



17th October 2022

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 24th October 2022 at 7.00pm in Mawnan Bowling Club.

We will be adhering to any COVID safety measure requested by the venue at the time, including the wearing of facemasks if deemed necessary.

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 25TH JULY 2022 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 2022/23 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**
- 7. PRECEPT SETTING FOR 2023/24 – INTIAL THOUGHTS & PROPOSALS PRIOR TO 1st STAGE COLLATION (including any possible new projects; review of solar grant awards to Community Projects, cost of living increases, Coronation budget, Footpath leaflet – updating & reprint schedule)**
- 8. TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING PRIOR TO DECEMBER FULL COUNCIL MEETING.**
- 9. TO REVIEW CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2022. A number of policies are for review under 5 year cycle (23 in total)**
- 10. INFORMATION ON SIGNING UP TO THE CIVILITY & RESPECT PLEDGE INITIATIVE**
- 11. TO REVIST THE DISCUSSIONS ON FUTURE OFFICE ACCOMMODATIONS AT THE MEMORIAL HALL**

Associated Papers

- Item 6 - Attached is the raw output of the full current budget position without any notes along with the summary budget position (the single sheet)
- Item 7 - initial draft proposal for budget for next year provided by clerk. Inclusions for next year so far include reserves for a JFP repairs pot, coronations celebration funding. In some cases Reserves Pots will need reinstating to 'beginning of year' figures from General Reserves.
- Item 8 - we usually have a short meeting the first week of December or thereabouts, pulling together any comments about the planned budget which has been circulated to ALL councillors from late-October for consideration.
- Item 9 - sorry - as previously stated there are 24 policies to go through. Only the following have amendments:

	Emailed to O&F	Amendments made
Financial Regulations	14.10.22	As listed (£ only)
Standing Orders	14.10.22	As listed
Planning Protocol	24.8.22	rewritten
Pre Application Planning protocol	24.8.22	rewritten
Freedom of Information - Publication Scheme	21.9.22	In yellow
Retention & Disposal policy	14.10.22	Extra line re: Kresen Cornwall
Burial information & site regulations (inc scale of fees)	21.9.22	Pg 3 & 10. Pg 9 for annual review
Graveyard Safety Regulations	21.9.22	Section 2 rewritten
Disciplinary Policy	24.8.22	Points 4 & 14 + examples of gross misconduct
Scheme of Delegation	21.9.22	Minor (covid)
H&S Risk Assessment Policy	21.9.22	Minor (covid)
Safeguarding Policy	24.8.22	None required
Grievance Policy	24.8.22	None required
Councillor privacy notice	14.10.22	None required
information & data protection policy	4.7.22	None required
Recording of Public Meetings - guidelines	4.7.22	None required
Complaints Procedure	4.7.22	None required
Dignity at Work Policy	4.7.22	None required
Equal Opportunities Policy	4.7.22	None required
Reporting of Accidents and Incidents Policy	4.7.22	None required
Graves and Graveyards Policy	4.7.22	None required
GDPR - privacy notice	4.7.22	None required

Office Member Protocol –this needs to be updated, but if fed into by a number of the policies above. As such it will come to the next meeting feeding in any updated agreed.

Item 10 - warning from CALC that signing up to the at present would be very similar to the 'knee jerk' response to declaring a Climate Emergency – in that proper details and a formulated plan of action/support is not included in the pledge.

Item 11 - request to re-open the conversation surrounding a new office as part of the Memorial Hall. Plans already drafted to be recirculated.

Summary to date:

proposal for admin Hub on Carwinion Field was approved by PC and planning application submitted. Passed with no public objections.

Modification to location made in light of position due to utilities/ services provision

Public meeting to discuss – modification application withdrawn following outcry. Option to have space at MMH made by their committee.

FEB/ MAR 21 - Designs/plans drawn up for office at MMH to include paying for works to upgrade rear entrance & foyer areas. Outline discussion for this between Cllr Faiers/ Marsden & MMH committee done.

NEW COUNCIL (May 21) - plans circulated for new council to review before formal discussions with MMH started as plans already on table, but no lead cllrs.

JUL 21 - pre-empted by 'Mawnan Museum' proposal and no further discussion. MMH committee not happy with sudden change (without discussion) as their upgrading plans now put into disarray. Suggestion to merge with church office investigated & ruled out.



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 25th JULY 2022 AT 7.00PM IN MAWNAN MEMORIAL HALL, MAWNAN SMITH.

PRESENT: Cllrs Brooksbank (Chair), Sadler & Whibley

ALSO PRESENT: Mrs L Clements, clerk & Cllr Morris

414.22F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Moyle

415.22F **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23**

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

RESOLVED that Cllr Brooksbank remain as the chair for the current 22/23 year.

On a vote being taken the matter was approved unanimously

416.22F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

417.22F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

418.22F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THIS COMMITTEE HELD ON MONDAY 25th APRIL 2022 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Whibley, seconded by Cllr Brooksbank and

RESOLVED that the minutes of the meeting held on 25th April 2022 be approved and signed by the Chair.

On a vote being taken the matter was approved unanimously

419.22F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Clerks annual review for 21/22 had been done by Cllrs Whibley & Brooksbank last week and would come before the full council in September. With action points & recommendations. Cllr Whibley noted that the AED box at Durgan had been repaired by the National Trust and that the phonebox there had been repainted by BT.

420.22F **TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2022/23.**

Cllr Brooksbank asked about the amount paid for the quarterly water bill; the clerk explained that included in the last bill was some of the period where there were outside drain issues. She showed the consumption graph online and was asked to send this, along with the usage figures to all members to review.

It was proposed by Cllr Brooksbank, seconded by Cllr Whibley 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



421.22F **CURRENT SIGNATORY POSITION AND REQUIREMENTS FOR ADDITIONAL USERS**

The clerk explained that she was in the process of adding Cllr Brooksbank (as Chair) as a signatory to all accounts and Cllr Bate & Brooksbank to the trusts accounts, both with full electronic banking authorisation. Cllr Sadler & Moyle had been sent information on how to apply for electronic banking since they were already full signatories on the accounts. Currently the trust accounts only had 2 signatories each, neither with electronic banking powers. The Parish Council accounts only have 1 online user which forced us to be using cheques for payments once again – online payments were much easier.

The clerk also said that she had problem getting some information, as it appears a change in processes as Lloyds left her unable to confirm signatory names – it appears that this could now only be done by another full powers signatory. The clerk did not want to become a signatory but would verify if there was a way to gain Full Online User access without it.

422.22F **REVIEW OF CURRENT BUDGET POSITION 2022/23 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN (including signing off on quarter's bank statements)**

Cllr Brooksbank said that it was better having the Solar Grant balance and the PC balance stated separately at Full Council meetings as it showed that the PC was not holding excess funds.

Where small balances remain for lines where budgets for the whole year had already been spent (Insurances) it was agreed to amend the budget line to remove these and zero out, rather than show the recurring small amount on future reports.

The NDP Parish Pot was to be closed out as a project, pending the two final website invoices, and the funds remaining transfers to a new earmarked reserve budget for Playing Field maintenance by September. It was agreed that the JPF especially needed to have funds for ongoing equipment replacement and repair, since there was no other income stream than the PC. It was felt that a Reserve similar to the Election pot, which increase incrementally at the end of each year would be beneficial.

The clerk noted that there had been recommendations from both CALC & Cornwall Council that parishes review their own plans to deal with Operation London Bridge (the codename for the death of a sitting monarch) and the subsequent coronation. Although Cornwall Council had a plan that was similar to that used for the recent death of HRH Prince Philip they were not willing to circulate specifics for the death of the Queen and would leave it to each parish/town council to prepare their own individual plan to fit in with county/national measures. We have draft outlines to work with but it may be that these have an unexpected impact on the budget at short notice, which would require the clerk and Chair to agree funding. The clerk intended to ask the members of the Jubilee Celebration Committee if they could work up an outline plan for a Coronation Celebration event(s) so we are not caught on the back foot.

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

RESOLVED that the Q1 budget position be accepted as a true and accurate record

on a vote being taken the matter was approved unanimously



423.22F

TO NOTE THE 5 YEAR REVIEW OF POLICIES DUE IN OCTOBER 2022 AND THE PROCESS TO MANAGE THEIR DISTRIBUTION AND REVIEW OF THESE GIVEN THEIR NUMBER.

The clerk explained that she was working through the 5 year review of all policies and had so far distributed those that either have remained completely the same or only had very, very minor modifications, as per the list she had attached. Some policies, such as Standing Orders & Financial Regulations only required very minor updates (in some cases just replacing figures) and she asked if it would be OK to only send out the pages that had amendments for where only minor changes had been made, showing what policy, page/section and wording were altered.

It was accepted that having these policies in smaller numbers would make them easier to review and the clerk's suggestion for distribution was accepted. Councillors not on the O&F committee would have the first set of 'unchanged' policies sent to them asap, with a reminder that the O&F will be presenting their recommendations on these in November. They would then also be copied into those sent with only minor amendments as sent out so they do not have 23 policies to review in the 3 weeks between the October O&F meeting and the November Full Council.

Some policies – specifically the Grievances & Disciplinary Policies no longer existed having been replaced with new combined models. The Office Member Protocol was a document that mainly drew in information from the Councillor Induction pack, GDPR information and signposted other general policies and needed links updated; the Planning Protocol was being updated in light of the changes in how we undertake planning application review and the Pre-App Protocol needs updating to include greater reference to the NDP now it has passed County approval.

Meeting finished at 7.35pm

	amendment needed	to be reviewed
Safeguarding Policy	n	Oct-22
Scheme of Delegation	n	as necessary
Financial Regulations	y	Oct-22
Standing Orders	y	Oct-22
Planning Protocol	y	Nov-21
Pre Application Planning protocol	y	Nov-21
Freedom of Information - Publication Scheme	y	Sep-22
Office Member Protocol	y	Sep-22
Retention & Disposal policy	y	Sep-22
H&S Risk Assessment Policy	y	Sep-22
Burial information & site regulations (inc scale of fees)	y	Sep-22
Graveyard Safety Regulations	y	Sep-22
Disciplinary Policy	y	Sep-22
Grievance Policy	y	Sep-22
Councillor privacy notice	pending	Sep-22
information & data protection policy	SENT 4.7.22	Sep-22
Recording of Public Meetings - guidelines	SENT 4.7.22	Sep-22
Complaints Procedure	SENT 4.7.22	Sep-22
Dignity at Work Policy	SENT 4.7.22	Sep-22
Equal Opportunities Policy	SENT 4.7.22	Sep-22
Reporting of Accidents and Incidents Policy	SENT 4.7.22	Sep-22
Graves and Graveyards Policy	SENT 4.7.22	Sep-22
GDPR - privacy notice	SENT 4.7.22	Sep-22

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			0.00 (N/A)	4,870.00	2,245.34	2,624.66 (53%)	2,624.66
Insurance			0.00 (N/A)	764.65	764.65	0.00 (N/A)	0.00
Meeting Room Hire			0.00 (N/A)	350.00	200.99	149.01 (42%)	149.01
Internal Audit Fees			0.00 (N/A)	225.00	225.00	0.00 (N/A)	0.00
External Audit Fees			0.00 (N/A)	300.00	300.00	0.00 (N/A)	0.00
Parish Council Websites			0.00 (N/A)	100.00	10.00	90.00 (90%)	90.00
Publications			0.00 (N/A)			0.00 (N/A)	0.00
Salaries		210.67	210.67 (21067%)	16,500.00	7,887.57	8,612.43 (52%)	8,823.10
Training & Conference Fees			0.00 (N/A)	550.00	135.00	415.00 (75%)	415.00
Allowances			0.00 (N/A)	100.00		100.00 (100%)	100.00
Subscriptions			0.00 (N/A)	1,400.00	815.53	584.47 (41%)	584.47
Paths & Open Spaces	1,513.12	1,513.12	0.00 (N/A)	5,500.00	2,329.40	3,170.60 (57%)	3,170.60
Public Services		44.71	44.71 (4471%)	4,600.00	3,879.24	720.76 (15%)	765.47
Misc		5.70	5.70 (570%)		5.70	-5.70 (-570%)	0.00
NDP - Parish Pot			0.00 (N/A)		828.24	-828.24 (-8282%)	-828.24
S19 - Carwinion Playing Field			0.00 (N/A)	7,000.00	2,754.76	4,245.24 (60%)	4,245.24
S19 - Junior Playing Field			0.00 (N/A)	5,000.00	2,192.00	2,808.00 (56%)	2,808.00
S234 (PH Act) - AED Grant			0.00 (N/A)	125.00	125.00	0.00 (N/A)	0.00
Donations & Grants			0.00 (N/A)	5,080.00	5,105.47	-25.47 (-0%)	-25.47
Graveyard	1,000.00	2,275.00	1,275.00 (127%)	7,200.00	3,863.29	3,336.71 (46%)	4,611.71
Precept	48,917.00	48,917.00	0.00 (N/A)			0.00 (N/A)	0.00
CTS Grant	223.59	223.59	0.00 (N/A)			0.00 (N/A)	0.00
Bank Interest	100.00	7.81	-92.19 (-92%)			0.00 (N/A)	-92.19
Earmarked Reserves		1,157.40	1,157.40 (115740%)		5,221.95	-5,221.95 (-522195%)	-4,064.55
Reclaimed VAT			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	51,753.71	54,355.00	2,601.29 (5%)	59,664.65	38,889.13	20,775.52 (34%)	23,376.81

Total for ALL Cost Centres

54,355.00

38,889.13

V.A.T.

2,303.38

2,348.77

GROSS TOTAL**56,658.38****41,237.90**

Mawnan Parish Council
Summary of Receipts and Payments

3 October 2022 (2022-2023)

All Cost Centres and Codes

Administration/Rent

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Office Rent + Rates				3,120.00	1,758.00	1,362.00	1,362.00 (43%)
2	Office Supplies				840.00	216.75	623.25	623.25 (74%)
3	Telephone & Internet				800.00	184.05	615.95	615.95 (76%)
4	Land Registry Searches				10.00	3.00	7.00	7.00 (70%)
5	Books							(N/A)
6	Postages				100.00	83.54	16.46	16.46 (16%)
SUB TOTAL					4,870.00	2,245.34	2,624.66	2,624.66 (53%)

Insurance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Insurances				764.65	764.65		(0%)
SUB TOTAL					764.65	764.65		(0%)

Meeting Room Hire

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Meeting Room Hire				350.00	200.99	149.01	149.01 (42%)
SUB TOTAL					350.00	200.99	149.01	149.01 (42%)

Internal Audit Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Internal Audit Fee				225.00	225.00		(0%)
SUB TOTAL					225.00	225.00		(0%)

External Audit Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	External Audit Fee				300.00	300.00		(0%)
SUB TOTAL					300.00	300.00		(0%)

Parish Council Websites

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Parish Council Websites				100.00	10.00	90.00	90.00 (90%)

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

3 October 2022 (2022-2023)

SUB TOTAL	100.00	10.00	90.00	90.00 (90%)
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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							(N/A)
SUB TOTAL							(N/A)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13 Clerks Salary (inc PAYE & NI)		153.47	153.47	15,000.00	6,780.95	8,219.05	8,372.52 (55%)
14 Parish NI contribution		36.40	36.40	500.00	446.76	53.24	89.64 (17%)
15 Clerks Pension Contribution				400.00	224.14	175.86	175.86 (43%)
16 Parish Pension Contribution		16.93	16.93	550.00	413.81	136.19	153.12 (27%)
17 Mileage & Parking		3.87	3.87	50.00	21.91	28.09	31.96 (63%)
SUB TOTAL		210.67	210.67	16,500.00	7,887.57	8,612.43	8,823.10 (53%)

Training & Conference Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Course/Conference fees				450.00	135.00	315.00	315.00 (70%)
19 Mileage & Parking				100.00		100.00	100.00 (100%)
SUB TOTAL				550.00	135.00	415.00	415.00 (75%)

Allowances

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20 Allowances				100.00		100.00	100.00 (100%)
SUB TOTAL				100.00		100.00	100.00 (100%)

Subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Subscriptions				1,400.00	815.53	584.47	584.47 (41%)
SUB TOTAL				1,400.00	815.53	584.47	584.47 (41%)

Mawnan Parish Council
Summary of Receipts and Payments

3 October 2022 (2022-2023)

All Cost Centres and Codes

Paths & Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	LMP / SWCP Footpaths	1,513.12	1,513.12		2,000.00	1,444.40	555.60	555.60 (15%)
24	Weeds				400.00		400.00	400.00 (100%)
25	Grass Cutting				1,500.00	885.00	615.00	615.00 (41%)
26	Footpath Repairs				1,600.00		1,600.00	1,600.00 (100%)
SUB TOTAL		1,513.12	1,513.12		5,500.00	2,329.40	3,170.60	3,170.60 (45%)

Public Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Toilet - Cleaning & Materials				2,600.00	1,776.71	823.29	823.29 (31%)
28	Toilets - Utility Charges		44.71	44.71	700.00	54.90	645.10	689.81 (98%)
29	Toilets - Repairs & Maintenance				400.00	200.56	199.44	199.44 (49%)
30	Rubbish Bins				800.00	1,847.07	-1,047.07	-1,047.07 (-130%)
31	Telephone Box				50.00		50.00	50.00 (100%)
32	Bus Shelter				50.00		50.00	50.00 (100%)
SUB TOTAL			44.71	44.71	4,600.00	3,879.24	720.76	765.47 (16%)

Misc

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Miscellaneous Expenses		5.70	5.70		5.70	-5.70	(N/A)
SUB TOTAL			5.70	5.70		5.70	-5.70	(N/A)

NDP - Parish Pot

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	NDP Parish Pot- resources					828.24	-828.24	-828.24 (N/A)
SUB TOTAL						828.24	-828.24	-828.24 (N/A)

S19 - Carwinion Playing Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	S19 - Carwinion Playing Field				7,000.00	2,754.76	4,245.24	4,245.24 (60%)
SUB TOTAL					7,000.00	2,754.76	4,245.24	4,245.24 (60%)

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

3 October 2022 (2022-2023)

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	2,192.00	2,808.00	2,808.00 (56%)
SUB TOTAL					5,000.00	2,192.00	2,808.00	2,808.00 (56%)

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
38	Post Office.. (... Act 1954; S51)					810.00	-810.00	-810.00 (N/A)
42	Donations/ Grants				5,080.00	4,295.47	784.53	784.53 (15%)
SUB TOTAL					5,080.00	5,105.47	-25.47	-25.47 (-0%)

Graveyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Graveyard Training							(N/A)
44	Graveyard Resources (Books/Fc				50.00	4.00	46.00	46.00 (92%)
45	Graveyard Maintenance/ Grounc				6,900.00	3,524.96	3,375.04	3,375.04 (48%)
46	Graveyard Rates				250.00	334.33	-84.33	-84.33 (-33%)
52	burial fees	1,000.00	2,275.00	1,275.00				1,275.00 (127%)
SUB TOTAL		1,000.00	2,275.00	1,275.00	7,200.00	3,863.29	3,336.71	4,611.71 (56%)

Precept

Code	Title	Receipts			Payments			Net Position
		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

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	CTS Grant	223.59	223.59					(0%)

Mawnan Parish Council
Summary of Receipts and Payments

3 October 2022 (2022-2023)

All Cost Centres and Codes

SUB TOTAL	223.59	223.59				(0%)
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Bank Interest

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49 Bank Interest	100.00	7.81	-92.19				-92.19 (-92%)
SUB TOTAL	100.00	7.81	-92.19				-92.19 (-92%)

Earmarked Reserves

Code Title	Receipts			Payments			Net Position
	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							(N/A)
56 Helford carpark Trust							(N/A)
58 Small Business Rates Grant (toil					3.33	-3.33	-3.33 (N/A)
59 CIL Payments		1,157.40	1,157.40				1,157.40 (N/A)
60 Smaller Projects - Specific Fundi							(N/A)
61 Jubilee Celebrations					5,119.13	-5,119.13	-5,119.13 (N/A)
62 Roads & Traffic					99.49	-99.49	-99.49 (N/A)
SUB TOTAL		1,157.40	1,157.40		5,221.95	-5,221.95	-4,064.55 (N/A)

Reclaimed VAT

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

Summary

NET TOTAL	51,753.71	54,355.00	2,601.29	59,664.65	38,889.13	20,775.52	23,376.81 (20%)
V.A.T.		2,303.38			2,348.77		
GROSS TOTAL		56,658.38			41,237.90		

	Last Year 2021-2022				Current Year 2022-2023				Projected EOY	PROJECTED END OF YEAR NOTES
	Receipts		Payments		Receipts		Payments			
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
Administration/Rent Allowances		1,222.56	5,600.00	6,023.47			4,870.00	2,245.34	4,289.68	budget did not include storage locker allocation
Donations & Grants			100.00	25.46			100.00		100.00	
External Audit Fees			10,290.00	12,245.00			5,080.00	5,105.47	6,090.00	Budget includes £3000 solar grant. Post Office outreach rent (£1400) not considered
Graveyard	2,000.00	5,845.00	350.00	300.00			300.00	300.00	300.00	
Insurance			780.00	754.07			764.65	764.65	764.65	
Internal Audit Fees			225.00	225.00			225.00	225.00	225.00	
Meeting Room Hire			350.00	347.36			350.00	200.99	401.98	extra meetings post COVID
Misc		3.20	1,398.00	1,643.87		5.70		5.70	5.70	
NDP - Grant Funding			226.38	226.38						end of funding stream
NDP - Parish Pot			2,815.06	259.60				828.24	828.24	is an earmarked reserve pot. Agreed to change to JPF maint reserve when NDP complete
Parish Council Websites			100.00	62.89			100.00	10.00	100.00	
Paths & Open Spaces	1,473.70	1,448.68	4,000.00	2,924.69	1,513.12	1,513.12	5,500.00	2,329.40	5,458.78	general increases / extra works
Public Services			5,200.00	4,091.88			4,600.00	3,879.24	6,079.24	mainly bin costs (£1900) & cleaning contract increase (£500)
Publications									0.00	
S19 - Carwinion Playing Field		116.10	6,240.92	6,356.98			7,000.00	2,754.76	7,000.00	
S19 - Junior Playing Field		1,895.00	5,000.00	5,368.00			5,000.00	2,192.00	5,000.00	
S234 (PH Act) - AED Grant			125.00	125.00			125.00		125.00	
Salaries		431.80	16,500.00	15,378.41		210.67	16,500.00	7,887.57	15,778.25	
Subscriptions			1,200.00	1,395.51			1,400.00	815.53	1,400.00	SLCC, CALC, ICO, HVCG & scribe
Training & Conference Fees			1,000.00	110.00			550.00	135.00	335.00	
Bank Interest	100.00	96.99			100.00	7.81				
CTS Grant	471.08	471.08			223.59	223.59				
Precept	48,917.00	48,917.00			48,917.00	48,917.00				
Reclaimed VAT										
Earmarked Reserves		8,757.45		4,243.75		1,157.40		5,221.95	5,221.95	
	52,961.78	69,204.86	64,700.36	70,188.15	51,753.71	54,310.29	59,664.65	38,764.13	66,891.72	£5583 budget shortfall to come from reserves, not precept increase
						budget used Dec 21:	54,464.65			

	Next Year		2023/24 BUDGET SETTING NOTES
	Receipts	Payments	
	Budget	Budget	
Administration/Rent Allowances		4680.00	increase of £208pa in rent from Oct 22
Donations & Grants		3500.00	£1500 new budget linke for PO. Add Solar Grant funding in april
External Audit Fees		350.00	new appointment for 22/23
Graveyard	1000.00	3350.00	will change with additional income- Needs to be AT LEAST £5200 to cover contract + £400 for rates
Insurance		800.00	
Internal Audit Fees		225.00	
Meeting Room Hire		400.00	
Misc		0.00	
NDP - Grant Funding		0.00	
NDP - Parish Pot		0.00	
Parish Council Websites		100.00	
Paths & Open Spaces	1500.00	5500.00	
Public Services		6300.00	£3600 cleaning, £500 utilities, £2000 bins,£200 other
Publications		0.00	should we be considering a footpath leaflet reprint & redesign?
S19 - Carwinion Playing Field		7000.00	remaining the same?
S19 - Junior Playing Field		5000.00	remaining the same - works pending so will need extra funding
S234 (PH Act) - AED Grant		150.00	review for increase
Salaries		16500.00	variable
Subscriptions		1500.00	
Training & Conference Fees		500.00	
Bank Interest	100.00		
CTS Grant	0.00		
Precept	49895.34		proposal of 2% increase comparable to county
Reclaimed VAT			
Earmarked Reserves			£5k for Coronation? Swap remaining NDP to JPF sinking fund
	52,495.34	55,955.00	

Mawnan Parish Council
Reserves Balance
2022-2023

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance	2023/24 projection	NOTES
Earmarked							
Helford Carpark Trust - donation from helford car park for works to immediate area	200.00				200.00	200.00	Could it be used for bin emptying costs?
H&S - health & safety contingency budget. Clerk to use for emergencies	937.01	62.99			1,000.00	1,000.00	remain same
Graveyard Contingency - works contingency fund - not for maintenance	3,905.00		700		3,205.00	3,205.00	spend = refund of fees. £500 of cfw balance to go into contingency PA?
Election Expenses - small pot for election expenses if necessary - to increase £250 pa until next election	745.00	505.00			1,250.00	1,500.00	increase as agreed
Solar Grant Funding - Agreement that £15000 be ringfenced to provide an for the MUGA Project - April 2022 O%F	37,468.84	-4,705.00			32,763.84	40,000.00	looking to be close to £8K income in Feb 2023
Burial Fees - income from burials, memorials etc. to be carried forward into next years budget to offset maintenance	5,200.00	-5,200.00		2,275.00	2,275.00	0.00	22/23 final balance rolls into maintenance ** see contingency line
Small Business rates grant (Public Services) - rates grant for toilets - to be used for upgrading public services	8,785.24				8,785.24	8,785.24	pending works
Smaller Projects - specific funding smaller projects where specific funding has been received. £1000 agreed for Climate Change Group works (-£215)	785.00				785.00	785.00	change to 'Climate Group works' as reserved pot
NDP - parish pot. reserve agreed of original £5000 in 2017. to be rolled forward until spend/finished	2,565.45		859.90		1,705.55	1,705.55	change to JPF rolling fund, for repair/ upgrades
MUGA Project - yet to be allocated from general reserves. funding to go towards MUGA project by Carwinion Trust		10,000.00			10,000.00	10,000.00	pending works
Jubilee Reserve - reserves transferred to budget line spend 24.4.22		5,000.00	4,873.13		126.87	5,000.00	21/22 spend of £234.94 bring total to £5108.07 . Change to Coronation and reinstate @ £5K
Roads & traffic- for traffic calming works		10,000.00	99.49		9,900.51	9,900.51	?? What for apart from possible speed signs
CIL funding - used for ongoing CIL funding. CFW of 512.45 from 2021/22 when this was a budget line only		512.45		3,284.29	3,796.74	3,796.74	similar to Solar grant fund - infrastructure offsetting
TOTAL	60,591.54	16,175.44	6,532.52	5,559.29	75,793.75	85,878.04	
TOTAL RESERVE	60,591.54	16,175.44	6,532.52	5,559.29	75,793.75		
GENERAL FUND					42,145.06		
TOTAL FUNDS					117,938.81		

Notes from a meeting of Smaller Councils held virtually on Monday 26 September 2022 at 10.00am

Present:

Tracy Hladij- Budock	Heather Singleton – Landewednack
Lisa Clements – Mawnan	Fiona Drew – St Erth
Catherine Snelling St Tudy	Chris Cook – Botus Fleming
Lucy Jose – Portreath	Sue Theobald – St Wenn
Amanda Kendall – St Enoder & St Mewan	Wendy Yelland – St Mewan
Helen Couch – St Just in Roseland	Louise Dowe - Mabe
Anne Cruickshank – Pentewan Valley	Julie Larter – Carlyon and St Austell Bay
Christine Wilson – St Ewe and Luxulyan	Sarah Mason – Cornwall ALC
Linda Coles – Lewannick and Dobwalls	Jenny Hancock – Kresen Kernow

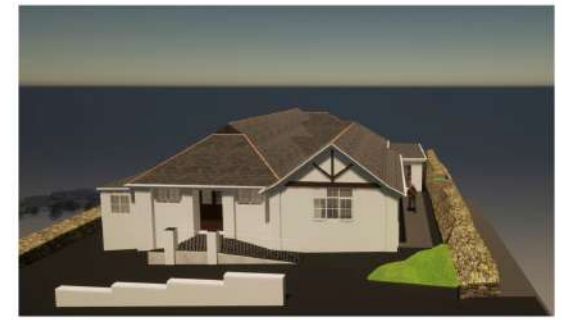
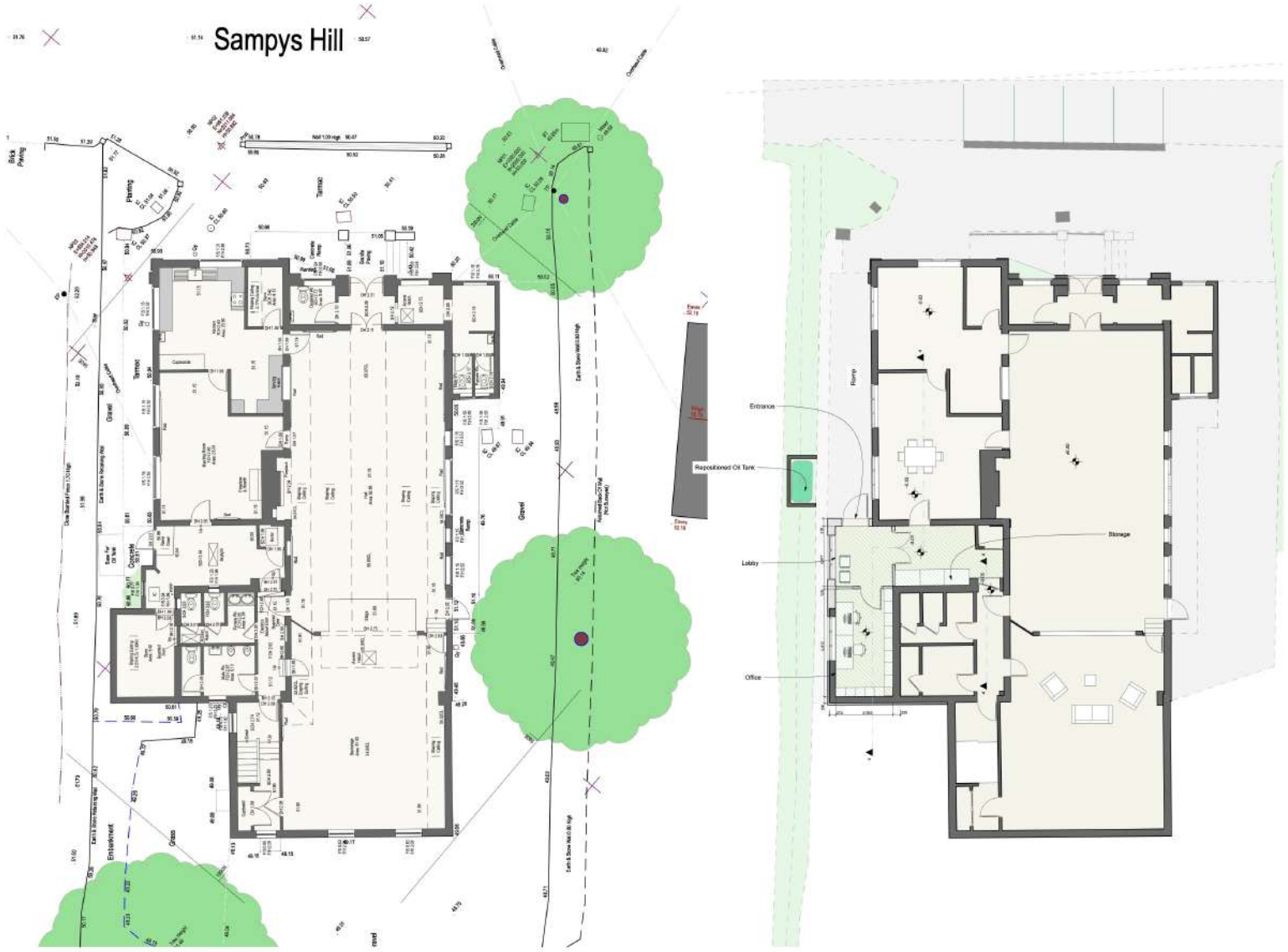
Civility and Respect

SM (Sarah Mason – CALC) said that there are issues with the pledge, and it was necessary for there to be a change in the culture of councils and it is important for Chairmen to develop leadership and stewardship skills. Councillors need training and this is in the pipeline.

There is no guidance on how often the pledge should be re-affirmed.

Concern was expressed that the pledge carries no teeth, and this was proving a stumbling block in some councils.

It was suggested that those councils that have signed up to the pledge should add it to the bottom of headed notepaper and emails



Access to proposed office



Lobby space with stable door to office



Office space



View from office to Lobby



Storage in corridor to memorial hall spaces raised floor of corridor and office to FFL Hall

Hormann Architects
 Concept
 1:100
 0195
 13/04/2021

paper size	A1
drawn	MH
checked	Checked
no	####



Title			
Concept			
Scale	1:20	Sheet size	A1
Project no.	0195	Sheet no.	302
Author		Checked	Checked
Date	13/04/2021	Rev.	###