



16th January 2023



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 23rd January 2023 at 7.00pm in Mawnan Bowling Club, Carwinion Road, Mawnan Smith.

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 MEETINGS OF THIS COMMITTEE HELD ON THE 24th OCTOBER 2022 AND 15TH DECEMBER 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 COST IMPLICATIONS TO AMENDMEND TO GRAVEYARD MAINTENANCE CONTRACT UNTIL JULY 2124
7. UPDATE OF DISCUSSIONS WITH THE MMH AS REGARDS FUTURE OFFICE ACCOMMODATION AND TO AGREE REPRESENTATIVES TO TAKE THESE FORWARD.
8. REVIEW OF CURRENT BUDGET POSITION 2022/23 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)
9. INTERNAL AUDIT REVIEW & UPDATE
10. ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE

Associated Papers

- Item 4 - draft minutes from last full O&F meeting and December budget setting meeting
- Item 5 -
- Item 6 - following on review of contract for graveyard maintenance specification increased costings have now been provided. I still see some discrepancies that might need to be discussed.
- Item 7 - Cllr Brooksbank to report
- Item 8 - budget info reports attached. Includes forecasting report from software to end of year.
- Item 9 - 3 recommendations on internal audit 1) certifying electronic invoice before attaching to software, 2) adding burial receipt numbers to software, 3) remove 'travel/mileage' costs from salaries in line with Accounting Statements. These are now done by clerk and have been retroactively put on to cover whole financial year – dated e-signature put on all pdf invoices prior to attaching in software.
- Item 10 - Financial Controls & Risk Assessment documents attached. Clerk has reviewed but there is no named councillor at present.

MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON Monday 24th October 2022 at 7.00pm in Mawnan Bowling Club

PRESENT: Cllrs Brooksbank (Chair), Moyle, Reid & Sadler

ALSO PRESENT: Mrs L Clements, clerk

424.22F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Whibley

425.22F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

426.22F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

427.22F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 25TH JULY 2022 AND THE CHAIRMAN TO SIGN THEM**

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

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

on a vote being taken the matter was approved unanimously

428.22F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Cllr Sadler apologised that he had not taken further the request to sign up to internet banking. Cllr Moyle asked for details of the Trust bank accounts so that he could arrange to verify his signature to allow the mandate variations to go through.

429.22F **REVIEW OF CURRENT BUDGET POSITION 2022/23 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

The clerk went through the current budget position (end of Sept 2022) which also included the projected End of Year total – including the unexpected receipt of £2,100 CIL monies this week. It was hoped that some of this could be used for the JPF zipwire replacement works.

An EoY overspend was likely for Administration because of increases to office rent & storage fees; salary negotiations and changes to tax & NI contributions left her unsure of a final figure; there had been no specific allocation made for the Post Office Outreach (currently an overspend of £810 coming from Donations & Grants) but it would have its own line next year. The £1600 set aside for footpath repairs (part funding to resurface footpath 19, which was considered impossible by CORMAC after review because it was lower than the surrounding fields/properties) would not be required.

A projected year end spending figure of £66,178 was given at this point, an excess of £6,513 over the April amended budget, the majority of which was the £5,000 spent on the Jubilee Celebrations from Earmarked Reserves.

It was proposed by Cllr Brooksbank, seconded by Cllr Sadler and
RESOLVED that the Q2 budget position be accepted as a true and accurate record

on a vote being taken the matter was approved unanimously

430.22F 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)

The clerk went through her initial draft budget for 23/24.

A discussion on funding for reprinting and/or redesigning the footpaths leaflet, given we only had 11 boxes left, at some point next year was had. Cllr Sadler thought that the current format was still acceptable, Cllr Moyle that costs should be covered completely by advertising (if not a profit) and that bulk numbers should not be given to anyone not advertising. It was agreed that the clerk contact local businesses to see how they felt about advertising, given the current financial situation.

Cllr Brooksbank proposed increasing the S19 funds for both the JPF & CPT by £1000 to begin building sinking funds for both – the CPT increase funding works as part of the Self-Management Group's remit. It was agreed that the remaining funds held in the Parish NDP pot would become a sinking fund for the JPF.

The clerk explained that whilst she was passing information about grant funding on – including the County CIL funding pot & the Levelling Up agenda monies – it did not appear that any applications were being made. It was concerning that sourcing funding for the MUGA and general upkeep of the JPF equipment by the village users had not been forthcoming and that crowdfunding, general fundraising and assistance from the school communities were not active. It was felt that this kind of thing should not be the sole responsibility of the PC and needed some reliance on the wider community.

It was also agreed that with the general increases in current interest rates looking into moving the PC fund not being used for daily needs (such as the earmarked reserves) into something with a greater interest rate be undertaken. The Clerk & Cllr Brooksbank would start the process of assessing long term savings, bonds or investments and the amount the PC could safely think of tying up.

431.22F TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING PRIOR TO DECEMBER FULL COUNCIL MEETING.

It was agreed that the draft budget as discussed go out to all councillors for consideration and requesting information on any additional project/ needs be returned to the clerk for inclusion asap. A meeting immediately prior to the 15th December meeting to agree both the budget and precept figures for 2023 was agreed to, rather than a separate O&F meeting.

432.22F TO REVIEW CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2022. A number of policies are for review under 5 year cycle (23 in total)

These were discussed and several amendments made with minor typo errors noted. The model document format on Standing Orders was to be reverted to a gender neutral 'chair' & 'they'.

A section on graveyard insurances was to be added once investigated by the clerk. Our current parish insurance covers accident within the graveyard under Public Liability but, since the memorials themselves are privately owned, it does not extend above safety checking on them. The change to length of memorial purchase was not clear throughout the Burial Regulation and it was agreed to discuss reverting this to 100 years, not 50, at the January meeting when the annual burial fees review would be done.

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

RESOLVED that the amendments and updates to the 23 listed policies either made by the clerk during review or as discussed this evening be accepted (Office member protocol to be updated once policies ratified by Full Council

on a vote being taken the matter was approved unanimously

433.22F INFORMATION ON SIGNING UP TO THE CIVILITY & RESPECT PLEDGE INITIATIVE

The clerk explained that at this point CALC were not advocating signing up to the Civility Pledge as the format at present appears to be little more than a box ticking enterprise. They thought that the pledge, without any specific training requirements to back it up left the potential for any council signing up to do so without any commitment to actual change. It is being suggested that councils recognise the Pledge and the outcomes it intends to foster but that until more details are provided they do not sign up to it.

434.22F TO REVIST THE DISCUSSIONS ON FUTURE OFFICE ACCOMMODATIONS AT THE MEMORIAL HALL

The last set of designs provided by M Hormann Design and what position they were at was discussed again at the request of Cllr Brooksbank, who thought that there still needed to be a better office for the clerk. Cllr Sadler again said that the majority of local clerks now worked from home and that the idea of a community museum was something that had been discussed with Sylvia King as a home for her archives, if not taken further. It was noted that the office could be used to run the weekly Post Office outreach service, which would decrease cost in renting the hall. Cllr Brooksbank advised that he considered a physical parish office presence is a benefit to the parish.

It was agreed that Cllr Brooksbank would arrange a discussion with the hall committee to see how things stood with regards to space and financial contributions. There was no commitment to carry this forward, but the proposal needed to be properly reviewed.

The meeting ended at 9.10pm

Item 432.22 - Policy Review. Copies of the policies themselves are available to councillors through the Dropbox link already sent to them. Once ratified at Full Council they will be updated onto the parish website, replacing out of date information.

	Emailed to O&F	Amendments made
Financial Regulations	14.10.22	relates to the financial limits on page 15 (11b) + our appendix 1 statement
Standing Orders	14.10.22	<p>Apart from changes to numbers (days, councillors etc) as necessary the following changes have been made to update our Standing Orders from the Model version. Section in red are specific to us.:</p> <p>3.s - Such a request shall be required to be made prior to a vote taking place.</p> <p>4b – Non-councillors may be included in the Office & Finance Committee provided that there are a minimum 3 councillors present.</p> <p>15.b. XV refer a planning application received by the Council to the Planning Review Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council</p> <p>18.c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</p> <p>19g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.</p> <p>h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the clerk and/or the Chairman of the Council.</p> <p>20.b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015</p>
Planning Protocol	24.8.22	rewritten
Pre Application Planning protocol	24.8.22	rewritten
Freedom of Information - Publication Scheme	21.9.22	Changes to classes of information etc.

Retention & Disposal policy	14.10.22	addition of a single line on bottom of Page 4 so we stay in line with the County Archives.
Burial information & site regulations (inc scale of fees)	21.9.22	Extra section about "definition of parishioner" (page 3) & about memorial applications (page 10) following a couple of in-year issues. Annual review of charges also needed (page 9) in January. New inclusion on insurance added.
Graveyard Safety Regulations	21.9.22	Section 2 rewritten. New inclusion on insurance added.
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	– has had the blank for Data Control Officer filled in with 'O&F Committee, c/o Parish Clerk'
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.

**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL
HELD ON THURSDAY 15TH DECEMBER 2022 at 7.00pm in Mawnan Bowling Club**

PRESENT: Cllrs Brooksbank (Chair), Reid & Sadler

ALSO PRESENT: Mrs L Clements, clerk

435.22F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Moyle

436.22F **MEMBERS TO DECLARE DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY EXCEEDING £50 & TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS** - none noted

437.22F **PUBLIC COMMENTS ON ITEMS ON THE AGENDA** – none noted

438.22F **TO DISCUSS CURRENT/ FUTURE RESERVES**

It was proposed by Cllr Sadler, seconded by Cllr Brooksbank & **RESOLVED** that the Earmarked Reserves amount of £77,077.53 as presented be accepted for the upcoming year. This will include approx. £40,800 of Solar Grant funding.

on a vote being taken the matter was approved unanimously

439.22F **TO DISCUSS THE ANNUAL SOLAR GRANT ALLOCATION INTO THE BUDGET & PROPOSAL FOR FULL PARISH COUNCIL**

It was proposed by Cllr Sadler, seconded by Cllr Brooksbank & **RESOLVED** that the Parish Council contribute £3300 (£3000 + increase for inflation) from this year's Solar Grant income to the 2023/24 Donation & Grants budget line

on a vote being taken the matter was approved unanimously

440.22F **TO AGREE THE PRECEPT/ BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING**

A discussion as to the need for an increase after 3 years, where the precept remained the same, was undertaken. It was agreed that using the full amount needed to cover the proposed budget would be excessive and that an increase of £3.17 (band D) or 6% with the remainder being taken from General Reserves was appropriate.

It was agreed to recognise in the minutes that approx. £40,800 was held by the Parish Council in the Solar Grant Fund but this amount did not factor into the parish budget as it was not ours to spend, except in the form of community grants.

It was proposed by Cllr Brooksbank, seconded by Cllr Reid & **RESOLVED** that the recommendations be that the Parish Council precept for 2023/24 would be set at £53,200

It was proposed by Cllr Reid, seconded by Cllr Sadler & **RESOLVED** that the recommendations be that the Parish Council budget for 2023/24 would be set at £58,945 with additional funding be used from general reserves

on a vote being taken both the matters were approved unanimously

Meeting finished at 7.20pm

Item 438.22 - Reserves

**Mawnan Parish Council
Reserves Balance**

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>	<u>2023/24 projection</u>	NOTES
Helford Carpark Trust - donation from helford car park for works to immediate area	200.00				200.00	0.00	Offset against bin collections
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	2022/23 spend = refund of fees.
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	40,800.00	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		2,575.00	2,575.00	0.00	22/23 final balance rolls into maintenance
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 ... no works done in 3 years (except public trees)
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. Annual increase of £ ? Proposed
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	-234.94	5,000.00	4,873.13		-108.70	3,000.00	Change to Coronation Funds and reinstate
Roads & traffic- for traffic calming works		10,000.00	99.49		9,900.51	2,500.00	?? 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. £1000 commitment to jpf

Mawnan Parish Council
Summary of Receipts and Payments 2023/24
Summary - Cost Centres Only

Cost Centre	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
Administration/Rent			0.00 (N/A)	4,680.00		4,680.00
Insurance			0.00 (N/A)	800.00		800.00
Meeting Room Hire			0.00 (N/A)	500.00		500.00
Internal Audit Fees			0.00 (N/A)	225.00		225.00
External Audit Fees			0.00 (N/A)	350.00		350.00
Parish Council Websites			0.00 (N/A)	60.00		60.00
Publications			0.00 (N/A)			0.00 (N/A)
Salaries			0.00 (N/A)	17,150.00		17,150.00
Training & Conference Fees			0.00 (N/A)	1,250.00		1,250.00
Allowances			0.00 (N/A)	100.00		100.00
Subscriptions			0.00 (N/A)	1,500.00		1,500.00
Paths & Open Spaces	1,626.69		-1,626.69	4,600.00		4,600.00
Public Services			0.00 (N/A)	6,750.00		6,750.00
Misc			0.00 (N/A)			0.00 (N/A)
S19 - Carwinion Playing Field			0.00 (N/A)	8,000.00		8,000.00
S19 - Junior Playing Field			0.00 (N/A)	6,000.00		6,000.00
S234 (PH Act) - AED Grant			0.00 (N/A)	150.00		150.00
Donations & Grants			0.00 (N/A)	3,430.00		3,430.00
Graveyard	1,000.00		-1,000.00	3,400.00		3,400.00
Precept			0.00 (N/A)			0.00 (N/A)
Bank Interest	100.00		-100.00			0.00 (N/A)
Earmarked Reserves			0.00 (N/A)			0.00 (N/A)
NET TOTAL	2,726.69		-2,726.69 (-100%)	58,945.00		58,945.00 (100%)

Total for ALL Cost Centres

V.A.T.

GROSS TOTAL

							zipwire pending 22/23
TOTAL	60,356.60	16,175.44	6,532.52	5,859.29	75,858.18	77,077.53	

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		2.72	2.72 (272%)	4,870.00	4,106.87	763.13 (15%)	765.85
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	57.39	42.61 (42%)	42.61
Publications			0.00 (N/A)			0.00 (N/A)	0.00
Salaries		210.67	210.67 (21067%)	16,500.00	12,765.48	3,734.52 (22%)	3,945.19
Training & Conference Fees			0.00 (N/A)	550.00	235.00	315.00 (57%)	315.00
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	2,929.40	2,570.60 (46%)	2,570.60
Public Services		44.71	44.71 (4471%)	4,600.00	5,093.13	-493.13 (-10%)	-448.42
Misc		5.70	5.70 (570%)		63.37	-63.37 (-6337%)	-57.67
S19 - Carwinion Playing Field			0.00 (N/A)	7,000.00	4,869.96	2,130.04 (30%)	2,130.04
S19 - Junior Playing Field			0.00 (N/A)	5,000.00	5,347.00	-347.00 (-6%)	-347.00
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	2,575.00	1,575.00 (157%)	7,200.00	5,166.39	2,033.61 (28%)	3,608.61
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	38.08	-61.92 (-61%)			0.00 (N/A)	-61.92
Earmarked Reserves		3,284.29	3,284.29 (32842%)		6,539.12	-6,539.12 (-65391%)	-3,254.83
Reclaimed VAT			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	51,753.71	56,814.88	5,061.17 (9%)	59,664.65	54,709.75	4,954.90 (8%)	10,016.07

Total for ALL Cost Centres		56,814.88			54,709.75		
V.A.T.		2,303.38			3,252.40		
GROSS TOTAL		59,118.26			57,962.15		