



15th January 2024

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 22nd January 2024 at 7.00pm in Rendlesham Room, Mawnan Memorial Hall

Yours faithfully,

**Lisa Clements
Clerk to the Parish Council**

AGENDA

Please note – as part of the inquorate O&F meeting from October 2023 a change to the numbering of items as per SLCC & CALC advice, so they are the same on agenda & minutes, was tabled. Although not yet discussed as this is the first meeting of the calendar year I have actioned this, rather than wait to start in May at the start of the parish year.

- 472.24F TO RECEIVE APOLOGIES FOR ABSENCE**
- 473.24F MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS**
- 474.24F PUBLIC COMMENT ON ITEMS ON THE AGENDA**
- 475.24F TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 24TH JULY 2023, 23RD OCTOBER 2023 & 6TH DECEMBER 2023 AND THE CHAIRMAN TO SIGN THEM**
- 476.24F TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 477.24F REVIEW OF CURRENT BUDGET POSITION 2023/24 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on Q2 & Q3 bank statements)**
- 478.24F INTERNAL AUDIT REVIEW & UPDATE**
- 479.24F TO REVIEW CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2023.** (Annual review of Standing Orders, Financial Regulations, Safeguarding & Reserves Policy)
- 480.24F ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE** (this has had to be done by the clerk without named cllr support)
- 481.24F TO DISCUSS UPDATING THE CLERK'S CONTRACT IN LINE WITH THE NEW MODEL EMPLOYMENT CONTRACT ISSUED BY SLCC/NALC (to be implemented in April 2024) AND TO DISCUSS DATE FOR THE CLERK'S ANNUAL REVIEW**
- 482.24F INFORMATION ON SIGNING UP TO THE CIVILITY & RESPECT PLEDGE INITIATIVE.**

483.24F **TO CONSIDER ADMINISTRATIVE CHANGES TO AGENDAS & MINUTES AS PER RECENT CLERK'S TRAINING** (the change to numbering has already been actioned as of 1.1.24)

Associated Papers

- 475.24 draft minutes from meeting last July 2023, inquorate meeting in Oct 2023 and the budget setting meeting in Dec 2023 attached.
- 478.24 Internal Audit report attached, but no recommendations to put in noted other than review the Investment Strategy which was missed out on.
- 479.24 Reserves & Investment strategy updates, consultation on amendments to the Financial Regulations underway (Oct & Nov2023) current changes only in relation to tender/contract limits, no changes to Standing Orders (with the exception of Section18 increase limit to £30,000) or Safeguarding Policies.
- 480.24 The Financial Risk Assessment and Internal Financial Control documents will be available on the night (sorry I have to finish them and they are big documents). The H&S review attached.
- 481.24 New NALC model employment contract has been agreed. We need to consider if updating the existing contract is warranted (are there enough changes?) or to leave as is for the next employee. Clerk to highlight differences/changes in new model and bring to meeting. Clerk's annual performance review is due. Chair (TB) & Cllr Whibley did this last time in May 2023 but it would be good to get done for the start of the financial year in April. Takes about an hour.
- 482.24 There is growing support for parish & town councils to sign up to the Civility & Respect Pledge as a way of showing support to better treatment for both employees and volunteers (councillor) across the sector. There is a basic set of statements we would need to agree to and it would require a new version of the Dignity at Work policy to be drafted.
- 483.24- at recent clerk's training on agenda & minutes it was stated that numbering for agenda & minutes should be the same, for clarity. As such I would like to change the numbering of agendas as of January 2024 - instead of item 1, 2 & 3 it would read 3870.24, 3871.24 etc.

It was also said that Apologies for Absences (along with reasons) should be formally agreed to with Councillors present deciding whether the apology for absence will be accepted or rejected – there is no reason to record if accepted. If not accepted then the reason will need to be minuted as it could form the basis of fixing a date for the '6 month rule' but that reasons for absence should not form part of the minutes (GDPR).



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 24TH JULY 2023 AT 7.00PM IN THE RENDLESHAM ROOMS, MAWNAN MEMORIAL HALL

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

ALSO PRESENT: Mrs L Clements, clerk

463.23F TO RECEIVE APOLOGIES FOR ABSENCE -none noted

464.23F TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24

Due to current circumstances with the Chair/Vice Chair of the PC it was agreed to defer electing an O&F Chair until the October meeting when it was hoped there would be a clearer understanding of how things were sitting. Cllr Brooksbank was to remain chair until such time as he resigns.

465.23F MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS - -none noted

466.23F PUBLIC COMMENT ON ITEMS ON THE AGENDA -none noted

467.23F TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THIS COMMITTEE HELD ON THE 10th MAY 2023 AND THE CHAIRMAN TO SIGN THEM

Cllr Brooksbank thought that there had been some confusion with item 461.23F on the last minutes and that an agreement to take back the overspend made to the Trusts (due to a missed end of year cutting balancing invoice) was not made. It was discussed and agreed that this was not the intention made and that this paragraph/decision should be stricken from the minutes, with any resulting amendments to the accounts reversed.

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

RESOLVED that the minutes of the meeting held on 10th May 2023 be approved, subject to the above amendment, and signed by the Chair

on a vote being taken the matter was approved unanimously

468.23F TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.

The clerk explained that it was not legal for the PC to hold funds intended for a separate charity (the JPF Sinking Fund) – if these funds were for Trust works they should be transferred to the Trust and ringfenced there. It was agreed to transfer these to the JPF along with Part 1 of this year's grant. Note was made to Cllr Reid's concern that there was something intrinsically wrong with how the Trusts were being run and that consideration for legal expenses being incurred to remedy this needed to be included in any budgets.

There was also an explanation about the delay in opening a second Nationwide account as agreed at the last meeting. Nationwide had suspended new account opening and had only just reinstated this for existing customers with comparable accounts. The clerk raised concerns that with the already agreed budget /precept shortfall of £5745 (amended in April to likely be £8060) plus the need for an additional £6400 to cover the toilet refurbishments) opening an account for

£40,000 which would not be accessible for the 95 day notice period may put the parish under some level of financial duress. It was, however, agreed that provided there was sufficient review tying up £40,000 for this period should not raise any cashflow problems to the parish finances. The clerk had part of the paperwork signed but had forgotten to bring with her this evening. She would arrange to have this signed and forwarded asap.

469.23F REVIEW OF THE CURRENT BUDGET POSITION 2023-24 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN ESPECIALLY FOLLOWING THE INCLUSION OF NEW OFFICE COST CENTRE (including signing off on Q1 bank statements)

The clerk said that at present the budget appears to be balanced but that the inclusion of the New Offices Cost Centre (and the associated £35,000 budget allocation) caused a noticeable shortfall against income.

It was proposed by Cllr Brooksbank, seconded by Cllr Reid and **RESOLVED** that the New Office be removed as an active Cost Centre, instead being designated as an Earmarked Reserve.

on a vote being taken the matter was approved unanimously

It was discussed and decided that the ringfenced funds of £35,000 would be noted but not transferred at present.

**Amended Budget Summary document attached to minutes- page 4*

470.23F TO DISCUSS THE EARMARKED RESERVES POSITION FOR 2023/24

The clerk stated that information received at the recent smaller councils meeting highlighted the fact that there were likely to be significant increases to the costs from Cornwall Council for elections (of approx. £4600 for a full voting process. Even in 2021, when no PC election was actually held costs were still £255, and would now be approx. £700) – this was due to the increase in postal votes uptake post lockdown, the increase in post costs and the extra manpower needed to administer this system. It was however thought to be a moot point at this time as there had been no elections called for the parish council in the last 15+ years.

It was proposed by Cllr Brooksbank, seconded by Cllr Reid and **RESOLVED** that the Coronation Reserve be closed and all remaining funds transferred back to the General Reserve and the JPF Sinking Fund balance be given to the JPF for potential works.

on a vote being taken the matter was approved unanimously

The clerk explained that she was concerned about the level of Earmarked Reserves being held and not used for extended periods of time. She once again explained that an Earmarked Reserve effectively tied the money allocated to that specific project and should not really be used as a consideration for day to day budgeting. Whilst some holding ER were necessary (Election Expenses, CIL, Solar Grant) she asked that a statement accepting that Earmarked Reserves could be 'temporarily liquidated' to use for general expenses should it become necessary, as agreed with our accountants, be included in the minutes. After discussions it was felt that at this time, given that some of the funding was unlikely to be needed this financial year, such measures were unnecessary.

Cllr Brooksbank felt that the Solar Grant Fund was to be used to cover the costs incurred with the new office – the clerk said that a formal grant application would need to be made and agreed as

this was not our money to spend, but the parishes. She also reminded him that there was already an agreement that £25,000 be set aside for a contribution towards the MUGA project (also, pending a proper grant request). He then said that we would 'borrow' this funding to pay back in lieu of the rent/ PO expenses which would be saved. The clerk said that she would have to check with GreenNation if this was possible under the terms of the S106 agreement. As it had been agreed to create an ER for the New Office (without an active budget) earlier in the evening it was agreed that until such time as funds were needed to pay invoices on the table this matter would be deferred.

*Amended Reserves Position document attached to minutes – page 5

Meeting finished at 7.40pm

DRAFT

Budget Summary

Summary - Cost Centres Only (Between 01/04/2023 and 01/07/2023)

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration/Rent		15.85	15.85	4,680.00	2,121.62	2,558.38 (54%)	2,574.23
Insurance			0.00 (N/A)	800.00	785.27	14.73 (1%)	14.73
Meeting Room Hire			0.00 (N/A)	600.00		600.00	600.00
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	300.00
Parish Council Websites			0.00 (N/A)	60.00		60.00	60.00
Publications			0.00 (N/A)			0.00 (N/A)	0.00
Salaries		331.91	331.91	18,700.00	4,027.52	14,672.48 (78%)	15,004.39
Training & Conference Fees			0.00 (N/A)	700.00	65.00	635.00 (90%)	635.00
Allowances			0.00 (N/A)	100.00		100.00	100.00
Subscriptions			0.00 (N/A)	1,500.00	837.53	662.47 (44%)	662.47
Paths & Open Spaces	1,626.69		-1,626.69	5,500.00	1,178.31	4,321.69 (78%)	2,695.00
Public Services			0.00 (N/A)	7,500.00	1,144.82	6,355.18 (84%)	6,355.18
Misc			0.00 (N/A)			0.00 (N/A)	0.00
S19 - Carwinion Playing Field			0.00 (N/A)	8,000.00	1,395.00	6,605.00 (82%)	6,605.00
S19 - Junior Playing Field			0.00 (N/A)	6,000.00	494.70	5,505.30 (91%)	5,505.30
S234 (PH Act) - AED Grant			0.00 (N/A)	150.00		150.00	150.00
Donations & Grants			0.00 (N/A)	6,430.00	1,994.99	4,435.01 (68%)	4,435.01
Graveyard	1,000.00	450.00	-550.00 (-55%)	6,120.00	1,542.11	4,577.89 (74%)	4,027.89
Precept	53,200.00	26,600.00	-26,600.00 (-50%)			0.00 (N/A)	-26,600.00
CTS Grant			0.00 (N/A)			0.00 (N/A)	0.00
Bank Interest	100.00	133.25	33.25 (33%)			0.00 (N/A)	33.25
Solar Farm grant			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked Reserves		2,126.89	2,126.89		1,152.40	-1,152.40	974.49
Reclaimed VAT			0.00 (N/A)			0.00 (N/A)	0.00
New Parish Offices			0.00 (N/A)		117.00	-117.00	-117.00
NET TOTAL	55,926.69	29,657.90	-26,268.79 (-46%)	67,365.00	17,081.27	50,283.73 (74%)	24,014.94
Total for ALL Cost Centres		29,657.90			17,081.27		
V.A.T.		3,028.05			803.05		
GROSS TOTAL		32,685.95			17,884.32		

**Mawnan Parish Council
Reserves Balance as of 01/08/2023
2023-2024**

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>
Earmarked					
H&S	1,000.00				1,000.00
Graveyard Contingency	2,755.00	745.00			3,500.00
Election Expenses	1,250.00	250.00			1,500.00
Solar Grant Funding	41,500.26	-3,000.00			38,500.26
Burial Fees	3,850.00	-3,850.00	75.00	800.00	725.00
Small Business rates grant	8,785.24		7,219.70		1,565.54
Climate Group Work	785.00				785.00
JPF - sinking fund	1,705.55		1,705.55		0.00
MUGA Project	10,000.00				10,000.00
Coronation Reserve	66.87	-66.87			0.00
Roads & traffic	9,897.24	-7,397.24			2,500.00
CIL funding	3,796.74				3,796.74
MMH New Offices	35,000.00	-35,000.00	117.00		-117.00
Total Earmarked	120,391.90	-48,319.11	9,117.25	800.00	63,755.54
TOTAL RESERVE	120,391.90	-48,319.11	9,117.25	800.00	63,755.54
GENERAL FUND					37,348.10
TOTAL FUNDS					101,103.64



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 23RD OCTOBER 2023 AT 7.00PM IN RENDLESHAM ROOM,

PRESENT: Cllr Reid

Apologies: Cllr Sadler

ALSO PRESENT: Mrs L Clements, clerk

463.23F Due to the meeting being inquorate all items will be deferred and, where necessary, added to the Full Council agenda for decision.

Meeting ended at 7.05pm



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON WEDNESDAY 6TH DECEMBER 2023 AT 7.00PM IN THE MAWNAN BOWLING CLUB.

PRESENT: Cllrs Potter (Chair), Reid & Sadler

ALSO PRESENT: Mrs L Clements, clerk

464.23F TO RECEIVE APOLOGIES FOR ABSENCE – Cllr Moyle

465.23F MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA, REQUEST DISPENSATIONS OR NOTE ANY GIFTS OVER £50 - none noted

466.23F PUBLIC COMMENTS ON ITEMS ON THE AGENDA - none noted

467.23F TO NOTE THE PREDICTED EOY POSITION FOR 23/24

The clerk explained that based on the need for the whole of the £35,000 set aside for the new offices to be used by the 31st March 2023 (as required by the MMH grant application rules) we would be left with slightly below £9000 at the end of the year – which included reserves. It was accepted that the works here, although paying for themselves over several years, would have an immediate impact on parish finances.

468.23F TO DISCUSS THE INITIAL DRAFT BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING

The clerk went through her budget proposal line by line and some minor alterations (funding for new office furniture, additional money into the grass cutting & toilet utilities lines) were included but it was agreed this was a fairly accurate budget. There were likely to be increases to the costs for rubbish bin collections (we were not even being offered a contract past August 2024 thanks to potential County contract changes) and the Open Spaces contract, which could not be completely quantified so a 'reasonable best guess' figures has been put in. However Cllr Reid felt that this budget did not reflect the current position of the parish council and the range of commitments it was facing in the near future and that a larger increase was necessary. He explained that to his calculations and in an ideal world we would need additional sums of:

- £1,000 to implement changes required by Martyn's law
- £1,000 to cover phase 2 of any Biodiveristy Plan
- £10,000 to go towards any future planning advice fees (such as potential Inspector appeals)
- £44,500 reinstated lost or liquidated Earmarked Reserves
- £23,000 to go towards improvement at the Playing Fields – either for legal advice on the position of the current management structure; basic ongoing maintenance & replacement of equipment or match funding towards JPF grants.

He did then accept that a single such increase was simply beyond consideration and that more realistically an increase of £24,000 (plus a £10,000 Solar Grant allocation) would be necessary to cover out immediate commitments in his view, made up of:

- £1,000 to Martyn's law prep
- £1,000 to any Biodiveristy Planning
- £5,000 to go planning advice
- £9,000 to reinstated Earmarked Reserves
- £8,000 to the Playing Fields

This would give a budget of £84,900, which unfortunately the parish could not subsidise from General Reserves as had been done in previous years, so this would need to be covered in its entirety by a precept increase for the full amount. It would be a Band D property coming out to £75.30 – up £26p.a.

It was agreed that trying to make the differentiation between parish funds and those community funds being HELD by the parish was still not clear enough and that explicit explanations for the significant increase to the precept would need to be made, as once again the issues of the 'false perception' of the parish council's financial position due to the inclusion in our accounts of the increasing Solar Grant Fund (looking to be £47,000 in Feb) were noted.

Cllr Reid felt that we should be using the Solar Grant money without grants applications being received, if for the benefit of the wider community; the clerk said that this was not what the original S106 agreement stated. It was agreed that the clerk would send over to all members both Solar agreements and a copy of our grant policy for review, whilst also seeing if there was a way to remove the solar grant money from the PC account, without us relinquishing parish control of it.

469.23F TO DISCUSS THE ANNUAL SOLAR GRANT ALLOCATION INTO THE BUDGET & PROPOSAL FOR FULL PARISH COUNCIL

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

RESOLVED that the Parish Council contribute £2000 from this year's Solar Grant income to the 2024/25 Donation & Grants budget line

on a vote being taken the matter was approved unanimously

Agreed commitments against the Solar Grant Fund now stood at £15,000 (MUGA) & £10,000 (JPF match-funding).

470.23F TO DISCUSS CURRENT/ FUTURE RESERVES

It was agreed to leave discussions of the reserves until April as a greater portion of them will need to be liquidated to fund the new offices. The CIL, Burial Fees (rollover) & Solar Grant would be prioritised. Since they did not have an actual effect on the budget reports (other than in themselves) a decision on what reserves to carry forward to the new financial year would need to be agreed then as well.

471.23F TO AGREE THE PRECEPT/ BUDGET TO BE PROPOSED AT THE FULL COUNCIL MEETING

It was proposed by Cllr Reid, seconded by Cllr Potter &

RESOLVED that the recommendations be that the Parish Council budget for 2024/25 would be set at £84,900. No additional funding from reserves could be applied this year.

It was proposed by Cllr Reid, seconded by Cllr Potter &

RESOLVED that the recommendations be that the Parish Council precept for 2024/25 would be set at £80,803

on a vote being taken both the matters were approved unanimously

meeting finished at 9.15pm

item 467.23-

Budget Proposals 24-25 budget.

11 December 2023 (2024-2025)

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

Cost Centre	Receipts Budgeted	Clerks' Draft Payments Budgeted	Cllr Reid's Draft Payments Budgeted
Administration/Rent	0.00	1,350.00	1,350.00
Insurance	0.00	790.00	790.00
Meeting Room Hire	0.00	600.00	600.00
Internal Audit Fees	0.00	225.00	225.00
External Audit Fees	0.00	315.00	315.00
Parish Council Websites	0.00	60.00	60.00
Publications	0.00	0.00	0.00
Salaries	0.00	18,750.00	18,250.00
Training & Conference Fees	0.00	550.00	550.00
Allowances	0.00	100.00	100.00
Subscriptions	0.00	1,650.00	1,650.00
Paths & Open Spaces	1,697.36	6,580.00	7,080.00
Public Services	0.00	6,700.00	7,300.00
Misc	0.00	0.00	0.00
S19 - Carwinion Playing Field	0.00	8,000.00	8,000.00
S19 - Junior Playing Field	0.00	6,000.00	11,000.00
S234 (PH Act) - AED Grant	0.00	150.00	150.00
Donations & Grants	0.00	2,150.00	2,150.00
Graveyard	0.00	5,830.00	5,830.00
Precept	*80,803.00	0.00	0.00
CTS Grant	0.00	0.00	0.00
Bank Interest	400.00	0.00	0.00
Solar Farm grant	0.00	0.00	0.00
Earmarked Reserves	2,000.00	0.00	9,000.00
Reclaimed VAT	0.00	0.00	0.00
Advisory Fees	0.00	0.00	10,000.00
Parish Office Project	0.00	0.00	500.00
NET TOTAL	84,900.36	59,800.00	84,900.00

*Proposed Precept of £80,803 + confirmed income from Cllr Reid proposals = budget requirement

Cllr Reid's suggested increases:

	Ideal scenario	Realistic option
	£	£
Replenish financial reserves	44,500	9,000
Planning advice/representation	10,000	5,000
Legal advice on Trust management	3,000	3,000
Junior Playing Field - increase in spending	5,000	5,000
Junior playing field matched funding	15,000	10,000*
Terrorism Act preparations	1,000	1,000
Biodiversity Act – Prepare plan for year 2	1,000	1,000
Total	79,500	34,000
Funded from Precept	79,500	24,000
Funded from Solar Grant		10,000*

Mawnan Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 31/12/2023)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration/Rent		129.03	129.03 (12903%)	4,680.00	4,300.73	379.27 (8%)	508.30
Insurance			0.00 (N/A)	800.00	785.27	14.73 (1%)	14.73
Meeting Room Hire			0.00 (N/A)	600.00	210.00	390.00 (65%)	390.00
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	315.00	-15.00 (-5%)	-15.00
Parish Council Websites			0.00 (N/A)	60.00	85.28	-25.28 (-42%)	-25.28
Publications		735.28	735.28 (73528%)		105.28	-105.28 (-10528%)	630.00
Salaries		800.11	800.11 (80011%)	18,700.00	14,060.15	4,639.85 (24%)	5,439.96
Training & Conference Fees			0.00 (N/A)	700.00	195.00	505.00 (72%)	505.00
Allowances			0.00 (N/A)	100.00		100.00 (100%)	100.00
Subscriptions			0.00 (N/A)	1,500.00	977.53	522.47 (34%)	522.47
Paths & Open Spaces	1,626.69	1,626.69	0.00 (N/A)	5,500.00	3,597.53	1,902.47 (34%)	1,902.47
Public Services		26.08	26.08 (2608%)	7,500.00	10,849.25	-3,349.25 (-44%)	-3,323.17
Misc			0.00 (N/A)		26.05	-26.05 (-2605%)	-26.05
S19 - Carwinion Playing Field			0.00 (N/A)	8,000.00	4,800.00	3,200.00 (40%)	3,200.00
S19 - Junior Playing Field			0.00 (N/A)	6,000.00	2,925.00	3,075.00 (51%)	3,075.00
S234 (PH Act) - AED Grant			0.00 (N/A)	150.00		150.00 (100%)	150.00
Donations & Grants			0.00 (N/A)	6,430.00	3,124.19	3,305.81 (51%)	3,305.81
Graveyard			0.00 (N/A)	6,120.00	4,848.34	1,271.66 (20%)	1,271.66
Precept	53,200.00	53,200.00	0.00 (N/A)			0.00 (N/A)	0.00
CTS Grant			0.00 (N/A)			0.00 (N/A)	0.00
Bank Interest	100.00	484.59	384.59 (384%)			0.00 (N/A)	384.59
Solar Farm grant			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked Reserves	1,000.00	4,051.89	3,051.89 (305%)		14,992.49	-14,992.49 (-14992%)	-11,940.60
Reclaimed VAT			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	55,926.69	61,053.67	5,126.98 (9%)	67,365.00	66,422.09	942.91 (1%)	6,069.89

Total for ALL Cost Centres		61,053.67			66,422.09		
V.A.T.		7,541.50			5,890.07		
GROSS TOTAL		68,595.17			72,312.16		

Mawnan Parish Council
Reserves Balance up to 31st Dec 2023
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
H&S	1,000.00				1,000.00
Graveyard Contingency	2,755.00	745.00	600.00		2,900.00
Election Expenses	1,250.00	250.00			1,500.00
Solar Grant Funding	41,500.26	-3,000.00			38,500.26
Burial Fees	3,850.00	-3,850.00	75.00	1,925.00	1,850.00
Small Business rates grant (Put	8,785.24		8,785.24		0.00
Climate Group Work	785.00		6.57		778.43
JPF - sinking fund	1,705.55		1,705.55		0.00
MUGA Project	10,000.00				10,000.00
Coronation Reserve	66.87	470.63	537.50		0.00
Roads & traffic	9,897.24	-7,397.24	50.63		2,449.37
CIL funding	3,796.74			2,126.89	5,923.63
MMH New Offices	35,000.00		3,232.00		31,768.00
Total Earmarked	120,391.90	-12,781.61	14,992.49	4,051.89	96,669.69
TOTAL RESERVE	120,391.90	-12,781.61	14,992.49	4,051.89	96,669.69
GENERAL FUND					225.25
TOTAL FUNDS					96,894.94

considered as priority reserves

Health and safety policy

This is the statement of general policy and arrangements for:		Mawnan Parish Council
Mawnan Parish Council		has overall and final responsibility for health and safety
The Parish Clerk (currently Mrs Lisa Clements)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in parish owned property and those facilities regularly used to host parish events or activities	The Parish Council aided by The Parish Clerk	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Risk assessment for regularly used premises are also completed.
Provide appropriate safe systems of working, equipment provision & use and storage of materials. This may be through the provision of training or through place based Risk Assessments.	The Parish Council	Appropriate training for clerk is regularly assessed and undertaken (CIEH Level 3 & Health & Safety in the Workplace preferred). Stakeholders, staff and subcontractors given necessary health and safety induction. Contractors must provide competency certification/ licenses as part of the contract process to cover the works being specified. This includes appropriate insurances and training certificates. Specific policies are in place and regularly reviewed. Risk assessments are undertaken for placed based and regular activities
Ensure that all equipment, materials and physical resources owned by the parish council are appropriate for the tasks required, suitably inspected and comply with Health & Safety regulations	The Parish Clerk	System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Regular assessment of equipment for necessity are made & disposals scheduled as required. Protective equipment is provided where Risk Assessments deem necessary – either by the parish council or by individual contractors
Consult employees / users on matters affecting Health & Safety, giving high levels of commitment to Health and Safety and compliance with all statutory regulations	The Parish Council	H&S is regularly reviewed by the clerk and reported back at every Office & Finance committee meeting. An annual Health & Safety review is conducted.

Signed: * (Employer)	L Clements - clerk	Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	The Parish Offices, c/o MS Electrical
First-aid box is located:	The Parish Offices, c/o MS Electrical
Accident book is located:	The Parish Offices, c/o MS Electrical

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: Mawnan Parish Council

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Manual handling of office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects	<ul style="list-style-type: none"> Remind staff that they should not try to lift objects that look or appear too heavy to handle. Suitable storage used. 	<ul style="list-style-type: none"> Appropriate methods for transporting loads to be used. Nothing to be stored above head height – steps used if unavoidable 	Clerk	Ongoing	Yes
Lone working	Staff could suffer injury or ill health while out of the office, e.g site visits or while working alone in the office.	<ul style="list-style-type: none"> clerk to calendar visits wherever possible. for short time visits during working day details to be left with MS Electrical staff for safety & mobile taken. Any visits taken before/after working hours to be recorded & if possible regularised. 	<ul style="list-style-type: none"> clerk to make Chair aware if out of office for meetings etc. Staff @ MS Electrical to be made aware of daily ins & outs 	clerk	Ongoing	Yes
Off site visits (additional to lone working)	Staff could have accidents on way to site, on site etc.	<ul style="list-style-type: none"> Where possible evacuation/fire information to be noted for venues visited before hand. Third party to be advised of visits along with details of likely route taken. Mobile to be taken at all times and used as necessary. 	<ul style="list-style-type: none"> Personal vehicle insurances to be in place and reviewed. Employment insurances to cover working off site & any equipment also reviewed. Alternative arrangements to be made for any out of office inspection/visit should the Clerk feel her safety could be in danger 	Any individual acting on behalf of the PC	Ongoing	
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are. Staff can talk to councillors if they are feeling unwell or at ease about things at work. 	<ul style="list-style-type: none"> Remind staff that they can speak to councillors / seek CALC advice on any aspect of work 		Ongoing	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ■ General good housekeeping. ■ All areas well lit ■ No trailing leads or cables. ■ Staff keep work areas clear ■ Offices regularly tidied. 	<ul style="list-style-type: none"> ■ Keep offices tidy – remove waste materials whenever possible. 	All staff/ visitors to monitor	Ongoing	partly
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> ■ Working with landlord, fire risk assessment done, see www.fire.gov.uk/workplace+safety/ and necessary action taken. 	<ul style="list-style-type: none"> ■ Ensure the actions identified as necessary by the fire risk assessment are done. 		Ongoing	
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> ■ Staff trained to spot and report any defective plugs, discoloured sockets or damaged cable/ equipment. ■ Defective equipment taken out of use safely and promptly replaced. ■ No own appliances, toasters, fans etc. brought in 	<ul style="list-style-type: none"> ■ Ask landlord when the next safety check of the electrical installation will be done.(Sept 22) ■ Confirm with landlord the system for making safe any damage to building installation electrics, eg broken light switches or sockets. 	Karen @ MS Electrical	As appropriate	yes
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> ■ DSE training and assessments of workstation carried out. Any actions to be carried out asap. ■ Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. ■ Work planned to include regular breaks or change of activity. ■ Lighting and temperature suitably controlled. 	<ul style="list-style-type: none"> ■ monitor to ensure staff continue to get breaks away from the computer. ■ Check that identified actions from self assessments are followed up ASAP. ■ carry out regular DSE assessment on laptop to avoid problems and identify any issues. 	Clerk	Ongoing As appropriate	yes

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	