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CALSTOCK PARISH COUNCIL

FINANCE AND GENERAL PURPOSE COMMITTEE

Tuesday 24 May 2022, Tamar Valley Centre, 1900

Wednesday 18 May 2022

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

The public are reminded that items discussed in public participation should only relate to agenda items. If you wish to speak about any other matter, please contact the Clerk or a Councillor to arrange for it to be included on an appropriate meeting's agenda

A G E N D A

1. Elect Chair
2. Apologies
3. Declarations of members' interests in agenda items
4. Public Participation
5. Review Terms of Reference*
6. Approve Minutes of Last Meeting – 19-04-2022*
7. Matters Arising: CIL Process*
8. Action list of items to review from Annual Council (indicate timescale and deferment to Personnel Committee or other)
 - 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

6. To review the internal controls and /or appropriate use of insurance cover, and risk management arrangements
7. To receive any comments or recommendations from the Internal Audit, with recommendations to Full Council
8. Recommend to Full Council the Annual Governance Statement* (pages 3,4,6 attached)
9. Recommend to Full Council the Annual Return (Section 2 Accounting Statements, page 6 of attachment – *draft form at the time the agenda was published*)