

14th April 2025



Dear Councillor,

You are summoned to attend The Annual Parish Meeting of Mawnan Parish Council on Tuesday 20th May 2025 at 7.30pm in the Mawnan Memorial Hall. Please remember the Annual Parish Meeting takes place at 7pm, just before this.

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,

Melissa Mercer
Clerk to the Parish Council

Agenda

2526.22	TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26 AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE
2526.23	TO RECEIVE APOLOGIES
2526.24	CONFIRM ALL MEMBERS HAVE SIGNED DECLARATION OF ACCEPTANCE
2526.25	TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26
2526.26	MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS
2526.27	CONFIRM VACANCIES FOR CO-OPTION
2526.28	TO APPOINT MEMBERS TO STANDING COMMITTEES FOR THE MUNICIPAL YEAR 2025/26 Nominate CAP representative
2526.29	PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY
2526.30	TO RECEIVE AND APPROVE THE MINUTES OF THE 22nd APRIL 2025 FULL COUNCIL MEETING ITEM 1

2526.31	ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA <ol style="list-style-type: none"> 1. Second home council tax allocation
	CLERK'S UPDATE <ol style="list-style-type: none"> 1. Hounding council about highways money they've spent 2. EOI gone into council for field on the 25th April 3. CCF update for CPFT + ownership of CPF 4. Pole ordered for speed sign and job in queue with Cormac 5. Bench sorted at CPF 6. Grants are online and advertised 7. Gifts bought for Rob, Rex and Maureen 8. Zipwire matting invoice paid
2526.32	TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING <p>None at time of writing</p>
2526.33	TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL <ol style="list-style-type: none"> 1. PA25/00914 Chapel Town Close APPROVED 2. PA24/09304 Treworval Cottages REFUSED 3. PA25/02658 The Old Rectory APPROVED 4. PA25/02185 Carrick Trelawney Close APPROVED 5. PA25/02873 Methodist Church Carwinion Road APPROVED 6. PA25/02346 Honeysuckle Cottage The Square APPROVED
2526.34	UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MARCH <ol style="list-style-type: none"> 1. Review monthly figures and bank reconciliation 2. Accept and sign AGAR for 24/25 accounts ITEM 2 3. Inform Cllrs on bank situation <ol style="list-style-type: none"> a. Nationwide- Cllr Moyle to re-sign forms
2526.35	ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS <ol style="list-style-type: none"> 1. Cllr Whibley to send evidence to Clerk in response to consultation to support Trebah Path DMMO application. 2. Clerk to investigate the headstone in the wrong place before giving permission to move ashes. 3. Clerk to get more information for Cllrs on second home council tax <p>There are others but please come into office to see list of actions in priority order.</p>
2526.36	JUNIOR PLAYING FIELD UPDATE <ol style="list-style-type: none"> 1. Coffee morning outcome- £500 raised 2. Masterplan update
2526.37	ADOPT NEW STANDING ORDERS BASED ON ENGLAND UPDATED VERSION ITEM 3 <p>NALC Legal Team have updated Model Standing Order 14 & 18</p>

	<p>Changes have been made to:</p> <ul style="list-style-type: none"> • Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version. • Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed. • NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project – please note it has been brought to our attention that there are some errors with gender neutral terms - NALC will rectify these errors in due course.
2526.38	AGREE QUARTERLEY PAYMENT TO MMH FOR UTILITIES
2526.39	GRANT APPLICATIONS <ol style="list-style-type: none"> 1. Football Club – application paperwork to follow
2526.40	ANY OTHER BUSINESS THAT HAS COME IN SINCE AGENDA WENT OUT
2526.41	TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE
2526.42	TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE <ol style="list-style-type: none"> 1. Cllr Stabbins- HMG update- see most recent minutes of meeting ITEM 4 2. Trees being felled next to Meudon (next door to or at Treworgan house) 3. State of Footpath 16- Grove Hill- Carwinion Rd 4. Road closure at Helford Passage 16-25th June
2526.43	MATTERS OF COMMUNITY CONCERN
2526.44	REPORT FROM CORNWALL COUNCIL WARD MEMBER Welcome to Anna Thomason- Kenyon- our new Cornwall Councillor for Reform
2526.45	ITEMS FOR INCLUSION AT THE NEXT MEETING
2526.46	DATE & TIME OF NEXT MEETING

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

www.mawnan.org.uk

ITEM list

1	Draft minutes of meeting 220425
2	2024-25 AGAR- sections 1 & 2 need approving
3	2025 updated Standing Orders
4	HVMCA minutes of meeting

Current bank balances

- Nationwide £48,343.60
- Current account £85,010.31
- Deposit account £435.70
- CPFT £11,170.77
- JPFT £10,076.02

Spending April

Item	Cost Centre	Supplier	What	VAT £	Total £
1	Donations/ grants	Helping Hand	Beach Clean Grant	20.66	123.95
2	Graveyard Rates	Cornwall Council	Business rates		369.26
3	Junior Playing Field Project	AWNA	Coffee for JPF site visit		15.05
4	Junior Playing Field Project	Sports Play Consulting (Michael)	50% master plan costs		2500
5	Subscriptions	CALC & NALC	Membership to both	98.98	606.64
6	Junior Playing Field Project	Bennett Surveys	Topographical survey		320
7	IT support	Objective IT solutions	IT support	23.22	139.32
8	Rubbish Bins	BIFFA	Helford Passage bin collection annual charge	230.46	1382.78
9	Toilets- utility charge	EDF	Electric toilets	0.67	14
10	Telephone and Internet	BT	April charge	6.99	41.96
11	Toilet- Clean and Materials	KC Payne	April cleaning		300
12	Toilets- utility charge	WaterPlus	Water usage		67.93
13	Graveyard Maintenance	Greenside	Tidying Burial Field	100	600
14	Bank Charges	Lloyds	Account fee		4.25
15	Clerks NI	HMRC	Clerks NI- no parish NI as allowance being used		82.05
16	Clerks Salary	Mel Mercer	Wage		1239.51
17	Office supplies	Adobe	Acrobat Pro	3.33	19.97
18	Misc	Village shop	Cards for Rex, Rob and Maureen	2	12
19	Pension	NEST	Clerk and Parish pension contrib		166.92
			TOTAL	486.31	8154.57

Receipts April

Item	Cost Centre	Supplier	What	VAT £	Total £
R1	Precept	CC	Precept 1		55817.39
R2	CIL 25	Cornwall Council	CIL payment		4378.66

Payments/ To approve for May

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
20	CIL	SWPSi	Matting	400	2400	Y
21	Inspections	SWPSi	April inspection	9	54	
22	Grass Cutting	R Sanders	Green Space cut April	150	900	
23	JPF project	EDS Engineering	JPF site visit, verbal survey	48	288	
24	JPF project	Shiona expenses	Mileage, INK CARTRIDGES, Poster printing	9.38	68	
25	JPF Project	Printing Chambers	Printing of masterplan for Coffee morning		19	Y
26	Misc	ETSY	Hoodie for Rex		18.95	Y
27	Misc	Gifts4U	Gift for Rex		62.99	Y
28	Misc	Junk Mail Art	Pictures for Rob and Maureen		80	Y
29	Meeting Room Hire	Bowling Club	Meeting room July 24- Dec 24		120	
30	Paths cutting	R Sanders	May path cut	171.15	1026.88	
31	Misc	Cormac	Pole for Speed Sign	107.06	642.34	
32	Utilities	EDF	Electric Toilets April	0.67	14	Y
33	IT support	Objective IT	IT support	37.22	223.32	Y
34	Toilets- materials	Kernow Clinical Waste	Toilet Rolls for public toilets	10	60	Y
35	Grass Cutting	R Sanders	Green Space cut March	517.00	3102.00	
36	Bank Charges	Lloyds	`Bank account charge		4.25	Y
37	Telephone & Internet	BT	May charges`	7.03	42.18	Y
38	Toilet Cleaning	KC Payne	May charge		300	
39	Toilets Water Bill	Waterplus	April charges		144.27	Y
40	Insurance	Zurich	Annual renewal		684.49	
42	Clerks NI and PAYE	HMRC	Clerks NI- no parish NI as allowance being used		82.05	
41	Clerks Salary	Mel Mercer	Wage		1239.51	
43	Pension	NEST	Employee and employer pension		166.92	
			TOTAL	1466.51	11743.10	

Mawnan Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		82,678.52
	ADD Receipts 01/04/2025 - 30/04/2025		60,196.41
	SUBTRACT Payments 01/04/2025 - 30/04/2025		142,874.93
			8,104.57
	Cash in Hand 30/04/2025 (per Cash Book)		134,770.36
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Current Account - Lloyds 30/04/2025	86,591.36	
	Deposit Account - Lloyds 30/04/2025	435.40	
	95 Day Saver Account - Nationwide 30/04/2025	48,343.60	
			135,370.36
	Less unrepresented payments		600.00
			134,770.36
	Plus unrepresented receipts		
	Adjusted Bank Balance		134,770.36
	A = B Checks out OK		

MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD
ON TUESDAY 22nd APRIL 2025 AT 19.00 IN THE
MAWNAN MEMORIAL HALL.



PRESENT Cllrs Biggin, Bate, Stabbins, Potter, Sadler, Whibley
and Clerk.

Minutes

2526.01	<p>TO RECEIVE APOLOGIES</p> <p>Cllr Moyle, Cllr Morris</p>
2526.02	<p>MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS</p> <p>None</p>
2526.03	<p>PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY</p> <p>1. Blue bins outside Abbeyfield were discussed as a potential nuisance</p> <p>ACTION: clerk to find out why there and when will be removed.</p> <p>2. CEO Trebah Garden Trust- comments on 2526.17. They support the application to have a footpath officially recognised as a right of way (WCA 774). The parish council agreed this will be a great asset it will be for the community. Another suggestion would be to declare it a permissive path and then it can be closed for one day a year- which retains a level of control over it for Trebah.</p> <p>ACTION: Cllr Whibley to send evidence to Clerk in response to consultation to support application.</p> <p>3. Cornwall Councillor Independent Candidate Keith West gave a short presentation on himself, his career to date and why he is standing to be the Mabe, Mawnan and Constantine Cornwall Councillor.</p>
2526.04	<p>TO RECEIVE AND APPROVE THE MINUTES OF THE 25th MARCH 2025 FULL COUNCIL MEETING</p> <p>There were a couple of tiny amendments made by hand.</p> <p>Cllr Potter proposed, Cllr Whibley seconded, RESOLVED to accept minutes of meeting. All in favour.</p>

2526.05	<p>CLERK'S UPDATE AND ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA</p> <ul style="list-style-type: none"> a. JPF and Burial Field work All field work has been done aside from the fencing. The hedge will be done in September post nesting season. JPF work still hasn't been done due to illness but being done asap. b. St Micheals Court- reply received, they are looking into their responsibilities and will get back to me.
2526.06	<p>TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING</p> <ul style="list-style-type: none"> 1. PA25/02185 Carrick Trelawney Close Maenporth TR11 5HS Erection of a first-floor extension over the existing bungalow. Small ground-floor extension and a new porch to rationalise the internal layout and improve access. N.B this expired on 14th April The PC have already commented and recommended support of this before the expiration date. It is a sensible design to a bungalow that it is need of modernising with good materials used. The PC would recommend that the glass used be non-reflective. The PC would also question the need for roof lights when we are a dark skies village. Applicant replied there will be an automatic screen that comes over at dusk to stop the light leakage. There was a brief discussion about objections on the planning portal which were focused around bats and the height of the new design. 2. PA25/02346 Honeysuckle Cottage The Square Mawnan Smith TR11 5EP New garage and office The PC would recommend to support an improvement and makes entire property more useful. A good modernisation and bringing everything up to date with good materials used. Cllr Whibley proposed, Cllr Stabbins seconded, RESOLVED to support application. All in favour. 3. PA25/02658 The Old Rectory Old Church Road Mawnan TR11 5HY Non material amendment in relation to Decision Notice PA24/08518 dated 27/12/24 - Omission of stone cladding with walls to be smooth rendered (off white colour) instead Cllr Whibley proposed, Cllr Bates seconded, RESOLVED to support application. All in favour. 4. PA25/02751 The Beach House Maenporth Road Maenporth TR11 5HN Works to a tree subject to a Tree Preservation Order for Sycamore (T1) - fell by sectional dismantling. Tree has poor physiological condition and numerous significant structural defects (please see accompanying Tree Report). Replace with 1 x light standard Beech. Cllr Stabbins questioned the need for a replacement beech tree as there are no others in the near vicinity. She questioned the suitability of the species for that area. Cllr Sadler

	<p>stated, in his opinion a beech wouldn't grow well there. After a brief discussion Cllrs resolved it didn't need replacing.</p> <p>Cllr Sadler proposed, Cllr Whibley seconded, RESOLVED to support application for the tree to be completely felled but with no replacement needed. All in favour.</p> <p>5. PA25/02800 Trewenack Budock Vean Lane Mawnan Smith Falmouth Works to Tree(s) subject to a preservation order (TPO) removal of lateral oak limbs to mature Oak tree to provide more light to planted garden area.</p> <p>The council feel this application does not provide enough detail to support or object to it. There is just a sketch provided and no photographic evidence. The tree is not diseased, not falling down, not dangerous so essentially has nothing wrong with it. So we question the need to fell it.</p> <p>Cllr Potter proposed, Cllr Whibley seconded, RESOLVED to recommend the tree officer get involved and come and have a look at the tree. It's a cause for concern there is not enough information provided. All in favour.</p>
2526.07	<p>TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL</p> <p>a) S52/S106 & discharge of condition apps PA25/00448 Methodist Church Carwinion Road Mawnan TR11 5JF</p> <p>There was a brief discussion about how the panels will be used and whether there is anyone keeping a check on things i.e heritage officer. Concerns raised about why conditions exist in the first place when they can be so easily discharged.</p> <p>b) ADVICE GIVEN PA25/00061/PRE Helford House Budock Vean Lane TR11 5LH</p> <p>c) REFUSED PA25/01173 Saffrons Budock Vean Lane TR11 5LH</p>
2526.08	<p>UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MARCH</p> <p>1. Review monthly figures and bank reconciliation</p> <p>a) Clerk read out tables of figures, reconciliation matches (EOY).</p> <p>b) Clerk informed that due to PayPal not processing the purchase of the litter pickers within 24 hrs the Beach Clean grant will now be in next years accounts. The amount is also slightly less than agreed as another donation came in which she decided to use for buckets and asked PC for more litter pickers.</p> <p>c) There was a brief discussion about the zipwire matting and clerk wants permission to pay the £2400 invoice once the matting has been inspected and it is okay.</p> <p>2. Inform Cllrs on bank situation</p> <p>a. Nationwide- in the process of chasing Cllr Moyle to re-sign forms.</p> <p>b. Lloyds- we now have access to both CPFT and JPFT accounts.</p>

	<p>3. Cllr Potter proposed, Cllr Whibley seconded, RESOLVED to approve extra £50 agreed in previous meeting for Paul Glover to remove elm tree in little Wembley.</p>
2526.09	<p>ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS</p> <p>There are many- please drop into the office to see Clerk's board to find out more about outstanding items.</p> <p>Cllr Sadler stated that John Wright was going to drop in the paperwork for the strip of land gifted to the PC for the footpath into the JPF from Shute Hill.</p>
2526.10	<p>JUNIOR PLAYING FIELD UPDATE</p> <p>a) Update from Cllr Biggin</p> <ol style="list-style-type: none"> a. CLUP funding app- unfortunately due to be graded as 'low priority' we were not successful in getting our funding but are on the reserve list. Cllr Biggin stated the need for further investigations to get some feedback and find out more. If we did get called up from the reserve list it will be a tight window to tender and get the works done which is why we have proceeded with Sports Play Consulting (see item c below) b. The topo survey has been done and there is a site survey on the 23rd April to give highlight any problem areas/ risks. c. Sports Play Consulting are now engaged and 50% of invoice paid. Clerk had the first site visit with Liz (landscape architect) who has sent us her first draft of the masterplan which the clerk will forward to everyone to look at. Feedback is needed. This is the document that would be used if we went to tender. d. Route forward financially <ol style="list-style-type: none"> i. Member of public mentioned Lucy Nottingham is part of the Tanner Trust which is her family trust. She has donated to other local charities and institutions so she would be worth contacting. MoP also mentioned Yorkshire Building Society makes donations to trusts. ii. Brief discussion around the various routes for funding- there are various funds, crowdfunders etc. Cllr Potter states the need for a JPF meeting. Cllr Biggin noted the need to make progress despite the CLUP application. There is no holy grail funding we need to keep moving with smaller pots. There is a need to ringfence match funding for a potential CIL application at the end of the year. iii. The St Micheal Church and community garden group are hosting a coffee morning on the 10th May in support of the JPF. <p>ACTION- clerk to speak to Lucy Nottingham ACTION- clerk to arrange JPF committee meeting</p> <p>b) Matting under Zipwire Cllr Biggin proposed, Cllr Potter seconded, RESOLVED to pay the matting invoice subject to the work done being to spec on inspection on the 23rd April @ 11am.</p>

	<p>c) Quotes for Zipwire repairs- decide on course of action- is it economically viable to keep repairing it? Cllrs decided to postpone this to discuss in detail at the JPF meeting.</p> <p>ACTION- add new zipwire quote to JPF agenda</p>
2526.11	<p>CARWINION PLAYING FIELD UPDATE</p> <p>a) Met with Exeter University re the community survey. The quote for designing the survey and interpreting results is about £6000 which they are putting in writing.</p> <p>b) CCF application has been started and Clerk aims to finish it by end of May.</p> <p>c) Cllr Potter intends to get the EOI to Cornwall farms in for the field within the next week.</p>
2526.12	<p>BURIALS</p> <p>a) A parishioner would like to move his mother's ashes from where they are currently buried in the burial field. He is concerned the headstone that has been placed in front of his mother's is too large and too close. Clerk has confirmed the headstone is too big and has emailed and phoned the suppliers to find out when it was placed and approved.</p> <p>b) Cllrs decide to clerk to investigate the headstone in the wrong place before giving permission to move ashes.</p> <p>ACTION: Clerk to look at distances between headstones.</p> <p>ACTION: Clerk to investigate the headstone in the wrong place before giving permission to move ashes.</p>
2526.13	<p>SECOND HOME COUNCIL TAX- Sent on behalf of Redruth Town Council for consideration by all Town and Parish Councils in Cornwall</p> <p>Clerk declared this motion has been put forward by her sister, who is a town councillor for Redruth.</p> <p>Cllrs had a discussion about how the second home tax is proportioned amongst different areas and how Cornwall Council are ringfencing it currently. All are unaware of how funds are allocated and don't understand it so need to look into it more.</p> <p>Clerk stated that as far she knows Cornwall Council are planning on putting a lot of the proceeds of the second home tax into carbon capture. If individual areas are benefitting more because</p> <p>Cllrs decided they need more information before deciding whether or not to support.</p> <p>ACTION: Clerk to get more information for Cllrs on second home council tax</p> <p>Cllr Potter proposed, Cllr Whibley seconded, RESOLVED to not reject/ not support and get more information before being able to make a decision. Cllr Sadler abstained, all others in favour.</p>
2526.14	<p>GRANT APPLICATIONS</p> <p>a) Snooker Club have said thank you for their grant.</p>

	<p>b) Carol Hurst has written to say thank you very much for the litter pickers.</p> <p>c) Decide on grant application opening and closing dates plus min and max amount and the evidence requested.</p> <p>a. In the past the total amount has ranged from £4-5k per year with no maximum amount per application. Cllrs agreed to look at amount in budget, split it equally into two windows per year.</p> <p>b. Applications will come in from now (April) and be open throughout May and the decision will be made at the June meeting with the closing date being a few days before the meeting. The second window will be from Oct, Nov and decision to be made at the December meeting (closing date a few days before the December meeting).</p> <p>Cllr Potter proposed, Cllr Sadler seconded, RESOLVED to run the grants twice a year, splitting the budgeted amount equally between the two windows and allow two months for applications twice a year- April and October. All in favour.</p>
2526.15	<p>ANY OTHER BUSINESS THAT HAS COME IN SINCE AGENDA WENT OUT</p> <p>None</p>
	<p>ELECTION RESULTS- THE NEW PARISH COUNCIL</p> <p>Councillors into the new electoral year are Cllrs Stabbins, Biggin, Whibley, Potter and Moyle. Six out of ten seats have been filled in an uncontested election.</p>
2526.16	<p>TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE</p> <p>a) Memorial Bench at Carwinion Playing Field- Cllrs agree in principle but want to do a site visit to agree a location as the part specified in the map is very large. It is a narrow path and bench should be placed slightly back from path.</p> <p>Cllr Sadler proposed, Cllr Potter Seconded RESOLVED to do a site visit to confirm location. All in favour.</p> <p>ACTION: Clerk to arrange site visit.</p> <p>b) The sale of Meudon Farmhouse- Cornwall Council are going to re-let the farm accept for the farmhouse and garden which they would like to put on the open market unless someone has an interest. So they are asking the PC if we have an interest in the farmhouse property. Cllrs have no claim to make to the farmhouse but this notice shows the urgency to get the EOI in for the field that was attached to the farmhouse as the rest of the farm will be re-let.</p> <p>Cllr Whibley proposed, Cllr Stabbins Seconded, RESOLVED the parish council do not have an interest or wish to buy Meudon Farmhouse and garden. All in favour.</p> <p>ACTION: Clerk to reply to CC</p> <p>c) Memorial bench on Maenporth Beach. Cllrs confirm the PC do not own the part of the beach the Maenporth Estate is claiming we do. The PC own up to the end of the slipway access on the south side of the beach. Cllr Bastin said Cornwall Council own it but lease it to ME. Cllr Sadler stated that ME gave the middle section of the beach (which belonged to the Craggs hotel prior to ME) to CC for £1 and leased it back for 99 years of which we are 32ish years in. Clerk is to go back to enquirer and point them back to ME and Falmouth Town Council.</p> <p>a. Cllr Sadler made the clerk aware of checking on the chain and padlock on the slipway.</p>

2526.17	<p>TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE</p> <ul style="list-style-type: none"> a. There is no news on the DMMO application for the Intended Footpath form Helford Passage to the SWCP. The owner has locked the gate and apparently damaged it. Waiting on CC. b. Footpath 35- the stump is still in place, the Countryside Access Team, via Cormac, are assessing how to get stump out. They have opened up the path and will be planting hedging plants for the house to close up the gap left in his boundary by the fallen tree. c. Cllr Bate offered to continue the Speedwatch work she does despite not being a councillor after tonight's meeting. The council accepted and thanked her for this. d. A MoP asked about the speed sign. The clerk responded she is waiting on the pole specs from the manufacturer to order the pole from Cormac.
2526.18	<p>MATTERS OF COMMUNITY CONCERN</p> <ul style="list-style-type: none"> 1. Trebah has a Military Day on the 31st May.
2526.19	<p>REPORT FROM CORNWALL COUNCIL WARD MEMBER</p> <ul style="list-style-type: none"> 1. Cornwall Wildlife Trust have called him to complain about chainsaw activity within the Meudon Valley. It's coming from Treworgan and they wanted to know who was doing it and why. It's something to be aware of as we are in nesting season. 2. Historic info- Meudon farmhouse was a prison in the Napoleon war. 3. Cllr Bastin thanked everyone for 12 years of support as this is his last meeting as a Cornwall Councillor. The PC thanked him in turn.
2526.20	<p>ITEMS FOR INCLUSION AT THE NEXT MEETING</p> <ul style="list-style-type: none"> 1. Second homes council tax- motion from Redruth Town Council
2526.20/A	<p>COUNCILLORS LEAVING</p> <ul style="list-style-type: none"> 1. At this point in the meeting the chair said a huge thank you Rex and Maureen for their service to the council. Rex in particular who has been on the PC for 54 years. 2. Cllr Sadler then spoke for 15 minutes about his time on the council. He had recently visited the records office to find the minutes where he had joined in 1971. He had brought a copy of the minutes to the meeting. 15th April Mr Chinn and John wright voted him in. 20th May 1971 was his first meeting when he signed the acceptance of office. <ul style="list-style-type: none"> a. He read out some minutes: <ul style="list-style-type: none"> i. "the footpath number 10 has been reported that this path is extremely muddy". ii. Trusteeship for the Junior Playing Field was transferred to the Parish Council. Swings were erected out of telegraph poles for £12. iii. The precept for 1971 was £350. The precept for 1976 was £1600.

	<ul style="list-style-type: none"> b. He then gave a book of the Mawnan Playing Field minutes 1940-1968 to the Parish Council that Sylvia King had given him. Admiral Rodgers bought the field for the Parish and he was paid back over time. In 1948 Mr Hitches gave Admiral Rodgers £200 to finish paying the debt. The playing field committee then started to pass the running of the field onto the PC. c. He gave a brief account of his time on the parish council and his time at Kerrier District Council of which he went on to become leader. d. He presented a 1998 survey on the Maenporth Lagoon along with some historic maps of the parish. e. He wished the Parish Council well into the future. <p>3. The chair noted what a shame it is to lose the knowledge Cllrs Sadler and Bate brought to the council and they will be greatly missed.</p>
2526.21	<p>DATE & TIME OF NEXT MEETING 20th May 2025 at 7pm.</p>

Annual Governance and Accountability Return 2024/25 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 2024/25

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 2025**.
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 2025**. 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 2025
 - 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 2024/25

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 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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) 2024/25

- 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 2025.
- 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 Chair, 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

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 the dates set for the period for the exercise of public rights , 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 Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 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? NB: 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 or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***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 2024/25

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 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. 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>
2. (+) 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>
3. (+) 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>
4. (-) 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>
5. (-) 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>
6. (-) 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>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. 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 – To agree with bank reconciliation.</i>
9. 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>
10. 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	
11a. 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>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

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 2025; 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 2024/25

(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 2024/25

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 2025.

*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

STANDING ORDERS

Reviewed: May 2025 by Clerk
Last Adopted by MPC: May 2025
Next Review: Oct 2026

1. RULES OF DEBATE AT MEETINGS	3
2. DISORDERLY CONDUCT AT MEETINGS	4
3. MEETINGS GENERALLY	4
4. COMMITTEES AND SUB-COMMITTEES	6
5. ORDINARY COUNCIL MEETINGS	7
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	8
7. PREVIOUS RESOLUTIONS	9
8. VOTING ON APPOINTMENTS	9
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	9
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	10
11. MANAGEMENT OF INFORMATION	10
12. DRAFT MINUTES	11
13. CODE OF CONDUCT AND DISPENSATIONS	11
14. CODE OF CONDUCT COMPLAINTS	12
15. PROPER OFFICER	12
16. RESPONSIBLE FINANCIAL OFFICER	13
17. ACCOUNTS AND ACCOUNTING STATEMENTS	14
18. FINANCIAL CONTROLS AND PROCUREMENT	15
19. HANDLING STAFF MATTERS	15
20. RESPONSIBILITIES TO PROVIDE INFORMATION	15
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	16
22. RELATIONS WITH THE PRESS/MEDIA	17
23. EXECUTION AND SEALING OF LEGAL DEEDS	17
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	17
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	17
26. STANDING ORDERS GENERALLY	18

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion; to proceed to the next business;
 - ii. to adjourn the debate;
 - iii. to put the motion to a vote;
 - iv. to ask a person to be no longer heard or to leave the meeting;
 - v. to refer a motion to a committee or sub-committee for consideration;
 - vi. to exclude the public and press;
 - vii. to adjourn the meeting; or
 - viii. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings **FC**
 Committee meetings **CT**
 Sub-committee meetings **SCT**

FC	a	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
FC	b	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

CT	c	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
FC CT	d	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
	e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
	f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chair of the meeting.
	g	Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
	h	In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
	i	A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
	j	A person who speaks at a meeting shall direct his comments to the chair of the meeting.
	k	Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
FC CT	l	Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
FC CT	m	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
FC CT	n	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
FC	o	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
FC	p	The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
FC CT SCT	q	Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting
FC CT SCT	r	The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. <i>See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>
FC	s	Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be required to be made prior to a vote taking place.

	t	The minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and vii. the resolutions made.
FC CT SCT	u	A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code their right to participate and vote on that matter.
FC	v	No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. <i>See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.</i>
FC CT SCT	w	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
	x	A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council. Non-councillors may be included in the Office & Finance Committee provided that there are a minimum of 3 councillors present.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two thirds of councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or

otherwise undermine confidential information or personal data without legal justification.

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings



Committee meetings



Sub-committee meetings



	a	If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
	b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
	c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
	d	If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: "The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
● ● ●	e	If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
	f	Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Principal Council that a councillor or non councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority for such purpose;
- xv. refer a planning application received by the Council to the Planning Review Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

Please note: specific direction regarding the use of quotes are set out within the Financial Regulations.

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of council Staffing Committee is subject to standing order 11 above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chair or, if they are not available, the vice-chair of of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.

- c The chair or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the clerk relates to the chair or vice-chair this shall be communicated to another member Staffing Committee which shall be reported back and progressed by resolution.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the clerk and/or the Chair of the Council.

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer – in the case of Mawnan Parish Council this falls to the Office & Finance Committee.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.

- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



HELFORD MARINE CONSERVATION GROUP

Advisory Section Quarterly Meeting

Minutes

Wednesday 23 APRIL 2025 1.30pm

Gweek village hall

Carol Hurst Chairman

Present	Apologies
<p>Sue Scott (SS) - HMC Coordinator and CC Estuary Officer Carol Hurst (CH)– Chair HMC and One Bag Beach Chloe Hurst (CH) HMC Secretary Jonathan Thornton (JT)– HMC Membership secretary Grace Jones (GJ) – Cornish Seal Sanctuary Louise Walder (LW) Gweek Boatyard Steve Green (SG) COS and Wreck Free Alan Green (AG) COS Emmeline Hardisty (EH) Biologist and wildlife film maker Maggie Freegard (MF) Wildlife Groundswell Menice Stabbins (MS) Mawnan Parish Council</p>	<p>Charlie Watt – National Trust Patrick Polglase – Duchy of Cornwall Luke Humphries – Duchy of Cornwall Ian Tolchard – Helford River Moorings Robin Bradley – Cornwall Bass Investigations Wendy Lethbridge – Marine Management Organisation Ginny Walker – Helford Passage apartments Georgena Morris – Mawnan PC Tristan Hugh-Jones – Helford Oystering Esther Hughes – Natural England</p>

1. Introductions

2. **Date of Next Meeting** – Wednesday 16th July 2025, Gweek Village Hall, 13:30pm
ACTION SS to book.

3. **Report for April and Matters Arising.** – Wreck Free - meeting & outcomes - huge success. No other matters arising

4. Organisation Updates.

Sue Scott - Cornwall Council

- A local marine Recovery Strategy - alongside other councils - about to come out for Public consultation
- 10 species and habitats (i.e. seagrass, maerl, cetaceans etc) Then workshops run - expert opinions
- a strategy has been written, in draft form, will be published
- SS ACTION** - to share on newsletter when ready and if there is a public consultation will share

- sponsored event by The Power of Ten- School groups attended workshops - posters, activities, interaction activities, litter picking equipment, huge success, children engaged Ducky of Cornwall was another sponsor.
- Falmouth Classics weekend) with a stall - Friday 13th June. Helford Group to be there as a presence, Is anyone interested in sharing?
- World Ocean Day - FMC at Gylly -
- Falmouth Town Council - sand safe day - Green Week
- Funding - Mylor Sailing Club (sea friendly red markers going in), Flushing Sailing Club buying a marker bot and to share during racing events etc, Falmouth Harbour - more seabed friendly port markers, seagrass and maerl, Earth Day, St Mawes Harbour Conservation Trust (film), Also 360-degree interactive film VR headsets (shared round for events)
- 10 quite large funds (up to £10,000) plus a few little projects
- Maerl Forum UK. Part funded due to the quantity of Maerl in the Fal and Helford.
- Still looking for a patrol boat- hoping to trial a vessel but need to work alongside Port of Truro for suitable work boat as it will be shared.

Steve - signage Grebe and Durgan for no anchoring - working really well.

Other areas, St Just - people ignoring, one of the only sheltered places - where the markers have been put, not a great deal of space for boats, possibly move?

Helford Marine Conservation

- **SS** - Spoke to Jeff Meadows - made some big changes to the website. It is live, looking cleaner. Intention for website to be an 'entity' without need to regularly update it - it will be a page containing information rather than events, there will be links to FB page
- **CH** - new logo
- **CH**- potential event with HMC - 'what the Helford means to me' competition, maybe run next year

Events & Projects

- Underwater world of the Helford (Chris & Cathy Lewis) - took in £60, over 30 people and new members recruited
- Successful AGM - very well attended. Geoff Cater - kayaking on the coast of Britain
- Volunteers meeting - will be holding every 3 months for people to find out what is going on and contribute their thoughts
- Upcoming:
- Tuesday 29th April 11am - walk with Rachel Holder (NT)
- Tour and talk at the Seal Sanctuary with GJ to discuss development plans (date tbc)
- Another talk for Autumn? If anyone knows of anyone...
- FMC - running rock pooling and snorkeling sessions on the Helford - we will share dates on the newsletter
- A new newsletter every 6-8 weeks

Steve Green - Clean Ocean Sailing:

- The Wreck Free forum met in Feb - sell out event, over 100 people, local authorities and port authorities
- What to do? How do we tidy up what has already happened? How do we prevent the situation from getting worse?
- It is a problem now but fast forward 10 years - all the boats that were mass produced back in the 60s/70s will be coming to end of life...we are the only country with legislation...
- Steering Group and website with a map showing locations of wrecks. Launched at Christmas - 150 boats have already been added. **Action to all:** please add to the map
- Resistance from RYA and port authorities -favour a mooring tax, roughly £30 per boat to fund a 'free to use 'scrapyard (like in France = big step in the right direction but the Helford / and other areas outside the port authority jurisdiction...? But the ball is rolling!
- Another talk / meeting will be arranged at some point soon to discuss the next stage
- The wreck displayed in the Maritime Museum needs a new home. Offer from Eden Project but ideally would like it to stay more local. If anyone knows of anywhere? Potential spot at the Seal Sanctuary (**GJ**), **CH** to look into Trebah? **SG Action:** to send an email to **GJ** with detailed description and pictures
- **JT** - legal action has been proposed to the Council (Case C? Under fly-tipping law?) by one of the residents on the Helford. £200,000 raised. Pushing hard on legal side, drone footage After 9 months, the Council has acknowledged receipt but still waiting for official response. Previously, always been refused - the Council have said they can't enforce any issues as they go on planning law. The problem is, who does the land belong to? **SG / SS** - potentially a mining company. **SS** - to ask Harry who this might be.
- **SG** - a plea - CoS have been going for 8 years. Nearly 100T and 36 wreck boats have been collected. Want to carry on. Can other organisations help? Surely there must be some funding and small pots of money to apply for to help the mission - please
- **GJ** - to ask Seal Sanctuary fundraising officer if they know of anything to forward onto Steve

Emmeline Hardisty @rootandrivercreative on Instagram emilyhardistywildlife@outlook.com

- Researching river and drowned river valley issues for last 4 years originally making a film with Gillian Burke. This year - evolved into a new project - 'For the Voice of Water' - FoW
- Working with Kirsty Edwards (Falmouth), Lawyers for Nature
- Aim: to start a petition to grant the Helford River legal personhood
- Petition will be coming out first week of June
- Current UK law sees nature as an object, which is one of the main problems / root causes of many of the environmental issues we face today
- Starting a movement within the UK to trigger enforcement and better protection
- To get the petition to parliament - need 100,000 signatures
- Walk 700 miles from here to Wales 'wild pilgrimage' starting 16th June, 2 months
- Visiting lots of rivers, estuaries and drowned river valleys
- Sharing on social media - 'Roots and River Collective'
- Petition will be launched on change.org **please share**
- Rivers Trust, CWT, HMCG, and other local groups, supporting the cause
- Collecting footage - journey being captured by a filmmaker
- Looking for filming permissions (i.e. Duchy) - to make landowners aware

- If anyone is interested in getting involved, please get in touch with Emmeline

Maggie Freegard - Wildlife Groundswell

- Grants have been successful - have managed to raise over £5000, £1000 from Goonhilly Wind Farm
- Money for new equipment (bat detectors, new projector) and upcoming events
- Current projects include river and stream testing, monitoring pollution T
- Trying to do more with vols, working with NE to do that
- Hosted events over the last few years to try and increase people's interest in Nature Recovery
- Autumn Conference (hosted 4 so far, formal day of lectures followed by workshops) - this year changing format. Great engagement during the event but then people disappear...how do we attract new volunteers?
- Successful talk last Monday - migratory birds, 35 people but then they all leave.
- Asking people to contribute to a 'map of nature' - what they are doing and where
- Upcoming: Meadow Day - at Kestle Barton - trying to do lots of events to target different people and families
- **Group discussion:** how do we make people value nature more? We live in such a special place. Starts with education.

Jonathan Thornton - Oyster building - Port Navas

- Early days - hesitant to say but last 6 months working with the Duchy and CWT - to redevelop the oyster depo at Port Navas to create a marine research facility!
- Setting up a charity that will enable local communities, environmental organisations and research institutes to study, protect and restore the marine environment of Helford River and other river ecosystems throughout the world.
- Need to raise £1 million - it will take time; the idea is to self-fund half and the Duchy to pay the other half.
- Aim: to provide a state-of-the-art marine lab that will be available for institutions to carry out field work. Fully accessible with lifts and ramps etc.
- Substantial ambition and massive challenge.
- Coordinate efforts, native oysters, local issues, seagrass, microplastics, pollution etc can all be studied in-situ.
- There has to be a business case – the Duchy need a commercial return. They are emotionally supportive - that's a start.

Carol Hurst - One Bag Beach Clean

- Events on FB.
- Good attendance so far.
- World Oceans Day with Seal Sanctuary - 8th June at Maenporth.
- Spill of bottles and nozzles, still washing up - theory, container sat at bottom of sea (2019) broken up in recent storms.

Menice - Mawnan PC

- Currently people use the drive at Trebah to get down to Durgan and the coast path, it is only permissive, closed one day per year. PC and Trebah looking at making a public footpath.

Louise Walder - Gweek Boatyard

- Nothing major, at the end of crane season.
- New people at the Cafe (Cornish Food Hub issues) - a young couple from Falmouth (Shaun from WeSUP) - end of the month / beginning of next month hopefully.
- Busy period but will be lulling soon.
- Swans - they get fed by so many people in the Boatyard, but they are getting too friendly. Adults have been seen in the nest picking up the eggs. A local has put up signs on the island bar warning the public not to approach the nest.

Grace Jones - Seal Sanctuary

- Off-site - monthly beach cleans 8th June with **CH** and then same week - SeaLife Trust. Global Beach Clean dates - advertised on websites, free entry to seal sanctuary if you attend.
- Wildlife. WISE workshops (for anyone, boat operators etc) - focusing on wildlife interactions when around/on/in water - done with recreational ambassadors - remind them of guidelines, keeping communication (AK Wildlife Cruise, Padstow Sea Safaris, WetWheels) - if any cause disturbance, Seal Sanctuary investigates - if criminal offence, it will be taken through to the Police and MMO.
- Wildlife Interactions Workshop (CMCCG): online workshop for everyone to attend - 8th May - 6 pm, tickets online - cover all species, in depth workshop with a number of professionals - to follow throughout the year, reminder of guidelines and how to report disturbance
- **Grace ACTION** to send link to be shared with everyone
- **CH ACTION to share on socials**
- Also workshop with Falmouth Harbour - what disturbance looks like, how to report, as need for concrete evidence.
- If anyone wants a workshop / knows of people that might be interested - free, happy to accommodate.
- Cornwall Marine Coastal Co Group (CMCCG) - want to attend more events - if any events, please do let them know.
- Co-hosting Seal Rescue Conference - Europe-wide group - tickets on Eventbrite.
- **GJ share link** (10th-12th June, Newquay).
- On-site - beaver updates - rehab program, monitored with camera traps, once sexual maturity and a new home found, they are relocated – Since the new legislation we have the first SW reintroduction to the wild, including one of our Beavers (Aspen). As for the other two, we have seen a decrease in activity in the pen. ...extensive surveying - think they are deceased. Probably from sibling rivalry. Turnip (hand-reared) is in the nursery, he is 10 months old, plan to move him into enclosure next week. Beaver Trust been to check the enclosure, all OK. Just need a new partner for Turnip. The aim is to pair them up, then rehome them as they reach sexual maturity. The Beaver Trust takes them for distribution to other projects – this is more easily done as a pair.

Financial report

Helford River Apartments – given donated £250 from the car park fund to HMG. A thank you from the Advisory Group.

Field Observations

Swans, beavers as above

AOB-None