



PUBLIC NOTICE

The annual meeting of Calstock Parish Council will be held on **Tuesday 11 May 2021** in **Harrowbarrow Village Hall** commencing at 7.00pm.

To manage the risk of Covid please can you:

- register with us that you wish to attend so that we can allow appropriate seating (please let us know by 1600 on 11-05-2021 if at all possible).
- wear face masks
- use the hand sanitiser that will be provided
- use the QR track and trace code that will be provided
- avoid sharing paper items and go paperless if possible

A G E N D A

1. **Election of Chair and Vice Chair for 2021/2022**
 - Declaration of acceptance of office
2. **Apologies for Absence**
3. **Declarations & Dispensations of members' interests in agenda items (Any Dispensations must be sent to the Clerk prior to the meeting).**
4. **Public participation** (limited to 15 minutes) *Please note items discussed in public participation should only relate to agenda items. If you wish to speak about anything else, please contact the clerk or a councillor to arrange for it to be included on an appropriate agenda.*
5. **Approve Minutes of last meeting 13-04-2021***
6. **Note minutes and associated actions/expenditure/recommendations of Committee meetings*:**
 - Environment and Climate Emergency Committee – 30-03-2021 & 20-04-2021
 - Planning Committee – 13-04-2021 & 27-04-2021
 - Forest for Calstock Parish (notes) – 14-04-2021
7. **Matters Arising:**
 - Cornwall Council transfer of £30,000 to Parish Council for use by Tamar Community Trust (Calstock Flood Defence Scheme)
 - Path behind the Rifle Volunteer
8. **New Correspondence**
 - Calstock Footpath Grant Request £500
 - Freedom of information request – Littering and Fly Tipping

- Freedom of information request – Cllr Flashman’s attendance in last 5 years
9. **Standing Item: Clerk’s Information**
- Two vacancies: Harrowbarrow and Chilsworthy – advertise for co option
 - Councillor Training 18-05-2021 * 25-05-2021, 1830. Code of Conduct and Good Councillor Training – virtual meetings link to follow
 - Non-Domestic Rating (Public Lavatories) Bill has received Royal Assent.
10. Councillor Attendance 2020/21*
11. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting
12. Election of Standing Committees; Committees; Sub Committees and Advisory Committees:
- Standing Committees:
- Amenities
 - Burial
 - Finance and General Purposes
 - Recreation
 - Planning
 - Personnel
- Committees:
- Neighbourhood Development Plan
 - Environment and Climate Emergency
- Sub Committees:
- Calstock Waterfront (reporting to Amenities)
 - Footpaths (reporting to recreation)
- Advisory Committees:
- St Ann’s Skateboard Park
 - Forest for Calstock Parish
13. Appointment of members to all committees* (information attached as at 05-05-2021)
14. Appointment of Chairman to Existing/New Committees and Working Parties (and Vice Chair if necessary)
15. Review of the terms of reference for committees* - *delegate to Committees for agreement at Personnel Committee*
16. Review of representation on or work with external bodies* and arrangements for reporting back
17. Confirmation of arrangements for insurance cover in respect of all insured risks
18. Items to review (delegate to F&GP or Personnel):
- Review of delegation arrangements to committees, sub-committees, staff and other local authorities
 - Review of the council’s complaints procedure
 - Review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018
 - Review of the council’s policy for dealing with the press/media
 - Review and adoption of appropriate standing orders and financial regulations

- Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities
 - Review of inventory of land and assets including buildings and office equipment
 - Review of the council's and/or staff subscriptions to other bodies
19. Review all standing items on the agenda for the next Council year:
- Calstock Flood Defence
 - Police Report
 - 5-day planning
 - Neighbourhood Plan update
 - Toilets
 - A390
 - Forest for Calstock Parish
 - Fosters Field
 - Cornwall Council Report
 - Reports from other members Representing the Council on the Committees or at Meetings of other organisations
20. **Standing Item:** Approve Expenditure
21. Dates of Future Committee Meetings:
- Environment and Climate Emergency
 - Calstock Waterfront Working Party
 - Burial Board
 - Amenities
 - Recreations
22. Urgent Information

Part 2 – If required

After resolution to exclude the Press and Public to consider items which the Council considers being of a confidential nature

*Indicates information enclosed

#Information is available on Councillor Website