



Minutes of a meeting of the **Calstock Parish Council**,
FINANCE and GENERAL PURPOSES COMMITTEE
held on **Tuesday 6 June 2023, in the Tamar Valley Centre at 1830**

Those present were; -

COUNCILLORS: Cllr Boreham, Cllr Newton Chance, Cllr Tinto, Cllr Wakem, Cllr Warwick (Chair),
Miss Sue Lemon (Clerk - minutes)

1. ELECTION OF CHAIR

Cllr Tinto Proposed Cllr Warwick, Cllr Wakem seconded unanimous

2. REVIEW OF TERMS OF REFERENCE

It was agreed to change the quorate figure to 3, and then the Terms of reference were proposed and agreed. Proposal/Resolution: To approve the Terms of Reference with 1 amendment to change the quorum to 3. Proposed: Cllr Warwick, seconded Cllr Newton Chance, unanimous

3. APOLOGIES

None.

4. APPROVE MINUTES OF LAST MEETING 25-04-2022

It was proposed and agreed that the minutes be accepted with an amendment to Agenda item 6 which should be December instead of January.

Proposal/Resolution: To approve the minutes with 1 amendment. Proposed Cllr Warwick, seconded Cllr Newton Chance

5. UPDATE ON VAN

Cllr Warwick asked the clerk if the van could be checked over by Cllr Greenwood before it is handed back, it has already been serviced and needs 2 new tyres, and a clean which would be done, the clerk will speak to Cllr Greenwood to see if he has time to do this before 12th June.

6. UPDATE ON WEBSITE COMPLIANCE

The clerk had produced another 2 quotes and Dick Hoile had also worked on a site to show the Committee. The Clerk was asked to send the link to the committee and they would decide on the next step at the next committee meeting.

7. GRANT POLICY UPDATE

The clerk and Cllr Boreham had updated the policy and sent it out for discussion.

Proposal/resolution: To approve the updated policy and publish on the website.

Proposed: Cllr Boreham, seconded Cllr Newton Chance – unanimous.



8. END OF YEAR ACCOUNTS

The committee looked through the End of Year Accounts and noted that the Internal Auditor had signed them off and they agreed to recommend that they be presented to Full Council for Chairmans signature and be sent off to BDO.

Proposal/Resolution: To recommend the End of Year Accounts to Full council, Proposed Cllr Warwick, seconded Cllr Tinto, unanimous

9. ANTICIPATED STAFF COSTS

Cllr Warwick asked the Clerk to update the forecast as the figures provided were incorrect. The Clerk will update the information and bring it to the next meeting.

10. BUDGETS YEAR ENDING 31-3-24

After a lengthy discussion it was agreed that the following actions should be taken before the next meeting:

Capital Works should have a separate line

General Reserves should have a separate line

Ear Marked Reserves should have a separate line

All broken down by committee.

Proposal/Resolution: Update the forecast with above lines and present to the next finance meeting, Proposed: Cllr Newton Chance, Seconded Cllr Tinto, unanimous.

Meeting closed at 1850

Signed: Date:

Action:

- Website compliance next meeting
- Update asset register - ongoing
- Update Forecast



Action:

- Monitor use of 1 work vehicle - ongoing
- Look at the feasibility of an electric van for 18 months' time
- Update and publicise the Grant Awarding Policy
- Website compliance comparison quotes required
- Update asset register - ongoing
- Committees to be sent CIL criteria