



8<sup>th</sup> June 2023

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on 15<sup>th</sup> June 2023 at 7.30pm in the Mawnan Bowling Club.

**Please note that this meeting will be preceded at 7pm by a single continuation item from the Carwinion Trust meeting held on 5<sup>th</sup> June on Fields in Trust dedication. This item will be limited to 30 minutes as it has previously been discussed with a final decision to be made.**

Please find attached the agenda for our meeting. We ask that if any member of the public has issues they would like to raise that they contact the clerk prior to the meeting so that we can best manage them. Please remember that the time allotted for *Matters of Community Concern* is not a forum to discuss what has taken place during this meeting and that any matter raised here would likely be added to the NEXT meeting agenda for discussion.

Yours faithfully,

Lisa Clements, Clerk to the Council

### Agenda

- 1) **TO RECEIVE APOLOGIES**
- 2) **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS.**
- 3) **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**
- 4) **TO RECEIVE AND APPROVE THE MINUTES OF THE 18<sup>th</sup> MAY 2023 FULL COUNCIL MEETING** and to accept the draft minutes of the Annual Parish Meeting
- 5) **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA** (Hotel Meudon application, future use of the refurbished Telephone Box, initial info on footpath leaflet reprinting)
- 6) **TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**  
**Ref. No: PA23/03135** Masita Penwarne Road Mawnan Smith TR11 5PQ  
Change in roof materials to the existing dwelling to match the extension and porch material.
- 7) **TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL – including any information in relation to outstanding Inspectorate Appeals**
- 8) **TO RECEIVE ANY COMMUNITY GRANT APPLICATIONS –** (also confirming any 'rolling' grant funding/ sponsorships)
- 9) **TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2023**

- 10) TO RECEIVE AND APPROVE THE ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2023
- 11) APPROVAL OF THE LIST OF PAYMENTS FOR JUN 2023 & TO RECEIVE MAY 2023 BANK STATEMENTS AND RECONCILIATIONS
- 12) TO RECEIVE AN UPDATE ON THE MEMORIAL HALL OFFICES AND TO FORMALLY AGREE WHERE FUNDING IS TO COME FROM
- 13) TO AGREED RESPONSES REQUIRED TO ANY CORRESPONDENCES not already made by clerk  
Please be aware that items listed under 'Correspondences' could be addressed as part of the relevant Agenda item given in the Associated Papers during the full council meeting.
- 14) TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE
- 15) REPORT FROM CORNWALL COUNCIL WARD MEMBER
- 16) TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION
- 17) ITEMS FOR INCLUSION AT THE NEXT MEETING
- 18) MATTERS OF COMMUNITY CONCERN
- 19) DATE & TIME OF NEXT MEETING: 20<sup>th</sup> JULY 2023 AT 7.30PM
- 20) 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.
- 21) TO RECEIVE ANY QUOTES FOR TOILET REFURBISHMENTS
- 22) TO RECEIVE INFORMATION ON THE CLERKS ANNUAL PERFORMANCE REVIEW AND DISCUSS THE ASSOCIATED SPINAL POINT INCREASE

For info: because of training session availability I will be in the office on Tuesday 11<sup>th</sup> & 18<sup>th</sup> July and take the Wednesday off instead.

Further information & associated papers for this agenda  
can be found on the parish council website

[www.mawnan.org.uk](http://www.mawnan.org.uk)

**ASSOCIATED PAPERS-**

**Item 4** - Draft minutes of previous meeting (also available on parish website) + the minutes of the Annual parish meeting

**Item 5** – info on pushed back timescale for Hotel Meudon planning decision from the planning officer, what use to be made of the refurbished phone box and who will now be in charge of it (last agreement was 'climate conscious mawnan' hub but this is not exactly active at present); outline info in the possible costs of reprinting, new cover art and, hopefully, advertiser numbers.

**Item 7** - Planning decision to date: May to Jun 23

**Items in red** are summaries of conditions applied to applications, other than the conditions within 3 years & as to provided plans (Tree works are 2 years & to BS3998 standards)

**Ref. No: PA23/03176** Avalon Maenporth Road Maenporth TR11 5HN

Works to trees subject to a tree preservation order (TPO) T1 - 1 x large sycamore (lapsed pollard) - re-pollard at 6m height.

**Status: Approved with conditions**

**Ref. No: PA23/02986** 7 Lowenna Fields Mawnan Smith TR11 5GW

Single-storey rear extension to existing property to create a dining room.

**Status: Approved with conditions**

**Ref. No: PA22/10311** Saffrons Budock Vean Lane Mawnan Smith TR11 5LH

Works to trees subject to a Tree Preservation Order (TPO), works include felling of 1no. Ash tree and 4no. Oak trees

Status: Approved with conditions (felling of trees T2 and T3 is not supported; other replacements need to supply photo evidence of planting to discharge condition)

**Appeal Ref: APP/D0840/W/22/3311672 (PA21/07293)** The Old Boatyard, Maenporth, TR11 5HN

**Status:** The appeal is dismissed.

**Item 8** - 3 grant requests received to date plus ongoing requests from Cornwall Hospice & Citizens Advice for a donation.

**Items 9 & 10** - these two items form part of our Annual Accounting Return (AGAR). The Governance Statement (where I read out the questions) is to ensure that you feel the processes in place are adequate for the PC monies, the Accounting Statement is the End of year position for 2022/23 and have been seen by O&F + our internal Auditor.

**Item 11** – Payments for Jun 2023 & bank rec. for May 23

Voucher	Code	Supplier	VAT	Total
50	Postages	Royal Mail		6.40
51	Office Supplies	InKredible Ink Ltd	3.00	18.00
52	Miscellaneous Expenses	Cornwall Council		117.00
53	Toilet - Cleaning & Materials	KC Payne		300.00
54	Clerks Salary (inc PAYE & NI)	clerk		1,171.76
54	Graveyard Resources (Books/Forms/Travel etc)	clerk	0.08	1.62
55	Grass Cutting	R Sanders	42.00	252.00
55	S19 - Carwinion Playing Field	R Sanders	110.00	660.00
55	S19 - Junior Playing Field	R Sanders	32.00	192.00
56	Toilets - Utility Charges	EDF energy		11.00
57	Clerks Pension Contribution	Nest Pensions		38.19
58	Parish Pension Contribution	Nest Pensions		83.54

Voucher	Code	Supplier	VAT	Total
59	Clerks Salary (inc PAYE & NI)	HMRC		76.35
60	Parish NI contribution	HMRC		180.24
61	Telephone & Internet	PlusNet	5.47	32.80
62	Graveyard Maintenance/ Grounds	Robbie's Garden Services		484.00
63	Toilets - Utility Charges	WaterPlus		28.60
64	Insurances	Zurich Insurance		837.33
65	Insurances	Zurich Insurance		-52.06
66	Office Supplies	The Cartridge Centre	2.28	13.70
<b>TOTAL FOR PAYMENT</b>			<b>£194.83</b>	<b>£4438.77</b>

**Item 12** –notification of costs associated with a basics tenancy lease between the MMH & Mawnan PC (using Stephens Scown, following discussion of basic requirements). Do we need to set up an Earmarked Reserve or a budget line for this – if so how much for (£35K was agreed with the MMH)?

**Item 13-** Correspondences. If councillors wish to see any more information on individual items this will need to be requested from the clerk.

	Rec'd	Description	From	actions	Agenda
1	25.5.23	Complaint about graveyard cutting+ open letter	Non resident	Clerk responded	14
2	26.5.23	Response to request for works on a lease for the new offices	Stephens Scown	pending	12
3	26.5.23	Outcome of inspectors appeal for Old Boatyard, Maenporth	Planning Appeals, CC		7
4	31.5.23	Response from Planning re: Hotel Meudon decision date	M Ball, CC Planning	For info	5
5	31.5.23	Auction brochure for Methodist Chapel	Lodge Thomas		
6	1.6.23	footpath leaflet cover art question	John Dyer gallery	pending	5
7	2.6.23	Query about PC monitoring of planning works	Resident	Clerk dealt	7
8	5.6.23	Armed Forces Day – PC bulletin	CC		
9	8.6.23	Landmark Tree – location agreed with NT	G Lay, NT	Pending	14
10					

**Explanation of actions:**

*Clerk dealt – clerk has replied/actioned*      *For info - forwarded to all councillors; no specific response necessary*  
*Full council – already on agenda*              *Pending –may need further investigation/discussion*

**Item 14** – ongoing discussions on parking at Durgan to be deferred to the July meeting (pending Cllr Potter's attendance) as there will not be time tonight.

**Item 16** – 2 vacancies by co-option still open.



**MINUTES OF THE ANNUAL MAWNAN PARISH COUNCIL MEETING HELD ON THURSDAY 18<sup>th</sup> MAY 2023 AT 7.35PM, IN THE MAWNAN MEMORIAL HALL**

**Present:** Cllrs Brooksbank (Chair), Bate, Morris, Moyle, Sadler, & Whibley

**ALSO PRESENT:** clerk + 3 members of the public

**3780.23 TO RECEIVE APOLOGIES** – Cllr Potter & Reid (County Cllr Bastin to attend if possible)

**3781.23 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Brooksbank explained that he would be moving out of the immediate area in the next 2-3 months but that given the 2 councillor absences tonight it did not seem appropriate to vote on a chair without them present.

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

**RESOLVED** that Cllr Brooksbank act as chair until such time as he officially tendered his resignation, when a vote on the new chairman would be tabled.

on a vote being taken the matter was approved unanimously

**3782.23 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2023/2024**

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

**RESOLVED** that until a vote on a new chair is undertaken, Mawnan Parish Council would work without the position of vice-chair being filled.

on a vote being taken the matter was approved unanimously

**3783.23 TO CONFIRM STANDING COMMITTEES & TO APPOINT MEMBERS FOR THE MUNICIPAL YEAR 2023/24**

Similarly it was agreed that until all members are present and, if possible, vacancies are filled, Standing Committees will remain as is. Any committee being required in the interim period with insufficient members to be quorate will be required to have a full council vote taken to temporarily fill spaces.

**3784.23 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS** (includes request for any updates to Register of Interest forms)

Cllr Whibley to update Record of Interest with clerk.

**3785.23 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**

None noted

**3786.23 TO RECEIVE AND APPROVE THE MINUTES OF THE 20<sup>th</sup> APRIL 2023 FULL COUNCIL MEETING**

It was proposed by Cllr Whibley seconded by Cllr Bate and

**RESOLVED** that the minutes of the Parish Council meeting held on 20<sup>th</sup> April 2023 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

**3787.23 ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**

- Durgan water system position/ responsibility – the National Trust have explained that this is currently under investigation with SWW the NT and local homeowners in talks. They did not feel it appropriate to come to discuss with the Parish Council until this had been resolved beyond the actions outlined in the email/letter previously sent for information purposes.
- The NT had also been asked about the possibility of planting a commemorative Landmark Tree at Durgan Crossroads, on the allotment side corner marking the Coronation – an answer on this was pending so the clerk was looking to at least begin the Landmark Tree application forms.
- The clerk said that works to repaint the parish fingerposts was underway, with the majority of supplies having been purchased by the office. The fingerposts in the village and at Durgan had already been completed, ?? was likely to be next with Tregarne & Trenarth Bridge following (these needed a quiet road to complete safely)

**3788.23 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**

**Ref. No: PA23/02986** 7 Lowenna Fields Mawnan Smith TR11 5GW

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

**RESOLVED** that Mawnan Parish Council support this application in principle BUT feel that the use of cladding would be outside of the distinctive vernacular for the Lowenna Fields development and agreeing would set future precedent for it being incorporated elsewhere. It would be highly out of character in a development of predominately render facades, so we would ask that this be removed and replaced with render, as the rest of the extension wall are.

We also know of surface water drainage issues within the immediate area, so ask that suitable provision for the management of any additional surface water runoff be requested - the adjacent field (and footpath) already have a flooding issue that the Countryside Access Team are aware of and any possibility that more rainwater would be fed into this overloaded system is not something we would be happy with.

Finally we wonder about the necessity for rooflights. General parish feelings, as addressed in our NDP, towards the 'dark skies' initiative within the area lead to us requesting that all efforts be taken to minimise the effects of any Velux, roof or ceiling lights and we ask if a condition is made to limit/ reduce this through the use of blinds (or similar)

on a vote being taken the matter was approved unanimously

**Ref. No: PA23/03176** Avalon Maenporth Road Maenporth TR11 5HN

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

**RESOLVED** that Mawnan Parish Council support this application in line with the Tree Officers comments, however we would urge the planning officer to require that a formal application be needed to any works to re-pollard these trees in the future so that inspections of the trees at that time can be made.

on a vote being taken the matter was approved unanimously

**3789.23 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**

Read out

**3790.23 APPROVAL OF THE LIST OF PAYMENTS FOR MAY 2023 & TO RECEIVE APR 2023 BANK STATEMENTS AND RECONCILIATIONS**

It was proposed by Cllr Brooksbank, seconded by Cllr Bate &

**RESOLVED** that accounts totalling £6089.09 Inc. VAT be approved for payment in May 2023 & duly signed

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

**RESOLVED** that the bank reconciliation presented totalling £130,137.01 (of which £38,500.26 is retained Solar Grant Fund) for the month of April 2023 be received & approved as a true record.

on a vote being taken both the matters were approved unanimously

**3791.23 TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE RE: End of Year accounting position & update to 23/24 budget; continuation of noted direct debits; review of Investment Strategy; receipt of Internal Audit report & recommendations.**

Cllr Brooksbank summarised the O&F minutes from earlier this week. These included the 22/23 End of Year position (income at £67,166 and expenditure at £72,293) with approx. £5000 being needed from General Reserves.

It was agreed to amend the budget for 23/24 to £67,365 can we just double check this figure to be sure? (including agreed transfers of £3000 solar grant; £3105 cfw Burials) as per the clerk amended recommendations. This new budget would be circulated to all councillors.

Direct Debits had been reviewed and agreed and the Investment Strategy was discussed, which included the recommendation to open a 2<sup>nd</sup> Nationwide account and put £40,000 of parish council reserves into this – it would gain greater interest without being tied into a long term commitment as funds were likely to be needed later in the year for ongoing projects.

The 3 minor comments from the Internal Auditor's report were noted and would be actioned as necessary.

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

**RESOLVED** the all of the recommendations made by the Office & Finance Committee at the 10<sup>th</sup> May 2023 meeting be accepted

on a vote being taken the matter was approved unanimously

**3792.23 TO RECEIVE INSURANCE QUOTE(S) FOR 2023/4 (due 1<sup>st</sup> June)**

The clerk apologised for the fact that she had completely forgotten the PC renewal date was in June (both Trusts are September) and had not been out to solicit additional quotes. Thus we only had the Zurich renewal available. Cllr Whibley asked if entering into a LTA would be worth considering at this point.

It was proposed by Cllr Whibley, seconded by Cllr Morris &

**RESOLVED** that a 3 year LTA with Zurich Insurance be taken up provided that the potential change in office location or use by the Post Office outreach not significantly increase premiums

on a vote being taken both the matters were approved unanimously

It was agreed that the clerk would find out if the premium would be affected by the office change and this information circulated for further agreement. If there was no effect on premium at all then the LTA figure would be paid asap.

**3793.23 TO RECEIVE AN UPDATE ON THE MEMORIAL HALL OFFICES AND DISCUSS ANY FORMAL AGREEMENTS NECESSARY TO CONTINUE THIS PROJECT**

Cllr Brooksbank reported that plans for the new office had been broadly agreed and were pending a planning application being submitted to Cornwall Council, which the PC would be paying for. The Mawnan Memorial Hall would be the named client (depending on if it would be beneficial for the PC to be lead for VAT liability) and a lease agreement is in the process of being drafted up with Stephens

Scown. It had also been agreed that the PC would be looking towards providing funding of £35,000 towards this project, which would include design fees and planning application costs.

Cllr Whibley asked if a reserved parking space was to be included in the lease and how that would affect hall users. The clerk said that this was not really a priority for her – she was happy to park on the road as she was doing already but as part of the general discussion it was agreed that Cllr Bate would talk to the owners of the land behind the hall to see if they would consider selling to create a larger general use carpark.

**3794.23 TO RECEIVE ANY QUOTES FOR TOILET REFURBISHMENTS** (may need to be done under a confidential item at the end of the meeting)

The clerk had to date only received one quote, although had made efforts to chase up anyone who had made contact to see if they would be submitting anything. It was agreed to notify all parties and extend the deadline date until the 5th June.

**3795.23 TO AGREED RESPONSES REQUIRED TO ANY CORRESPONDENCES not already made by clerk**  
**Please be aware that items listed under 'Correspondences' could be addressed as part of the relevant Agenda item given in the Associated Papers during the full council meeting.**

**Item 4** – the clerk had made contact with the National Trust area steward to see if the suggested location on the allotment side of the Durgan crossroads would be acceptable to them. An application for a landmark tree would then be progressed asap.

**3796.23 TO RECEIVE INFORMATION AND MAKE DECISIONS ON NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS AND CLIMATE CONSCIOUS MAWNAN.**

- Cllr Whibley reported that she had once again received complaints that the footpath from the allotments to the school was extremely muddy and was not draining standing water. This was already on Penny Hodgson' (countryside ranger) radar. Cllr Moyle felt that this was simply a poor management issue not related to the height below the fields of the footbed and felt that digging out below the stiles, thus allowing the water to flow naturally downhill along the course of the footpath would be more a better solution. He and Cllr Whibley would see if they could get a small group together to give this a go in the autumn.
- Footpath 9 – the Lowenna/Carlidnack waterfall. This has been reported to the Countryside Access Team and Highways because of the potential issues for serious injury or damage it presents. The sheep stile itself is now becoming unsafe and where the water flows is causing damage to the tarmac boundary of the road. There are also complaints being made by the residents opposite who are having the excess water flow down their drive, moving gravel and causing issues further down closer to the house.  
Cllr Bate said that other residents and businesses within the village had also commented that they were concerned about the amount of water that flows down Sampys Hill during heavy rains, especially since the development at Lowenna was completed and that they had in some instances a supply of sandbags ready just in case.
- Beach Cleans – next up 21/5 @ Bosveal carpark starting at 11.30am, the one on 25/6 at Helford Passage – meet at The Ferryboat at 2.30pm.
- Falmouth & Penryn Climate Group – next meeting 8<sup>th</sup> June at the University starting at 4.30pm. Unfortunately Cllr Whibley cannot attend this, so an alternate is sought.
- Cllr Whibley also asked that the salt bins in the parish be cleaned and refilled as she thought the white 'crust' where there had been slight water ingress could be damaging when the salt is used. The clerk said that Council Highways were unlikely to action this in their salt bins but would enquire.
- Reminder from Cllr Morris that the HMCG Annual Summer Conservation Cruise would be taking place starting at Falmouth with a narrated cruise up the Helford River. Tickets could be booked through Eventbrite.



- Cllr Bate said Speedwatch was continuing well, with letters steadily going out to those above the prescribed limits.

**3797.23 REPORTS FROM OTHER GROUPS / INDIVIDUALS**

Cllr Whibley once again stated that the CNP (now renamed CAP – Community Area Partnership) was having the inaugural meeting on 6<sup>th</sup> June

**3798.23 REPORT FROM CORNWALL COUNCIL WARD MEMBER**

Unfortunately Cllr Bastin was unable to attend our meeting, having been delayed in Constantine's meetings.

**3799.23 TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION**

It was hoped that there were some candidates to fill the co-option vacancies in the parish – Cllr Whibley wondered if asking those who had either been on the council previously or had shown interest if they could be persuaded to stand would be of use. Although generally thought to be unlikely it was agreed to let Cllr Whibley try.

**3800.23 ITEMS FOR INCLUSION AT THE NEXT MEETING**

Apologies from Cllr Bate – Holiday

**3801.23 MATTERS OF COMMUNITY CONCERN**

None noted

**3802.23 DATE & TIME OF NEXT MEETING: 15<sup>th</sup> JUNE 2023 AT 7.30PM at Mawnan Bowling Club**

Meeting finished at 8.35pm

**3790.23** – Payments for May 2023 & bank rec. for Apr 2023

Voucher	Code	Supplier	VAT	Total
26	Small Business Rates Grant (toilets)	Reach PLC	10.77	64.61
27	S19 - Junior Playing Field	Centrewire	12.40	74.40
28	Postages	Royal Mail	0.00	3.00
29	Toilet - Cleaning & Materials	KC Payne	0.00	300.00
30	Clerks Salary (inc PAYE & NI)	Clerk	0.00	1,108.76
30	Graveyard Resources (Books/Forms/Travel etc)	Clerk	0.08	1.62
30	Coronation Celebrations	Clerk	0.42	8.73
31	Grass Cutting	R Sanders	42.00	252.00
31	S19 - Carwinion Playing Field	R Sanders	169.00	1,014.00
31	S19 - Junior Playing Field	R Sanders	32.00	192.00
32	Toilets - Utility Charges	EDF energy	0.00	11.00
33	Clerks Pension Contribution	Nest Pensions	0.00	38.19
34	Parish Pension Contribution	Nest Pensions	0.00	83.54
35	Telephone & Internet	PlusNet	6.71	40.27
36	Graveyard Maintenance/ Grounds	Robbie's Garden Services & Fencing	0.00	484.00
37	S19 - Junior Playing Field	debit card	0.00	3.00
38	Subscriptions	Clean Ocean Sailing	0.00	100.00
39	Small Business Rates Grant (toilets)	Eclectic Adventures Ltd	0.00	500.00
40	Small Business Rates Grant (toilets)	Eclectic Adventures Ltd	0.00	153.86
41	Roads & Traffic	Amazon	10.13	60.76
42	Postages	Royal Mail	0.00	13.35
43	Toilet - Cleaning & Materials	Nisbets	7.20	43.17
44	Coronation Celebrations	Helford River Gig Club	0.00	300.00
45	Coronation Celebrations	Helford River Scout Group	0.00	100.00
46	Coronation Celebrations	Mrs G Druce - Mawnan WI chair	0.00	129.19
47	LMP / SWCP Footpaths	R Sanders	151.66	909.97
48	S19 - Junior Playing Field	QVC UK	0.00	62.92
49	Office Supplies	the Cartridge Centre	6.13	36.75
<b>TOTAL FOR PAYMENT</b>			<b>£448.50</b>	<b>£6089.09</b>

Bank Reconciliation at 01/05/2023			
	Cash in Hand 01/04/2023		100,611.93
	<b>ADD</b> Receipts 01/04/2023 - 01/05/2023		34,891.30
			135,503.23
	<b>SUBTRACT</b> Payments 01/04/2023 - 01/05/2023		5,366.22
<b>A</b>	Cash in Hand 01/05/2023 (per Cash Book)		130,137.01
	Cash in hand per Bank Statements		
	Petty Cash 01/05/2021	0.00	
	95 Day Saver Account - Nationwide 01/05/2023	38,500.26	
	Deposit Account - Lloyds 01/05/2023	82,758.82	
	Current Account - Lloyds 01/05/2023	10,844.51	
			132,103.59
	Less unrepresented payments		4,966.58
			127,137.01
	Plus unrepresented receipts		3,000.00
<b>B</b>	Adjusted Bank Balance		130,137.01
	<b>A = B Checks out OK</b>		

**3795.23- Correspondences.**

	Rec'd	Description	From	actions	Agenda
1	24.4.23	Complaint about state of Post Box in parish	Resident	Clerk dealt	17
2	24.4.23	Toilet refurb – spec sent out/advertised & other PC recommendations sought		pending	15
3	26.4.23	Cont.. waste tipping @ tank road	Resident	Clerk dealt	17
4	26.4.23	Landmark Tree offer	CC – Natural Environment	For info	17
5	26.4.23	Govt Energy Support Scheme for non domestic off grid properties	(CRCC)Cornwall Rural Community Charity	Clerk forwarded	
6	27.4.23	Request for notes from traffic meeting with school	Resident/participant	pending	17
7	27.4.23	Planning newsletter – extract on CIL grant pot	CC	Clerk forwarded	
8	27.4.23	OUTGOING – planning training suggestion for session on trees, TPO , hedges & the biodiversity Emergency	CC - Positive Planning	clerk	
9	28.4.23	Complaint about graveyard cutting	Non resident	Clerk dealt	
10	2.5.23	Wildflower cutting issues in Carwinion Woods	Resident (via Cllr bate)	Clerk dealt	17
11	9.5.23	CAP information update (next Mtg 20.6)	N Drewitt – localism	For info	18
12	10.5.23	Carwinion Field – insurance for use of bouncy castle	MCA Sec.	Clerk dealt	18
13	11.5.23	Change of Fun Run date	Organiser		18

**Explanation of actions:**

Clerk dealt – clerk has replied/actioned  
Full council – already on agenda

for info - forwarded to all councillors; no specific response necessary  
Pending – may need further investigation/discussion



**MINUTES OF THE ANNUAL PARISH MEETING HELD ON THURSDAY 18<sup>TH</sup> MAY 2023 AT 7.00PM, IN THE MAWNAN MEMORIAL HALL**

Present: Cllrs Brooksbank (chair) Bate, Morris, Moyle, Sadler, & Whibley

**ALSO PRESENT:** Mrs L Clements, Clerk + 12 members of the public

**3777.23 TO ACCEPT APOLOGIES FOR ABSENCE** - Cllrs Potter & Reid

**3778.23 TO RECEIVE REPORTS FROM REPRESENTATIVES OF THE COMMUNITY**

The following reports were read out on the evening. Additional reports may be included if received by the clerk before minutes are published and are included as an appendix to these minutes:

Mawnan Snooker Club  
Mawnan Memorial Hall  
Mawnan Bowls Club  
Mawnan Cricket Club  
Mawnan Village Show  
Mawnan Christmas Lights  
Mawnan WI  
Mawnan Anvil Trust

Run Mawnan  
Mawnan Panto Group  
Abbeyfield Scott house  
Helford River Scouts  
Helford River Gig Club  
Mawnan History Group

The Chair welcomed the variety of reports and the evident vibrancy of the community activities, giving particular note to the active impact of the Mawnan WI for the village.

**3779.23 TO DISCUSS PRIORITIES FROM THE COMMUNITY FOR THE UPCOMING YEAR**

There were no items raised by members of the community for the upcoming year.

This section of the meeting finished at 7.30pm

### **Mawnan Snooker Club**

The club is now getting back to a more normal state and now has about 35 members and have been undertaking social visits to the Atheneum Club in Falmouth. One of our newest recruits was, at one point, 120<sup>th</sup> in the world.

Photos of the equipment purchased using the Parish Council grant were also provided.



### **MAWNAN MEMORIAL HALL - REPORT TO THE PARISH ANNUAL MEETING**

After a difficult couple of years the Memorial Hall is starting to get back to something like normality. We have lost some of our traditional users such as the Friendship Club, Parish Council and Lunch Club, although the latter is coming back on a limited format. Our biggest problem has been the vast increase in the cost of energy. Our Electricity has increased from about £1,100 per year to a projected £5,400. Oil has also increased substantially. We do our best to keep our hiring charges as low as possible but will not be able to do this for long.

As usual we were able to host the Remembrance Day service on 11th Nov - which is the reason the Memorial Hall built in the first place.

All our regular users have had a fairly good year. The usual Village Groups such as WI, Wives, Garden Club, Mothers Union Craft Group as well as various "fitness classes" continue to thrive.

The weekly Post Office continues to be a needed and well used facility. We average about 50 per week (considerably more near Christmas). Brian our Postmaster does a super job and I would like to thank the Parish Council for their continuing support of this facility.

This year our Annual Craft Market was a record success both in terms of numbers and takings. This is a much appreciated event bringing a considerable number of visitors into the village. However we need more helpers if this is to continue. Figures for the Film Club are gradually coming back to normal. The Snooker Club goes from strength to strength and I would like to thank them for their continued support of the Hall. The Farmers Market does well but we could do with a few more food stalls. The Panto Group put on an excellent production in February with some 500 people either being involved or coming to watch. There has been an increase in the number of children's parties. It is nice to see the younger members of our community using and enjoying the Hall.

This is the centenary of the founding of the Memorial Hall. Strictly speaking the actual centenary falls into next year's report I feel it should be mentioned here. Together with the W.I. (who were the driving

force for the building of the Hall) we intend to put on a series of events culminating with the Lord Lieutenant of the County unveiling a centenary plaque.

We are entering into a joint project with the Parish Council to improve the right rear part of the Hall with the possible siting of the Parish Council office in the Hall. Watch this space.

### **Mawnan Bowling Club – Report to Parish Council AGM – May 2023**

The last 12 months has witnessed a return to normality, post Covid, for Mawnan Bowling Club. We have come out of the other side and have retained our membership. Being situated slightly off the beaten track, we rely on over 90% of our membership being drawn from the villages of Mawnan Smith & Budock Water, there being alternative clubs in Falmouth, Penryn, and Mylor.

Our membership currently stands at 30 full members, with a further 11 members playing indoor carpet bowls, all year round. Now in our 99<sup>th</sup> year, we are inviting anyone interested in trying the sport to contact us – there is no obligation to join until you decide that the game/club is something you wish to pursue.

We run 1 team of men in the Group 4 Division of the County League, 1 mixed team in the more relaxed Strollers League, and play friendlies against other County teams throughout the season. We have Club competitions, and, of course, members are free to have roll ups throughout the summer.

As is the case with all organisations, we are suffering from significant increases in the operating costs of looking after the greens and buildings, but are striving to maintain this community facility, which provides healthy, physical exercise and companionship.

We recently held an Open Day, incorporating a sponsored Bowl-a-thon, where two club members, playing as a pair, played other pairs from our club and other local clubs for a non-stop 12 hour period. These two stalwarts bowled a total of 332 woods each during the period! We were delighted to welcome many visitors throughout the day, who supported our fund-raising efforts, tried out the game of bowls, and enjoyed a cup and tea and refreshments. We are most grateful for the very generous support of the local hotels, businesses and village shops which enabled us to raise the sum in excess of £2000 (to be confirmed) for the Childrens' Hospice South West, with the monies going to Little Harbour Hospice at St Austell.

As an important spin off, we are delighted that a useful number of visitors are considering joining us.  
Malcolm Dearnley, Secretary

### **Mawnan Village Autumn Show 2022**

We would like to thank the Parish Council for their continued support of the village show. Unfortunately due to the death of the Queen last year's Village Show was cancelled out of respect to the Queen and the Royal Family at short notice.

We therefore had to return fees paid to us by those wishing to exhibit their crafts and produce. We hope that this year will be very successful and for your continued support.

### **Mawnan Christmas Lights**

We had a great turnout on the switch-on night and many comments have been made about the lights around the village and how festive it looked. Over 200 presents were given out children on the night. We would also like to thank again the parish Council for their continued support, help and advice.



### **MAWNAN CRICKET CLUB Report for Parish Council 2023**

Last season was a very successful one for the Club. It was not rewarded with any silverware but the progress on & of the field was the most significant for years. Our membership increased slightly & we again had two teams, one in Division 6 Central of the Cornwall League for Saturday games & an evening league side playing on Wednesdays.

The Division 6 team had 21 scheduled matches of which 3 were cancelled because of the weather & 2 were conceded to us by the opposition not being able to raise a side. Of the remaining 16 we won 15 & lost 1. That was to St.Day who pipped us to the league title by a mere 9 points simply by having 1 less weather cancellation than us. Our dominance in that division was highlighted by the fact we finished 126 points clear of third place. However, because we were the best runner up in all the 3 regional division 6s we achieved automatic promotion along with the 3 divisional winners. This was the first time for 14 years that we had achieved a promotion based solely on our results. The only other time we were promoted was in 2016 when the League scrapped Division 6s & created 5 regional division 5s which was a disastrous experiment.

The evening league side which we use as a development team & for people who are not available at weekends gave a good account for themselves in a league which is open to Division 2 players & below & we were playing against a lot of the bigger clubs.

Off the field of play we did manage to purchase a very good second hand multi purpose mower from Camelford Bowling Club complete with two interchangeable cassettes which allows us to use it as a verticutter & a brush as well as producing an excellent fine low cut. We would like to thank the Council for the grant which went towards the total cost of this machine which was over £1000. We also purchased a mobile net cage to compliment our old static net & it allows us to wheel it out onto the square & practice on a real wicket rather than on the artificial surface of the static net. We also replaced our old wooden hand-made wicket marking frame with a new metal folding one.



We rounded off the season by resurrecting the annual presentation evening at The Red Lion which was well attended & enjoyed by all.

The spirit & enthusiasm that shone through the Club last season has continued into this season & we have won two of our first three Saturday matches In Division 5 West & we have managed to recruit 3 under 14s into our evening development side which is good for the future of the Club.

### **WI President's Report for Parish Council Annual Meeting May 18th 2023**

I am pleased that this evening I am able to report that Mawnan WI has had a very busy year resuming a full programme with the addition of some new regular activities as well as pop-up events.

We have managed to meet together socially for coffee and lunches and we particularly enjoyed it when meeting in members' gardens.

Our Monthly Meetings are now held again in the Memorial Hall. Although attendance has not been as high as before the pandemic, each month has seen an increase in the number of members as well as visitors.



Our community and charity fund raising activities have flourished and we have raised significant sums as well as having a lot of fun. In the last twelve months we have raised £320 for the Women's Refuge and £175 for the Mercy Ships. In the early summer we raised £2250 for CHSW by holding the Jubilee Garden Jaunt. This was followed in September by the Charity Shop Clothes Show which took £1120 for Cornwall Hospice Care. Additionally, we held a number of small events to raise funds to make Christmas Gift Bags for St Petroc's and we invited them to a coffee morning at Trebah to present them. We have also made a donation to the Christmas Lights which was raised from selling mulled wine, spiced apple juice and mince pies. We have continued with our monthly Food Bank collections and also held a one-off collection of warm clothes for the Dracaena Centre and another for Georgia's Voice a Falmouth based charity which supports young women with mental health challenges.

In the Memorial Hall we have hung our Poppy Cascade for Remembrance and held our Christmas Gift Fair. We also kept up a new tradition of putting up a fund raising Christmas tree outside.

In the last year we have taken part in community events again and we were very pleased to be involved in the celebrations for the Platinum Jubilee - even when we had to wear the crowns we had made for our parade! In February we were able to hold our annual Pancake Races again which were attended by children from the pre-school and school.

It has been lovely to able to go back into the school and the PTA has been grateful for the support of our members at their Sports Day and Secret Santa. I was also invited to be a judge for their Bake Off fund raiser which involved a lot of cake...so that was fun!



Beyond our regular monthly meetings, our programme has included celebratory lunches as well as informal meals at local venues; educational trips and garden visits; tours of the exhibitions at Falmouth Art Gallery and our afternoon teas - Cake, Chat and Company.

We have just introduced a Well-Being Team offering support to our members especially those who are ill or have found it difficult to return to various activities since Covid.

The highlight of 2023 so far has to be the Coronation Parade and Community Tea. We were thrilled that the event was attended by so many and appreciated the support of the Parish Council in enabling us to put it on and decorate the village for the occasion.



We have a lot more to look forward to this year with the centenary of the Memorial Hall coming up next month. WI was hugely important in the building of it and we are pleased to have been invited to be involved in their celebrations.

Although there have been some sad times for us recently, the strength of our WI is in the support and friendship which we offer to each other and we have been very pleased to welcome twelve new members in the last year. It is good to know that we are a thriving organisation with much to offer one another and our community.

Gill Druce President Mawnan WI 2023

### **Nigel Druce – Run Mawnan**

Although 1/2 size of previous years almost 200 runners of all ages gathered in the sunshine for the 3 different routes through the village and it was the youngsters who took the lead in the 5k race with two of the top three places being taken by under 18s.

Rotarian Rod Allday, Chairman of the Run Mawnan committee, said "It's great to be back after a 2-year break and to see so many people enjoying themselves in the sunshine. We're really grateful to all the local businesses who have supported us by providing some great prizes, and to all the volunteers who marshal the course and help in the event field." Rod also thanked Cath Horton who is stepping down from the organising committee, for all her hard work co-ordinating the event over the past 10 years. The winners were presented with their prizes by Steve Kimberley of Kimberley's Independent Estate Agents, who was also the compere and the main sponsor of the event.

Because of clashes with new local running events the date for the Run Mawnan 2023 has been changed to 1<sup>st</sup> October from the regular 'last-Sunday-in-September' slot.

**Mawnan Panto** - despite Maureen Bate no longer being part of the production team (booo.... hisss...) all went well with Rob taking at the helm in February. He's already reading of over a dozen other pantos to shortlist for this year ...

## Abbeyfield Scott House

Despite rumours of closures locally of 4 Abbeyfield Homes in Cornwall Mawnan remains safe, being run from a separate group. The home is currently full – well there is 1 empty room which looks to be being filled next week. Currently there is a very active membership, with residents getting out and about much more so there may be a grant request to help with travel costs for these excursions later in the year.

**Helford River Scout group** is based in the MCA Hall in Mawnan Smith and we are now on our 13<sup>th</sup> year since we opened, combining the Scouting provision for Mawnan and other surrounding villages. The group is going from strength to strength and currently welcomes just over 70 boys and girls (age 6-17) a week thanks to a fantastic group of adults who volunteer their time. We are also very grateful to Colin Bate and the MCA Hall team who are so supportive of the young people and their activities.

There are 24 Beaver Scouts and this year they have enjoyed trips to the wood and the beach, learning new skills from rope making to first aid, cooking to music. This weekend they had their first sleepover since Covid with a campfire, den building, whittling, cooking on fires and making catapults.

The Cubs are always on adventures, enjoying activities like camping with other local groups, problem solving in teams, archery, cooking in camp ovens and learning skills from people in our community.

Scouts and Explorers are the oldest members of our group, they often meet together and the Explorers are wonderful teachers, sharing everything they have learned with the younger ones. Last summer they attended an international Jamboree which welcomed around 3000 Scouts for 8 days of camping, adventurous activities and new experiences - we were so proud at the way they put their skills, team work, kindness and resilience into use to have an amazing experience. They have been on 3 more camps this year and are looking forward to the summer when they are looking forward to getting out on the water again. During term time they have enjoyed doing activities like wood work, boat maintenance, pioneering, archery and cooking on fires and stoves. We have enjoyed joining in with community events, including the Jubilee, and running some of our own.



The parish council continue to support us for which we are grateful - supporting us to buy some much needed new tents this year which have already been used for 20 nights each. We were also very lucky to receive £500 from ASDA in order to offer free Scouting places for those local children who otherwise wouldn't be able to attend - please do spread the word about this as we do want to make sure it is available to those who need it.

Our challenges and wishes for the coming year:

- To welcome more young people from Mawnan Village to Scouting
- To gain the qualifications necessary to get our Canoes back on the water and to renew our water activities equipment which needs renewing
- To find more people locally who are willing to come to one off sessions and share their skills, job or hobbies with our young people

There are no words to describe how proud we are of the young people who come along to our sessions every week, growing and learning together to gain skills for life and we certainly wouldn't be as easy without such a supportive village so thank you.

Martine - Group Scout Leader

**Mawnan History Group** – although down to only 4 members the group is still active but is limiting itself to exhibitions whilst using reserved funds for bigger events, such as the Memorial Hall Centenary where they will be holding a display covering the history and usage of the hall over the last 100 years

### **Helford River Gig Club**

The Gig Club has always focussed on fitness and health, with people regularly coming for the social and community feeling that the club provides them. With over 200 members at present (they have rather a lot of supervets (over 50s) along with 22 juniors (under 14) and 120 ladies but they are really looking to swell the ranks of the 30+ if they can.

The clubhouse is at Gweek, although the boats themselves are generously stored on the Helford Passage side of the river at Pedn Billy boathouse. All 5 boats (3 wooden racing & 2 plastic training boats) are used most weeks. Over 1/3 of the club membership is made up of Mawnan parish residents, with other coming from Gweek, Constantine and Mabe.

This year was a golden year at the World Gig Championships on the Scillies with the ladies being crowned Open World Champions and almost all of the other 12 crews that were taken over – a total of 84 rowers – placing highly in their groups. The Coronation event immediately after the Scillies allowed those remaining 120 members a chance to celebrate along with those returning from the Scillies, although the Helford River itself was not so conducive to the plans for an open water event so alternative on-shore plans were made.

The HRGC is one of the cheapest clubs to join. This keeps the club as inclusive as possible but make grant funding of any sort very important. Sponsorship by Rosemullion Distillery allows all the competing teams to have uniforms to race in. Plans for development on the old clubhouse are in the offing as is a replacement wooden gig in the next year to 18 months.



### **THE MAWNAN ANVIL TRUST - Report to the Parish Council May 2023**

*The Trust is responsible for the Old Smithy Workshops with four craft units on site. We are a non-profit making charitable trust which enables us to keep the rents as low as possible allowing small craft workers to grow their business.*

The Parish Council gave the trust a £5000 grant which has enabled us to replace all the rotten and leaking roof lights. The trust was grateful for this.

The trust has had two fund raising events, the hog roast for the Jubilee Celebration and we were able to hold an open garden day at Penwarne Manor, which we had been unable to do for the past four years due to covid. Both of these events were well attended and these proceeds will be put to good use on ongoing maintenance and equipment purchase and overhaul.

Two of our craft workers have moved on and we are pleased to report that we have a new blacksmith in residence, Jeremy Cash (featured on the BBC Royal Repair Shop program with the then Prince Charles). We have also a Wood Sculptor, Jim Head, who makes high quality ducks/birds and other hand carved items. We believe these, with the other craft workers, the silversmith (Abigail Brown) and signwriter (Sheila McCann –Downs) are a great asset and will encourage trade and visitors to the village.



<b>Group/ organisation</b>	<b>Last Awarded</b>	<b>grant request project 23/24</b>	<b>Amount sought</b>
Mawnan Cricket Club	22/23 - £300 for mower	catching cradle	£344.99
Mawnan Cricket Club		+ pre-game polo shirts	£504.00
Mawnan Village Autumn Show	22/23- £400 for printed materials/rosettes	printing of banners & entry forms; internal/category signs; winners rosettes & certificates	£500.00
Mawnan Community Garden	new venture	gardening supplies - forks, rake , trowels, compost bin - garden waste bin & collection	£465.00
Helford River Gig Club		full replacements et of Junior Oars (£2400)	£2,000.00
			£3,813.99

# Annual Governance and Accountability Return 2022/23 Form 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 Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- **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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## MAWNAN PARISH COUNCIL

mawnan.org.uk/council-expenditure/

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable 

NOT USED

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

18/04/2023 19/04/2023

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

20/04/2023

**\*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 2022/23

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 2023, 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/YYYY

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 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<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>
<b>1.</b> 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>
<b>2.</b> (+) 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>
<b>3.</b> (+) 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>
<b>4.</b> (-) 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>
<b>5.</b> (-) 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>
<b>6.</b> (-) 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>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> 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 – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> 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>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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/YYYY

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

DD/MM/YYYY

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 2022/23

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 2023; 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 2022/23

(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 2022/23

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 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## Mawnan Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 01/06/2023</b>		
	Cash in Hand 01/04/2023		100,611.93
	<b>ADD</b> Receipts 01/04/2023 - 01/06/2023		35,269.00
			135,880.93
	<b>SUBTRACT</b> Payments 01/04/2023 - 01/06/2023		11,384.15
		<b>124,496.78</b>	
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	01/05/2021	0.00
	95 Day Saver Account - Nationwide	01/06/2023	38,500.26
	Deposit Account - Lloyds	01/06/2023	77,804.61
	Current Account - Lloyds	01/06/2023	5,321.10
			<b>121,625.97</b>
	Less unrepresented payments		129.19
			121,496.78
Plus unrepresented receipts		3,000.00	
		<b>124,496.78</b>	
<b>A = B Checks out OK</b>			