



Minutes of a meeting of the **Calstock Parish Council**,
FINANCE and GENERAL PURPOSES COMMITTEE
held on **Tuesday 24 May 2022, in the Tamar Valley Centre at 1900**

Those present were; -

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

1. ELECT CHAIR

Proposal/resolution: Cllr Warwick be re-elected as Chair. Proposed: Cllr Wakem, seconded: Cllr Boreham – unanimous.

2. APOLOGIES

Cllrs Tinto, Kirk. Sue Lemon

3. DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None

4. PUBLIC PARTICIPATION

None.

5. APPROVE MINUTES OF LAST MEETING – 19-04-2022

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

6. REVIEW TERMS OF REFERENCE

Proposal/resolution: to agree the Terms of Reference as disseminated but include that the quorate of the Committee is 4.

7. MATTERS ARISING

CIL process – updated process was disseminated and agreed. Proposed: Cllr Newton Chance, seconded Cllr Wells – unanimous.

8. ACTION LIST OF ITEMS TO REVIEW FROM ANNUAL COUNCIL MEETING

The following were agreed:

- Review of delegation arrangements to committees, sub-committees, staff and other local authorities – *Personnel Committee to review delegation policy and recommend to F&GP*



- Review of the council's complaints procedure – *Personnel Committee completed, February 2022 – include on Full Council meeting for noting*
- Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018 – *Cllr Boreham and the Deputy Clerk to work on this together and present to Personnel/F&GP for approval at Full Council*
- Review of the council's policy for dealing with the press/media - *Personnel Committee completed, February 2022 – include on Full Council meeting for noting*
- Review and adoption of appropriate standing orders and financial regulations - *Personnel Committee completed, February 2022 – include on Full Council meeting for noting*
- 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 – *Personnel Committee to review IT and Finance Consultant's contract annually*
- Review of inventory of land and assets including buildings and office equipment – *Deputy Clerk to review with Dick Hoile and present to F&GP and look at best software to store the information on*
- Review of the council's and/or staff subscriptions to other bodies – *Deputy Clerk to liaise with Dick Hoile and present to F&GP*

9. TO REVIEW THE INTERNAL CONTROLS AND/OR APPROPRIATE USE OF INSURANCE COVER AND RISK MANAGEMENT ARRANGEMENTS

The list from the Annual Governance Statement was discussed. It was agreed to ask that a closing bank statement be included with the monthly list of payments with the information for full council. **Proposal/resolution:** it was agreed to recommend to full council that the list is approved. Proposed: Cllr Wells, seconded: Cllr Boreham – all.

10. TO RECEIVE ANY COMMENTS OR RECOMMENDATIONS FROM THE INTERNAL AUDIT WITH RECOMMENDATION TO FULL COUNCIL

Cllr Warwick had met with the Internal Auditor the previous evening and no issues were raised.

11. RECOMMEND TO FULL COUNCIL THE ANNUAL GOVERNANCE STATEMENT

The statement had been disseminated in draft form.

Proposal/resolution: it was agreed to recommend to full council this be approved. Proposed: Cllr Wells, seconded: Cllr Wakem – all.



12. RECOMMEND TO FULL COUNCIL THE ANNUAL RETURN

Two queries raised for confirmation with the Internal Auditor:

- 1) Does the balance CFD £132,770 include the £121,849 listed as cash and short-term investments?
- 2) £834,690 is listed as the value of the assets owned - on our asset register land owned is assigned as n/a under value, why would this be and are the assets listed with a value assigned the value they had at acquisition?

Proposal/resolution: to recommend the approval of the Annual Return to Full Council. Proposed: Cllr Well, seconded: Cllr Wakem – all.

The meeting ended at 1950.

Signed: Date:

Actions:

- Review delegation arrangements – Personnel
- Review FOI procedures and look at the publication scheme – Gill and Clare
- Review IT and Finance Consultant’s contract – Personnel
- Review inventory of land and assets – Clare and Dick Hoile
- Review subscriptions – Clare and Dick Hoile
- Raise two queries regarding the Annual Return with the Internal Auditor - Clare