

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 ^{Whibley}~~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

Signed: _____



(Chair)

24th October 2022

	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