

MINUTES OF THE OFFICE AND FINANCE MEETING HELD IN THE MAWNAN BOWLING CLUB ON MONDAY 10TH NOVEMBER 2025.

PRESENT: Cllrs Potter, Biggin, Whibley, Stabbins, Morris + clerk



Minutes

2526.10F	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Moyle absent without apologies
2526.11F	MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS- None
2526.12F	PUBLIC COMMENT ON ITEMS ON THE AGENDA- None
2526.13F	<p>REVIEW RISK ASSESSMENT</p> <p>Issues raised:</p> <ol style="list-style-type: none"> 1. High, Medium, Low risk needs to be defined 2. What is short term and long term defined as? 3. Address needs changing- new parish office 4. Data protection + security 5. Risks to lone working 6. Risk of fire 7. Need to sort out spare key keyholders- Cllr Whibley has some currently. Chair and Vice Chair should also have a set. 8. Meeting location needs changing 9. Document needs reformatting with better matrix- risk, consequence of risk happening, likelihood of it happening and mitigation, solution if it does happen. <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Cllr Potter to reformat, rewrite and deliver by December PC meeting 2. Clerk to do Business Continuity Plan (use diary Lisa left as a basis) 3. Clerk to arrange blinds to be fitted to window and fire blanket and extinguishers in office. 4. Clerk to arrange PAT testing in office 5. Clerk to check if MMH has keys to the office
2526.14F	<p>REVIEW PREVIOUS MINUTES</p> <p>Proposed Cllr Potter, Seconded Cllr Biggin, RESOLVED to accept minutes of 7th July 2025 acknowledging two actions need to be completed, all in favour.</p> <p>Outstanding actions:</p> <ol style="list-style-type: none"> 1. Go through asset list and check in detail 2. Investigate location of cycle racks- Contact Kevin Bate and Charlie Watt at NT. <p>Insurance</p> <ol style="list-style-type: none"> 1. Cllrs reviewed insurance valuations for items listed in insurance policy. The War Memorial is actually called the Millennium Cross on the policy and this needs to

*Bridgehouse
Recovery
Company*

be corrected. The stone pump and trough is the one next to the shop. Clerk to get quote from Toddy for rebuilding the bus shelter as currently it's undervalued. Clerk thinks it would be around £40k. The office and furniture could be reduced to £15k as opposed to £28.5k. Street furniture could be increased to £15k- to encompass bins. Signs could go up to £5k.

2. Cllr Biggin raised that when the parish council buys more play equipment for the JPF it will need to come onto the PC insurance policy.
3. Policy doesn't need to be update until June 2026 but good to prepare in advance.

Mr Kevin Bate - Watts of Natural Trust

ACTION: Clerk to send one email to Kevin and Charlie to try and locate cycle racks. If can recover then sell them, if not, write off list.

ACTION: Clerk to get quote from Toddy for rebuilding bus shelter.

2526.15F

REVIEW BUDGET POSITION 2025/26 ITEM 2

1. Review and discuss cashflow, earmarked reserves and CIL calculations
 - a. Total budget for the year was £145k including £26.5K coming from solar farm funds. Current projected spend for year end is £86k (possibly £90k due to extras coming in each month) so balance at end of year is projected to be £81.5k which includes £44.5k of earmarked reserves (not including solar farm funds). This leaves a balance of £36.5k. We need to keep a general reserve from that which has been set at £20k which leaves a potential projected underspend of £16.5k (£12k if spending goes to £90k).
b. It was noted that the council hasn't spent money/ reserves on projects as budgeted for.
c. Parish Council has not assigned grants to either trusts this year.
d. Cllrs noted that money needs to be set aside for a future pavement and potentially any car parking land that will need to be purchased. A pavement will mean a loss of parking on Sampys Hill due to double yellow lines so new parking will need to be found and purchased. Cornwall Council will not take a pavement forward without knowing it has public buy in- which it won't have unless there is parking to counter the double yellows. Cllr Thomason-Kenyon has agreed to help with any land negotiations. There have been previous conversations with MMH neighbours who do not want to look over a car park.
2. Agree what to assign to JPF project:
 - a. The JPF currently has £46k assigned to it through earmarked reserves, budget and solar farm reserves. There is another £27k available which is made up of CIL reserves and any underspend which could then be assigned to JPF reserve. Cllrs discussed whether all available funds should go towards the JPF and if it is something that all parishioners would agree with. Are there any other projects that need completing and would all households be happy with the council going 'all in' for the playing field?

b. Cllrs discuss whether funds need to be spent in an incremental way- i.e paths, fencing, play equipment. It was raised that the fewer stages that are needed the cheaper it will be in the long run. Every stage has its own site safety costs etc so it is advantageous to minimize stages but within our budget allowance.

c. Immediate needs are the removal of zipwire, erect new fencing and install new zipwire. Fencing needs to go in before trees are planted which will be going in the ground early next year by March. These are two separate projects that can be done for under £25k each and therefore don't need to go through an official tendering process. These projects could be done immediately out of allocated funds for around £30k (both projects) but 3-5 quotes need to be put forward for each project.

d. The chairman stated the need for costing for equipment so the parish council knows what its buying. Clerk stated it doesn't quite work like that with the tendering process which must be run for projects over £25k. There is no price list for equipment. Normally there is a budget assigned to complete a specific play area (i.e toddlers play area) and companies then respond to the tender with different ideas of what they will supply for that budget. The tender process also costs around £5k for tender management and advice from specialist to know which tender will work best for us. It is also important to note that the tendering process could take 6 months from tendering to the work being started.

e. The best way to break it up into chunks would be Infant play area, junior play area and paths. Paths alone will be about £70k as a quote has already been obtained per sq metre. On the masterplan the council have been advised to move from the far side of the vehicle entrance down towards the entrance- to avoid driving over/ doing works across already completed parts and do the paths last.

f. CIL funding will still be applied for from Cornwall Council for play equipment. Keeping some JPF funds back could leave some funding in the pot to be matched against any funding applications for play equipment. The National Lottery will also be applied to which is for a maximum of £20k.

g. Clerk raised that applying for grant funding and running crowdfunding is very time intensive and with the Carwinion Playing Field masterplan about to be completed- there are only so many projects that can be run at a time. Capacity to run two projects at a time is an issue. Cllr Biggin stated she cannot sustain the level of commitment she has at the moment. There is a strategy needed that needs to be put in place if grant funding doesn't come through.

h. It was acknowledged there has been a legacy of non-investment in the parish on green spaces. Sinking funds have historically not been followed through on. There has been a huge amount of support for the Crowdfunder so that alone shows community support for the JPF. There is an urgent need to provide young people in the village a safe place to play. Clerk stated that a new sinking fund would result in a new earmarked reserve.

	<p>3. Other observations:</p> <ul style="list-style-type: none"> a. Cllrs don't want to put the precept up if they don't have to. b. It is also acknowledged that the field next to Carwinion may need funds to purchase it and/ or do any improvements to facilities based on survey responses. The survey currently being completed will evidence parishioners' desire for the extra green space and what facilities are important to them. Cllrs also acknowledge the hope that Cornwall Council will devolve the land to the parish council at no cost. Carwinion may appeal to more people in the village as it caters for more demographics on a larger basis. <p>4. Discuss other projects in the village- Clerk reminded Cllrs this was up to them to decide on</p> <ul style="list-style-type: none"> a. Graveyard needs tidying up: <ul style="list-style-type: none"> i. Health and safety needs addressing- paths, gates, more benches, repointing on cremation plot slabs in old graveyard slabs. Clerk points out there is £5k in the graveyard earmarked reserves. <p>5. Outputs:</p> <ul style="list-style-type: none"> a) Keep JPF funds at £46k for now and use some for immediate needs- which are the fencing and zipwire removal and replacement. Proceed with National Lottery application and CIL funding when the fund is announced. Any excess JPF funds can be used for match funding for the CIL bid along with other funds committed to in the future by councillors. b) Look at making improvements to graveyard out of earmarked reserves.
2526.16F	<p>DISCUSS CAP FUNDING FOR HIGHWAYS PROJECTS</p> <p>Cllrs discussed the new funding which is a £60k pot across 9 parishes for improvements to any Highways issues in the parish. As its across 9 parishes it will be highly competitive. EOI's need to be in by the end of December. Any projects will also need to have a contribution by the parish council.</p> <p>Options for projects include:</p> <ul style="list-style-type: none"> a) Public consultation for pavement b) Improve the safety of the crossing by the school on Grove Hill <p>Cllrs agreed for clerk to push forward with pedestrian crossing- it's a fairly low cost project. Clerk states the need for data and evidence of near misses. One Cllr noted that the crossing is not visible or well-marked.</p> <p>Cllrs also noted other parishes have employed lollipop people to improve safety for children as its so hard to go through Highways to get the improvements people think the parish needs.</p> <p>ACTION: Clerk to obtain data from Grove Hill speed camera and data from parents using crossing for EOI to fund.</p>
2526.17F	<p>TO RUN THROUGH NOTIFIED EXTERNAL AUDIT RECOMMENDATIONS</p> <p>Delayed to December meeting</p>

2526.18F	REVIEW FINANCIAL REGULATIONS- Delayed to December meeting
2526.19F	ANY OTHER BUSINESS THAT HAS COME IN SINCE THE AGENDA WENT OUT
2526.20F	DATE OF NEXT MEETING- DECEMBER 15th

X Shiona Biggin

Guy Potter
Chairman

SHIONA BIGGIN

Acting Chair

Date 15/12/25