



Minutes of a meeting of the **Calstock Parish Council, FINANCE AND GENERAL PURPOSES & PERSONNEL**

held on **Wednesday 8 November 2017**,  
in the Tamar Valley Centre commencing at 1815.

Those present were; -

**COUNCILLORS** – Cllr Alford, Cllr Irons, Cllr Kirk, Cllr Latham, Cllr Rooker, Cllr Tinto, Cllr Wakem  
Miss Sue Lemon, Clerk.

**1. APOLOGIES**

Cllr Roberts, Cllr Wilkes

**2. DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS**

None

**3. PUBLIC PARTICIPATION**

None

**4. APPROVE MINUTES OF LAST MEETING**

**Proposal: Approve minutes of the last meeting 18.10.2017**

**Proposed:** Cllr Latham

**Seconded:** Cllr Alford

**Vote:** Unanimous

**Resolution: Minutes are approved**

**5. APPROVE RECOMMENDATIONS FROM PERSONNEL SUBCOMMITTEE**

The committee agreed to recommend the following to the Full Council:

- Additional hours for clerk and deputy clerk up to 160 over the next 6 months at a cost of £2524 to be taken from the Neighbourhood Plan budget
- Opening hours over Christmas for Staff – office closed from 1300 Friday 22<sup>nd</sup> December and re open on Tuesday 2<sup>nd</sup> Jan 2018 at 10am as normal. Clerk and Deputy to liaise over looking at emails and checking phone calls.
- Opening hours of the toilets to be the same as the opening hours for the staff over Christmas.

**Proposal:** For the above recommendations to be passed to the Full Council

**Proposed:** Cllr Tinto

**Seconded:** Cllr Alford

**Vote:** Unanimous

**Resolution: The above recommendations to be presented at full Council**

The meeting closed at 1840.



---

Signed.....  
Date.....