



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

held on **Tuesday 19 April 2022, in the Tamar Valley Centre at 1915**

Those present were; -

**COUNCILLORS:** Cllr Newton Chance, Cllr Polglase, Cllr Wakem, Cllr Warwick (Chair), Cllr Wells  
Miss Clare Bullimore (Deputy Clerk – *minutes*).

**1. APOLOGIES**

Cllrs Tinto, Boreham, Greenwood, Jaggard, Kirk.

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

None

**3. PUBLIC PARTICIPATION**

None.

**4. APPROVE MINUTES OF LAST MEETING – 01-03-2022**

**Proposal/Resolution:** the minutes be approved. Proposed: Cllr Newton Chance, seconded: Cllr Wakem – approved by all those present at the last meeting.

**5. MATTERS ARISING**

Policies, procedures, regulations: at the Full Council meeting it had been agreed that Cllr Boreham would review any policies within the Personnel remit. It was agreed that Amenities will review the Abandoned Items policy.

**6. FUNDING REQUESTS**

**Calstock Footpath Society:** proposal/resolution: to approve the funding request for £250 towards their public liability insurance. Proposed: Cllr Wakem, seconded: Cllr Wells – unanimous.

**Calstock Social Club:** proposal/resolution: to refuse the request of £435 for a bouncy castle for jubilee celebrations as the council have already spent money on commemorative mugs for all school and pre-school children in the parish. Proposed: Cllr Wakem, seconded: Cllr Wells – unanimous.

**Harrowbarrow Community Association:** proposal/resolution: to refuse the request of £150 towards jubilee celebrations for reasons cited above. Proposed: Cllr Wakem, seconded Cllr Wells – unanimous.



**7. ACCOUNTS TO 31-03-2022**

It was agreed that notes to explain anomalies and Ear Marked Reserves for each committee would be helpful and the Clerk will action this. Cllr Warwick reviewed the budgets and the forecast and felt all was as expected.

**Proposal/resolution:** the accounts be approved as a true and accurate record. Proposed: Cllr Wells, seconded: Cllr Newton Chance – unanimous.

**8. TRANSFER INTO GENERAL RESERVES**

**Proposal/resolution:** to recommend to the Full Council that the year-end bank balance (approximately £23,000) is transferred into general reserves. Proposed: Cllr Polglase, seconded: Cllr Newton Chance – unanimous.

**9. APPROVE CIL PROCESS**

Cllr Newton Chance felt CIL money should feed into the Capital Works Programme. Agreed that the CIL process be re-drafted.

**10. POTENTIAL CIL FUNDING**

The Deputy Clerk explained there is some funding available to be applied for, expressions of interest have to be submitted by 23-06-2022 which will need Full Council approval. This was noted.

**11. CAPITAL WORKS PROGRAMME**

The Capital Works programme has been approved. The next stage is for committees to come up with a list of suggestions. It was agreed that the public should be surveyed on these suggestions in order to help prioritise the projects.

**Proposal/resolution:** committees to have an agenda item to ask that suggestions for projects for the Capital Works programme be submitted to F&GP to consider by mid-July. Proposed: Cllr Warwick, seconded: Cllr Wells.

Cllr Newton Chance to look at the Carbon Decision Wheel that Cornwall Council use to see if this may help in the checklist of projects – this wheel looks at the environmental impact of projects.

The meeting ended at 2015.

Signed: ..... Date: .....



## Appendix 1

### List of Policies, Procedures, Regulations and Guidelines

<b>Regulations and Terms &amp; Conditions</b>	<b>Committee to Review</b>	<b>Date of Review</b>
Allotments Regulations 2022	Recreations	Annually – sept 2022
Car Park Permits 2022	Amenities	Annually – August 2022
Cemetery Regulations 2022	Burial Committee	Annually – March 2023
Mooring Regulations 2022	Calstock Waterfront Sub Committee	Annually – January 2023
Regulations and Application for Plaque on Memorial Walls 2022	Burial Committee	Annually – March 2023
<b>Staffing Policies</b>	<b>Committee to Review</b>	<b>Date of Review</b>
Complaints Policy 22.01.19	Personnel	2022
Disciplinary Procedure, 2017	Personnel	2022
Grievance Policy edited 2022	Personnel	2023
Staff Support and Appraisal Policy 2017	Personnel	2022
<b>Council Work Policies and Procedures</b>	<b>Committee to Review</b>	<b>Date of Review</b>
CODE OF CONDUCT OCTOBER April 2019	Personnel	2023
Committee Structure Policy 2021-2022	Personnel	December 2022
Data Protection Policy 2017	Personnel	2022
Delegation Policy 2016	Personnel	2022
Equal Opportunities draft March 2022	Personnel	2022 to approve
FOI Policy for Handling Requests for Information adopted May 21 Ver 2	Personnel	2023



Freedom of Information model Publication Scheme Nov 2014	Personnel	2022
Health and Safety Policy 2018 edited 2022 draft*	Personnel	2022
Procedures for dealing with the press and media 2021	Personnel	2023
Single Use Plastic Policy 2019	Environment and Climate Committee	2023
Social Media Policy adopted 2022	Personnel	2024
Standing Orders 2022	Personnel	2023

<b>Financial Policies and Procedures</b>	<b>Committee to Review</b>	<b>Date of Review</b>
Financial Regulations approved 2022 1130	F&GP	2023
Audit procedures Update 2022	F&GP	2022 to approve
Capital Programme v7 2022	F&GP	2023 to review

<b>Planning Policies and Procedures</b>	<b>Committee to Review</b>	<b>Date of Review</b>
NDP policies and intentions	Planning Advisory Committee	Monitor 6 months after referendum June 2022
Calstock Parish Neighbourhood Development Plan	Planning Advisory Committee	2023

<b>Community Policies &amp; Procedures</b>	<b>Committee to Review</b>	<b>Date of Review</b>
Abandoned Items Policy 2022.pdf	Amenities	2023
Bench policy and application form 2022.pdf	Amenities	2023
Co- option Policy edited 2022	Personnel	2022
Grant Awarding Policy v3.pdf	F&GP	2023



Citizen of the Year guidelines and nomination form 2022

Personnel

review June 2022

**Guidelines**

**Committee to Review**

**Date of Review**

Guidelines for broadcasting or using social media at council meetings 2018 Draft

Personnel

2022

**Yet to be adopted**

CIL Process 20220310