



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

held on **Tuesday 27 July 2021, in the Tamar Valley Centre at 1800**

Those present were; -

COUNCILLORS: Cllr Boreham, Cllr Polglase, Cllr Roberts, Cllr Tinto, Cllr Wakem, Cllr Warwick (Chairman), Cllr Wells

Miss Sue Lemon (Clerk), Miss Clare Bullimore (Deputy Clerk – *minutes*).

1. ELECTION OF CHAIR

Proposal/resolution: Cllr Warwick be elected as Chair. Proposed Cllr Wakem; seconded: Cllr Roberts – unanimous.

2. APOLOGIES

Cllrs Brown; Beech, Kirk and Greenwood.

3. RECOMMEND TERMS OF REFERENCE

Proposal/resolution: subject to point 3 being changed to reflect that the F&GPP Committee should produce a budget before November these were recommended for approval. Proposed: Cllr Wells, seconded: Cllr Wakem – unanimous.

4. DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None

5. PUBLIC PARTICIPATION

None.

6. APPROVE MINUTES OF LAST MEETING – 23-03-2021

Proposal/Resolution: the minutes be approved. Proposed: Cllr Boreham, seconded: Cllr Wells – unanimous.

7. RECOMMEND COMMITTEE STRUCTURE AND VOTING RIGHTS

Proposal/resolution: to recommend the committee membership to the Full Council as being: Cllrs Beech, Boreham, Brown, Greenwood, Polglase, Roberts, Tinto, Wakem, Warwick (Chair), Wells. Proposed: Cllr Tinto, seconded: Cllr Polglase – unanimous.

8. ITEMS FROM THE ANNUAL MEETING

The following items were reviewed and noted:



- Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- 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

It was agreed that Cllr Boreham would review the following and suggest recommending them or suggesting amendments:

- 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

9. GRANT REQUEST COTEHELE GIG CLUB

Proposal/resolution: the grant of £250 requested for junior life jackets is made. Proposed: Cllr Wakem, seconded: Cllr Tinto – unanimous.

Cllr Tinto requested that the Gig Club’s accounts be circulated as this is a stipulation in the grant awarding policy.

10. ACCOUNTS UPDATE

Two queries were made:

The actuals precepts receipts were a minus figure (£51,572) and the received donations and grant figure was £31,000. This was explained because the minus figure was inputted incorrectly and put into the Finance heading instead of being divided up into the relevant committees – this will be rectified next year and £30,000 of the £31,000 was given to us by Cornwall Council to look after for the Tamar Community Trust and the £1000 was CIL money received from developments. There being no further business the meeting closed at 1810.

Signed: Date: