 (-72%)
2	Office Supplies				970.00	257.18	713	713 (73%)
3	Telephone & Internet		42.00	42	800.00	666.39	134	176 (21%)
4	Land Registry Searches				10.00	6.00	4	4 (40%)
5	Books					9.99	-10	-10 (N/A)
6	Postages				100.00	176.88	-77	-77 (-76%)
SUB TOTAL			42.00	42	5,000.00	6,497.83	-1,498	-1,456 (-29%)

Insurance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Insurances				1,000.00	878.90	121	121 (12%)
SUB TOTAL					1,000.00	878.90	121	121 (12%)

Meeting Room Hire

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Meeting Room Hire				350.00	210.30	140	140 (39%)
SUB TOTAL					350.00	210.30	140	140 (39%)

Internal Audit Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Internal Audit Fee				250.00	225.00	25	25 (10%)
SUB TOTAL					250.00	225.00	25	25 (10%)

External Audit Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	External Audit Fee				450.00	300.00	150	150 (33%)
SUB TOTAL					450.00	300.00	150	150 (33%)

Parish Council Websites

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Parish Council Websites		47.39	47	100.00	94.78	5	53 (52%)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

SUB TOTAL	47.39	47	100.00	94.78	5	53 (52%)
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Publications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Publications							(N/A)
50	footpath leaflets		300.00	300				300 (N/A)
SUB TOTAL			300.00	300				300 (N/A)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Clerks Salary (inc PAYE & NI)		845.15	845	14,280.00	13,489.88	790	1,635 (11%)
14	Parish NI contribution		100.04	100	650.00	671.45	-21	79 (12%)
15	Clerks Pension Contribution		10.01	10	350.00	331.22	19	29 (8%)
16	Parish Pension Contribution		74.08	74	650.00	690.01	-40	34 (5%)
17	Mileage & Parking		10.80	11	70.00	7.80	62	73 (104%)
SUB TOTAL			1,040.08	1,040	16,000.00	15,190.36	810	1,850 (11%)

Training & Conference Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Course/Conference fees				700.00	243.00	457	457 (65%)
19	Mileage & Parking				300.00		300	300 (100%)
SUB TOTAL					1,000.00	243.00	757	757 (75%)

Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Allowances				100.00	52.74	47	47 (47%)
SUB TOTAL					100.00	52.74	47	47 (47%)

Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Subscriptions				900.00	1,323.03	-423	-423 (-47%)
SUB TOTAL					900.00	1,323.03	-423	-423 (-47%)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Paths & Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	SWCP		813.46	813	500.00		500	1,313 (262%)
23	Inland Footpaths		631.35	631	1,600.00	1,562.32	38	669 (41%)
24	Weeds				360.00	280.00	80	80 (22%)
25	Grass Cutting				950.00	1,264.00	-314	-314 (-33%)
26	Footpath Repairs				90.00	26.83	63	63 (70%)
SUB TOTAL			1,444.81	1,445	3,500.00	3,133.15	367	1,812 (51%)

Public Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Toilet - Cleaning & Materials				2,500.00	2,417.19	83	83 (3%)
28	Toilets - Utility Charges		19.40	19	1,000.00	1,370.00	-370	-351 (-35%)
29	Toilets - Repairs & Maintenance				730.00	714.33	16	16 (2%)
30	Rubbish Bins				170.00	723.84	-554	-554 (-325%)
31	Telephone Box				50.00		50	50 (100%)
32	Bus Shelter				50.00		50	50 (100%)
SUB TOTAL			19.40	19	4,500.00	5,225.36	-725	-706 (-15%)

Misc

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Miscellaneous Expenses		99.96	100		470.23	-470	-370 (N/A)
34	Future Office Costs		420.00	420		560.00	-560	-140 (N/A)
SUB TOTAL			519.96	520		1,030.23	-1,030	-510 (N/A)

NDP - Grant Funding

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	NDP - Grant Funding	3,182.00	3,182.00		4,875.43	4,649.05	226	226 (2%)
SUB TOTAL		3,182.00	3,182.00		4,875.43	4,649.05	226	226 (2%)

NDP - Parish Pot

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Resources				3,557.98	742.92	2,815	2,815 (79%)
37	Training							(N/A)
38	Venue Hire							(N/A)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

SUB TOTAL				3,557.98	742.92	2,815	2,815 (79%)
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S19 - Carwinion Playing Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	S19 - Carwinion Playing Field				6,240.92	6,240.92		(0%)
SUB TOTAL					6,240.92	6,240.92		(0%)

S19 - Junior Playing Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	S19 - Junior Playing Field				5,000.00	5,000.00		(0%)
SUB TOTAL					5,000.00	5,000.00		(0%)

S234 (PH Act) - AED Grant

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	S234 (PH act) - AED Grant				125.00	125.00		(0%)
SUB TOTAL					125.00	125.00		(0%)

Donations & Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Donations/ Grants		724.00	724	2,000.00	12,929.00	-10,929	-10,205 (-510%)
SUB TOTAL			724.00	724	2,000.00	12,929.00	-10,929	-10,205 (-510%)

Graveyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Training				50.00		50	50 (100%)
44	Resources (Books/Forms etc)				100.00	21.17	79	79 (78%)
45	Maintenance/ Grounds				5,150.00	4,048.64	1,101	1,101 (21%)
46	Rates				200.00	211.31	-11	-11 (-5%)
52	burial fees	4,000.00	1,700.00	-2,300				-2,300 (-57%)
SUB TOTAL		4,000.00	1,700.00	-2,300	5,500.00	4,281.12	1,219	-1,081 (-11%)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Precept		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Precept	48,917.00	48,917.00					(0%)
SUB TOTAL		48,917.00	48,917.00					(0%)

CTS Grant		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	CTS Grant	444.68	444.68					(0%)
SUB TOTAL		444.68	444.68					(0%)

Bank Interest		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Bank Interest		18.54	19				19 (N/A)
SUB TOTAL			18.54	19				19 (N/A)

Earmarked Reserves		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Solar Grant							(N/A)
53	Election Expenses							(N/A)
54	Graveyard Contingency							(N/A)
55	H&S					658.72	-659	-659 (N/A)
56	Helford carpark Trust							(N/A)
58	Small Business Rates Grant (toil	10,000.00	10,000.00			384.00	-384	-384 (-3%)
59	Smaller Earmarked Projects		6,000.00	6,000		6,156.85	-6,157	-157 (N/A)
SUB TOTAL		10,000.00	16,000.00	6,000		7,199.57	-7,200	-1,200 (-12%)

Reclaimed VAT		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Reclaimed VAT (126)		4,277.45	4,277				4,277 (N/A)
SUB TOTAL			4,277.45	4,277				4,277 (N/A)







Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Summary

NET TOTAL	66,543.68	78,677.31	12,134	60,449.33	75,572.26	-15,123	-2,989 (-2%)
V.A.T.		37.87			4,345.68		
GROSS TOTAL		78,715.18			79,917.94		

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		42.00	42	5,000.00	6,497.83	-1,498		-1,456
Insurance				1,000.00	878.90	121		121
Meeting Room Hire				350.00	210.30	140		140
Internal Audit Fees				250.00	225.00	25		25
External Audit Fees				450.00	300.00	150		150
Parish Council Websites		47.39	47	100.00	94.78	5		53
Publications		300.00	300					300
Salaries		1,040.08	1,040	16,000.00	15,190.36	810		1,850
Training & Conference Fees				1,000.00	243.00	757		757
Allowances				100.00	52.74	47		47
Subscriptions				900.00	1,323.03	-423		-423
Paths & Open Spaces		1,444.81	1,445	3,500.00	3,133.15	367		1,812
Public Services		19.40	19	4,500.00	5,225.36	-725		-706
Misc		519.96	520		1,030.23	-1,030		-510
NDP - Grant Funding	3,182.00	3,182.00		4,875.43	4,649.05	226		226
NDP - Parish Pot				3,557.98	742.92	2,815		2,815
S19 - Carwinion Playing Field				6,240.92	6,240.92			
S19 - Junior Playing Field				5,000.00	5,000.00			
S234 (PH Act) - AED Grant				125.00	125.00			
Donations & Grants		724.00	724	2,000.00	12,929.00	-10,929		-10,205
Graveyard	4,000.00	1,700.00	-2,300	5,500.00	4,281.12	1,219		-1,081
Precept	48,917.00	48,917.00						
CTS Grant	444.68	444.68						
Bank Interest		18.54	19					19
Earmarked Reserves	10,000.00	16,000.00	6,000		7,199.57	-7,200		-1,200
Reclaimed VAT		4,277.45	4,277					4,277
NET TOTAL	66,543.68	78,677.31	12,134	60,449.33	75,572.26	-15,123		-2,989
Total for ALL Cost Centres		78,677.31			75,572.26			
V.A.T.		37.87			4,345.68			
GROSS TOTAL		78,715.18			79,917.94			

Mawnan Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		102,277.55
	ADD Receipts 01/04/2020 - 31/03/2021		78,715.18
	SUBTRACT Payments 01/04/2020 - 31/03/2021		80,184.84
	Cash in Hand 31/03/2021 (per Cash Book)		100,807.89
B	Cash in hand per Bank Statements		
	Petty Cash 01/05/2020	0.00	
	95 Day Saver Account - Nationwide 20/03/2020	39,140.62	
	Deposit Account - Lloyds 31/03/2021	57,494.79	
	Current Account - Lloyds 31/03/2021	5,176.71	
			101,812.12
	Less unrepresented payments		1,004.23
			100,807.89
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		100,807.89
	A = B Checks out OK		

Mawnan Parish Council

Reserves Balance

2020 - 2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Helford Carpark Trust	200.00	0.00	0.00	0.00	200.00
H&S	1,500.00	0.00	658.72	0.00	841.28
graveyard Contingency	5,000.00	0.00	0.00	0.00	5,000.00
Election Expenses	750.00	0.00	0.00	0.00	750.00
Solar Grant Funding	39,140.62	0.00	0.00	6,764.00	45,904.62
Burial Fees	0.00	0.00	0.00	1,700.00	1,700.00
Small Business rates grant (Put	0.00	9,616.00	0.00	0.00	9,616.00
Future Office project	50,000.00	0.00	0.00	0.00	50,000.00
Smaller Projects - specific fundi	1,000.00	785.00	0.00	0.00	1,785.00
Cob Endowment Trust	0.00	0.00	0.00	0.00	0.00
NDP - parish pot	0.00	2,815.06	0.00	0.00	2,815.06
Total Earmarked	97,590.62	13,216.06	658.72	8,464.00	118,611.96
TOTAL RESERVE	97,590.62	13,216.06	658.72	8,464.00	118,611.96
GENERAL FUND					-10,934.86
TOTAL FUNDS					107,677.10

Mawnan Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 12-04-2021)

Cost Centre Misc

Code Number		33 Miscellaneous Expenses								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2020		Current Account - L	2855	cfw	SD Jones	X	0.00	0.00	0.00
2	01/04/2020		Current Account - L	2846	cfw	Tregaminion Farm	X	0.00	0.00	0.00
57	20/06/2020		Current Account - L		authorised payment	We Store Cornwall	S	198.00	39.60	237.60
58	20/06/2020		Current Account - L		authorised payment	We Store Cornwall	S	18.00	3.60	21.60
69	18/06/2020		Current Account - L		authorised payment	Cllr Peter Bradley	S	28.32	5.66	33.98
70	18/06/2020		Current Account - L		authorised payment	Cllr Peter Bradley	X	25.99	0.00	25.99
110	21/08/2020		Current Account - L		authorised payment	SD Jones	S	99.96	19.99	119.95
119	03/08/2020		Current Account - L		authorised payment	SD Jones	S	99.96	19.99	119.95
Subtotal for Code: Miscellaneous Expenses								£470.23	£88.84	£559.07

Code Number		34 Future Office Costs								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	15/04/2020		Current Account - L	ol35	authorised payment	DAZ Developments (Cornwall) Ltd	S	150.00	30.00	180.00
46	23/05/2020		Current Account - L		authorised payment	Stephens Scown LLP	S	350.00	70.00	420.00
149	20/07/2020		Current Account - L		authorised payment	Methodist Church	X	60.00	0.00	60.00
Subtotal for Code: Future Office Costs								£560.00	£100.00	£660.00
Subtotal for Cost Centre: Misc								1,030.23	188.84	1,219.07

TOTALS								£1,030.23	£188.84	£1,219.07
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Annual Internal Audit Report 2020/21

MAWNAN PARISH COUNCIL

mawnan.org.uk/council-expenditure

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

NOT USED

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/04/2022

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

20/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF MAWNAN PARISH COUNCIL
YEAR ENDED 31ST MARCH 2021.

ISSUE DATE: 20/04/2021
ISSUED TO: PARISH CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2020.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Due to the pandemic much of the work was carried out remotely with information provided electronically or hard copies collected and returned a few days later. Overall coverage has not been materially affected.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

Also attached, as Appendix 1 is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

A. Appropriate accounting records have been properly kept throughout the financial year.
Accounts are maintained on SCRIBE accounting software, which is sector specific, they were up to date and appeared free from material error.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Financial Regulations

Financial Regulations were reviewed in October 2020, albeit that no amendments were required.

Purchasing

The Open Spaces contract tender (just) exceeded £25,000 and thus is subject to the Public Contracts Regulations and, if advertised, should have been placed on the Contract Finder website.

Payment

Testing of payments made revealed no issues to report.

VAT

VAT had been accurately recorded.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is adequate at £150K.

Risk Assessment & Internal Controls

Risk Management arrangements were reviewed in January 2021 as was a review of the effectiveness of internal controls.

Cash

An Investment Strategy is yet to be adopted.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Budget setting

The 2021/22 budget and precept were approved by Full Council in December 2020 following the production of detailed estimates.

The precept was approved (according to the Minutes) before the budget.

For the absolute avoidance of doubt the budget should be approved first in future as the precept must flow, by law, from the setting of a budget.

Budget monitoring

Quarterly budget monitoring has taken place. The budget for 2020/21 was accurately input into the accounting system.

Adequacy of Reserves

General reserves stand at £62,667 equating to 79% of gross expenditure in 2020/2; within generally accepted parameters.

- E. Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.**

Burials

Burial fees have been accurately applied and entries made in the burial register.

Precept

The precept received is in accord with the records of both the Council and the Principal Authority.

VAT claims

VAT claims have been repaid for the previous year and for the period up to October 2020.

- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.**

NOT OPERATED.

- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.**

The Clerk's salary is paid in accordance with Member approvals and the national pay award was accurately implemented.

PAYE and NI provisions have been properly applied and all amounts due to HMRC have been paid.

- H. Asset and investments registers were complete and accurate and properly maintained.**

The asset register has been updated for in year additions and the total value is accurately reflected in the AGAR.

- I. Periodic and year-end bank account reconciliations were properly carried out.**

Monthly bank reconciliations are carried out and reported to Council, they are now published as part of the Minutes.

The year-end reconciliation was found to be accurate.

- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agreed to the cash book, supported by an appropriate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.**

The accounts were produced on a receipts and payments basis and were in accord with underlying records.

- K. IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.**

NOT APPLICABLE.

- L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.**

NOT APPLICABLE.

M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations

The requisite Notice was published, and the correct number of days was allowed.

N. The authority has complied with the publication requirements for 2019/20 AGAR.

The publication requirements were met.

O. Trust funds (including charitable). The council met its responsibilities as trustee.

Charity Commission submissions are up to date.

INTERNAL AUDIT REPORT RESPONSE RECORD – MAWNAN PARISH COUNCIL

FINAL REPORT				
No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
1	An Investment Strategy compliant with treasury Guidance should be adopted			

Annual Internal Audit Report 2020/21

MAWNAN PARISH COUNCIL

mawnan.org.uk/council-expenditure

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

NOT USED

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/04/2022

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

20/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

List of Direct Debits as of May 2021

Recipient	Last paid	Frequency	Amount (£)
BRITISH TELECOM – Office phone & internet	10 May 21	Monthly	£56.23
CORNWALL COUNCIL Graveyard Rates	01 Apr 21	Yearly	£243.01
CORNWALL COUNCIL Office Rates	01 Apr 21	Yearly	£611.28
EDF ENERGY – Toilet utilities	24 May 21	Monthly	£11.00
ICO - Information Commissioners Office – data collection	12 Jan 21	Yearly	£35.00
NEST - clerk's Pension	26 Apr 21	Monthly	£109.63
PENNON WATER SRVCS Toilet utilities	15 Mar 21	Quarterly	£68.69

Budget setting info 2021/2			
	agreed budget - Dec 2021	amendments April 2021	
Income			
Precept	48917	48917	
CTS Grant	471.08	471.08	
CC - Footpaths/SWCP/Weeding	1473.7	1473.7	
Bank Interest	100	100	
Misc/ other publications			
Graveyard	2000	2000	
Solar Farm	6000	6200	
NDP grant		0	
VAT Reclaimed & received			
Total Income	£58,961.78	£59,161.78	
Expenditure			
VAT paid (total in year)			
Administration/Rent	£5,000.00	£5,600.00	inc new rates payment
Insurance	£1,000.00	£780.00	new supplier quote
Meeting Room Hire	£350.00	£350.00	
Internal Audit Fee	£250.00	£225.00	
External Audit Fee	£450.00	£350.00	
Parish Council Website	£100.00	£100.00	
Publications	£0.00	£0.00	
Salaries	£16,000.00	£16,500.00	increase to spinal point & pension
Training & Conference Fees	£1,000.00	£1,000.00	
Chairman's Allowance	£100.00	£100.00	
Professional Subscriptions	£900.00	£1,200.00	now includes ICCM & HVMCG
Paths & Open Spaces	£3,500.00	£4,000.00	includes increase to Open Spaces contract
Public Services	£4,500.00	£5,200.00	
Misc			future office costs?
NDP grant funding	£0.00	£0.00	
NDP parish funded	£3,557.98	£3,557.98	likely to all be spent - may need some extra
S19 - Carwinion Playing Field	£6,240.92	£6,420.42	may need even more funds due to cutting contract increase
S19 - Junior Playing Field Trust	£5,000.00	£5,000.00	
S234 (PH act) - AED Grant	£0.00	£125.00	
Donations/Grants	£2,000.00	£7,000.00	£5000 from Solar grant
Graveyard -S314	£1,500.00	£3,200.00	£1700 cfw
TOTALS (inc VAT)	£51,448.90	£60,708.40	
excess over income	£7,512.88		

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	2,347.16	3,263	3,263
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	2,220.68	13,779	13,779
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	42.00	3,458	1,984
Public Services				4,500.00	554.02	3,946	3,946
Misc					898.00	-898	-898
NDP - Grant Funding					19.98	-20	-20
NDP - Parish Pot							
S19 - Carwinion Playing Field				6,240.92	1,632.00	4,609	4,609
S19 - Junior Playing Field				5,000.00	323.00	4,677	4,677
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		-2,000	3,200.00	1,457.01	1,743	-257
Precept	48,917.00	24,458.50	-24,459				-24,459
CTS Grant	471.08	235.54	-236				-236
Bank Interest	100.00	0.52	-99				-99
Earmarked Reserves	6,000.00		-6,000		50.00	-50	-6,050
Reclaimed VAT		2,050.28	2,050				2,050
CIL payments		1,512.45	1,512				1,512
NET TOTAL	58,961.78	28,257.29	-30,704	53,620.92	15,107.41	38,514	7,809

Total for ALL Cost Centres	28,257.29	15,107.41
V.A.T.	0.00	1,603.35
GROSS TOTAL	28,257.29	16,710.76

Mawnan Parish Council
Reserve Notes Report
Reserves Report with Notes

Name	Budget	Notes	Type	Status	current balance
Helford Carpark Trust	200.00	Donation income for works on or around helford passage	Earmarked	Open	200.00
H&S	841.28	H&S contingency budget. Reinstate at end of each year to £1000	Earmarked	Open	1,000.00
graveyard Contingency	5,000.00	for contingency works - may include tree works mar/apr 2021	Earmarked	Open	5,000.00
Election Expenses	750.00	small pot for election expenses if necessary - to increase £250 pa until next election	Earmarked	Open	1,000.00
Solar Grant Funding	45,904.62	Annual transfer made in summer as per budget agreement (2021 = £5000)	Earmarked	Open	45,904.62
Burial Fees	1,700.00	income from burials, memorials etc. to be carried forward into next years budget to offset maintenance	Earmarked	Open	0.00
Small Business rates grant (Public Services)	9,616.00	original income from COVID Smaller Business rates Grants (2021). Agreed to be used for toilet refurbishments, cycle racks, fountain etc	Earmarked	Open	9,616.00
Future Office project	50,000.00	amount agreed to but not transferred from any budgets	Earmarked	Open	50,000.00
Smaller Projects - specific funding	1,785.00	smaller projects where specific funding has been received e.g Mrs Hibbert- Baker £1000 for community upgrade £1000 for Climate Change Group (-£215)	Earmarked	Open	1,785.00
NDP - parish pot	2,815.06	non groundwork grant spending	Earmarked	Open	2,815.06
	118,611.96				117,320.68



status			Concept	
scale		1:20		paper size
				A1
project no.	0195		drawing no.	302
			drawn	MH
			checked	Checked
date		13/04/2021		rev
				####

Changing the way Mawnan Parish deal with planning applications

Currently all councillors are part of the planning committee. Plans are sent out as they are received and each planning application is reviewed and discussed at the next Full Council meeting. If a site visits needs to have a decision made at the same time this means it needs to have 4 councillors in attendance and is publically advertised.

The clerk currently takes comments made at decision meetings and relates them back to the NPPF & Cornwall Local Plan and policies included in them, as has been requested by the Planning Officers. Since she is not there to comment at meetings, drafting comments without councillors being fully aware of the limitations of the NDP will start to make this more difficult.

With the creation of an NDP for Mawnan this referencing is going to become harder. ALL COUNCILLORS will need to have a working knowledge of the NDP Policies if they are to make reasonable arguments for/against planning applications. This is likely to increase exponentially the time each application will need for discussion at Parish Council meetings.

Specific Planning Training (as supplied by Cornwall Council) is limited and has not been done by the majority of Councillors.

SO...

There are a number of options on the table.

1. Remain as we are. This would mean that ALL councillors are now expected to have at least a working knowledge of the policies we are intending to include in the NDP and how each application is affected by them.
2. Create a planning committee, bringing recommendations back to each Full Parish Council meeting. A limited number of councillors (4+) would be appointed and be sent all planning applications for review. They would review against the NDP, undertake site visits and produce a recommendations report to go out to Full Council for deliberation along with the regular agenda. They WOULD NOT be making final decisions.
3. Create a Planning Committee with delegated powers. A limited number of councillors (4+) would form a committee who are solely responsible for deciding the parish's planning applications. Other councillors could attend and make comments on all applications, but not be voting members of this committee.

From asking round it appears that many of the parish councils that are creating NDPs are also forming dedicated Planning Committees (or at least having separate Planning meetings) so that sufficient deliberation can be made against their NDP policies.

PLANNING ADVICE



Andrew Towler, SLCC's National Planning Advisor, updates members on proposed reforms to the National Planning Policy Framework and the National Model Design Code.

GOVERNMENT'S LATEST PROPOSED REFORMS OF THE PLANNING SYSTEM IN ENGLAND – WHAT CLERKS NEED TO KNOW

In August of last year, the Government set out major proposed reforms to the planning system in its Planning for the Future White Paper. It aims to *deliver 'a whole new planning system for England'*.

The Government received about 40,000 responses to this consultation (including from SLCC and many other town and parish councils) which it is presently considering. The findings and outcomes from this consultation are expected to be published by the Government later in the spring.

In the meantime, the Government has announced a series of proposed reforms to national planning rules in advance of 'a fuller review', which is expected shortly. These reforms are contained in the two documents below:

- Revised National Planning Policy Framework
- National Model Design Code

REVISED NATIONAL PLANNING POLICY FRAMEWORK

The proposed reforms (which have a particular emphasis on design) are of some interest to the sector. The key ones are:

- The overarching social objective of the planning system will be changed from 'a well-designed and safe built environment' to 'well-designed, beautiful and safe places', i.e. the introduction of 'beautiful'
- Introduces new test 'development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design'
- Adding, 'Conversely, significant weight should be given to development which reflects local design policies and government guidance on design'
- At least 10% of all major housing schemes should comprise affordable homes
- Greater protection and consideration in the planning system for historic statues, plaques or memorials (listed or not)
- Introduces new test for new settlements and urban extensions so that they should include 'a genuine choice of transport modes'
- Enhanced reference and consideration to cycling

- More emphasis that National Parks, the Broads and Areas of Outstanding Natural Beauty are not suitable for major development
- Emphasis on protecting, maintenance and incorporating trees into developments, including 'ensur[ing] that new streets are tree-lined'
- Making it more difficult to build isolated homes in the countryside
- Underlines that the planning system should better manage the causes and impacts of flooding
- Enhanced reference to promoting healthy living
- Advocates the use of area-based design guides and codes, which can be prepared at an area-wide or site-specific scale and 'should be based on effective community engagement and reflect local aspirations'
- All local planning authorities should prepare design guides or codes consistent with the principles set out in the National Design Guide (see below)

NATIONAL MODEL DESIGN CODE

At the same time, it published a new National Model Design Code for consultation, which:

- Provides guidance on how to draw up design codes and policies to 'help local authorities and communities decide what good quality design looks like in their area, based on local aspirations for how their area,
- Includes guidance on the area type policies that should be considered when creating design codes or guides
- Advocates that codes should cover seven different areas:
 - Movement (transport related issues)
 - Nature
 - Built form (density, grain, building line and height)
 - Identity (local design characteristics)
 - Public space
 - Existing uses
 - Homes and buildings (factors including lighting, privacy and distances between buildings)

Further information can be found at - www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code-consultation-proposals