



Minutes of a meeting of the **Calstock Parish Council, FINANCE and GENERAL PURPOSES COMMITTEE**

held on **Tuesday 01 March 2022, in the Tamar Valley Centre at 1900**

Those present were; -

COUNCILLORS: Cllr Beech, Cllr Boreham, Cllr Jaggard, Cllr Newton Chance, Cllr Polglase, Cllr Tinto, Cllr Wakem, Cllr Warwick (Chairman),
Miss Clare Bullimore (Deputy Clerk – *minutes*).

1. APOLOGIES

Cllrs Brown, Wells, Greenwood, Kirk and the Clerk, Sue Lemon

2. DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None

3. PUBLIC PARTICIPATION

None.

4. APPROVE MINUTES OF LAST MEETING – 25-10-2022

Proposal/Resolution: the minutes be approved. Proposed: Cllr Polglase, seconded: Cllr Beech – unanimous.

5. CAPITAL WORKS PROGRAMME

Discussion ensued about how the capital works programme would be implemented and delivered.

Proposal/resolution: to recommend to full council the capital works programme be approved and implemented with immediate effect. Proposed: Cllr Newton Chance, seconded: Cllr Jaggard – unanimous.

6. POLICIES, PROCEDURES AND REGULATIONS

Proposal/resolution: that the relevant policy/procedure/regulation is sent to committees as indicated on appendix 1 for their comments and then passed to Gill Boreham (Chair of Personnel) to be checked for consistency/governance then be recommended for approval at full council. Proposed: Cllr Tinto, seconded: Cllr Wakem – unanimous.

7. ACCOUNTS TO 31-01-2022

It was agreed to look at the accounts quarterly and request a note is given to explain a high variance, a summary of the reserves will also be required.

8. PROCESS FOR DEALING WITH CIL MONIES



Although the TOR's were approved for a Strategic Planning Advisory Committee which included oversight of CIL monies, it was agreed this should sit within the F&GP Committee's remit. They Deputy Clerk and Cllr Warwick to present a draft document at the next meeting.

9. ADDITIONAL COMMITTEE EXPENDITURE

The Deputy Clerk will remind Chairs of Committees that they have highlighted additional work that needs to be done to try and ensure that most projects are completed within the next financial year.

The meeting ended at 2015.

Signed: Date:



Appendix 1

Policies, Procedures and Regulations

Document	Suggested Committee for Review, year reviewed	Status
Standing Orders	Personnel, 2021	Needs approving 2022
Code of Conduct	Personnel, 2021	Needs noting 2022
Procedure for Dealing with the Press and Media	Personnel, 2022	Approved 2022
Social Media Policy	Personnel, 2022	Approved 2022
Committee Structure Policy	Personnel, 2021	Approved 2021
Complaints Policy	Personnel, 2021	2021
Draft Health and Safety Policy	Personnel, 2019	Needs reviewing
Data Protection Policy	Personnel, 2017	Needs reviewing
Freedom of Information Policy for requests for handling information	Personnel, 2019	Needs reviewing
Freedom of Information Publication Scheme	Personnel, 2016	Needs reviewing
Equal Opportunities Policy – DRAFT	Personnel, 2018	Needs adopting
Citizen of the Year guidelines	Personnel, 2021	Needs reviewing after May 2022
Abandoned Items policy	Personnel/Calstock Waterfront, 2022	Reviewed, 2022 needs approving
Delegation Scheme	Personnel, 2016	Under review (Clerk)
Co-option Procedure Policy	Personnel, 2013	Under review (Clerk)
Financial Regulations	F&GP, 2022	Approved 2022
Grant Awarding Policy and application form	F&GP, 2018	Needs reviewing annually
Audit Procedures	F&GP, 2014	Under review (Clerk)
Single Use Plastic Policy	ECE, 2021	Needs reviewing
Planning Protocol, Preapplications	Planning, 2022	Needs approving
NDP Intentions and Policies	Planning, 2022	Needs reviewing quarterly
Mooring Regulations	Calstock Waterfront, 2022	Needs reviewing, May 2022
Cemetery Regulations	Burial Board, 2021	Needs reviewing annually
Bench policy and application form	Amenities, 2021	Needs reviewing annually