MINUTES OF MEETING of Mawnan Parish Council OFFICE AND FINANCE on Tuesday **13**th **July** 2026 at 7.00pm in The Rendlesham Room of the Mawnan Memorial Hall.

Present: Cllrs Potter, Shepherd, Mason, Biggin and Clerk.

MINUTES

2627.01F	**TO RECEIVE APOLOGIES FOR ABSENCE** Cllr Stabbins, Cllr Moyle
2627.02F	**MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** None
2627.03F	**PUBLIC COMMENTS ON ITEMS ON THE AGENDA** None
2627.04F	**REVIEW PREVIOUS MINUTES, CHECK ACTIONS AGREED.** Outstanding actions: 1. Write business continuity plan 2. Arrange blinds to be fitted in office and fire safety needs- i.e blanket/ extinguisher 3. Arrange PAT testing in office **PROPOSED Cllr Potter, SECONDED Cllr Shepherd to accept the minutes from the December office and Finance meeting with one small amendment. All in favour. Cllr Mason abstained as she wasn't present.** **PROPOSED Cllr Mason, SECONDED Cllr Biggin to accept the minutes from the February office and Finance meeting. All in favour. Cllr Mason abstained as she wasn't present.** Cllrs agreed points 2 and 3 of the outstanding actions should be treated with urgency. **PROPOSED Cllr Mason, SECONDED Cllr Shepherd to delegate to the Clerk and Chair the power to spend up to £1000 to put blinds in the office, PAT test the equipment in the office and get two quotes for a fire safety check and then proceed with the cheaper quote along with the purchase of any supplies needed. All in favour.**
2627.05F	**REVIEW BUDGET POSITION** Cllrs reviewed the budget against monthly expenditure. The council is in a strong position and on budget. Cllr Shepherd and the Clerk agree to meet before the October meeting to look at forecasting the end of financial year position in time for the October meeting in which the 27/28 budget will start to be set. There was a discussion around the Clerk doing the CiLCA training to achieve the General Power of Competence. It was decided that the Clerk should do the lower level local council administration courses before moving on to complete the full CiLCA. Cllrs decided to budget £1000 for the course in 27/28.
2627.06F	**INTERNAL AUDIT REVIEW AND EXTERNAL AUDIT** Cllrs reviewed the report. Items 2,3 and 4 have been completed. Item 1; the annual risk assessment is outstanding. Cllr Shepherd and Cllr Potter agree to a completion deadline of November as the Internal Audit is going to be scheduled for November.

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	ACTION: Clerk to send current risk assessment to members of the committee along with details of the insurance policy.
2627.07F	**MAWNAN PARK PHASE ONE** Cllrs discussed and reviewed the draft tender document supplied by Sports Play Consulting for Phase One of the Mawnan Park Redevelopment Project and made various amendments to the specification. The value for the tender is for £100,000 which includes £76,587.19 the council has in committed reserves. The remaining £25-30k is being generously donated by an anonymous benefactor. Cllr Biggin and the Clerk will be preparing a National Lottery Awards for All application for an additional £20k which could, if successful, widen the scope of the phase one project. There was a discussion around who will project manage and oversee the construction. The Clerk agreed to do any administration and planning work but is not qualified to project manage on site. Cllrs agree to look at options, with Sports Play Consulting's advice, to find which is the best way to project manage the development on site. **PROPOSED Cllr Potter, SECONDED Cllr Biggin to accept the draft tender specification with the amendments made in the meeting. All in favour.** **PROPOSED Cllr Mason, SECONDED Cllr Potter to delegate to the O&F committee to run the tender process and deliver the project in accordance with the specification and supported by Sports Play Consulting and give authorization to use earmarked reserves totaling £76,587.19. All in favour.** **PROPOSED Cllr Potter, SECONDED Cllr Biggin to delegate to the Clerk along with Cllrs Biggin, Potter and Stabbins the power to spend £600 from the excess donations in the Crowdfunder Nature Garden reserve to submit a 'Do I need planning permission' application to Cornwall Council for the wildlife pond in Mawnan Park. All in favour.**
2627.08F	**ANY OTHER BUSINESS THAT HAS COME IN SINCE THE AGENDA WENT OUT** None
2627.09F	**DATE OF NEXT MEETING- 13th October** **ITEM ON NEXT AGENDA- Include Employment- Clerk contract review**

X

Position

Date

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