



Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE

Clerk: Clare Bullimore

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Minutes of a meeting of the Calstock Parish Council, F&GP Committee held on

Tuesday 19 March 2024, in the Tamar Valley Centre at 1800.

Those present were: - COUNCILLORS: Cllr Boreham, Cllr Greenwood, Cllr Ledger, Cllr Trapp, Cllr Wakem, Cllr Warwick (Chair).

Miss Clare Bullimore (Clerk – *minutes*).

Pete Gadd, Outside Services Leader.

THIS MEETING WAS HELD WITH FPERSONNEL MEMBERS PRESENT IN ORDER TO DISCUSS ALL ASPECTS OF OUTSIDE SERVICES REQUIREMENTS.

1. Apologies

Cllr Tinto, Cllr Newton Chance.

2. Declarations and Dispensations in Members' Interests

.None

3. Approve Minutes of the last meetings 30-01-2024

Proposal/resolution: the minutes be approved. Proposed: Cllr Warwick; seconded: Cllr Ledger – approved by all those present at the last meeting.

4. Matters arising

Change of solicitors – Parnalls in Launceston are underway with land transfer and leases.

5. Recruitment of OSL Worker(s)

Pete explained that he feels the work is very determined by the seasons and he feels that over the winter there may not be a need for a worker 2 days a week. However, over the summer, there will be benefit in having three additional days. There is also the uncertainty about when Kev will relocate which may skew the working model.

Proposal/resolution: to employ the seasonal worker again as last year from 01-04-2024 until 31-10-2024; advertise for a 1 day week seasonal opportunity and review at the end of October. Proposed: Cllr Trapp, seconded: Cllr Greenwood – unanimous.

6. Requirements of OSL team and Review of income/expenditure to date

After a discussion about the requirements that had been asked for, it was agreed that health and safety of staff should be prioritised, however more detailed information should be provided before agreeing the spend.



Proposal/resolution to approve the following:

- the metal storage cabinets to a maximum net of VAT spend of £350
- hot water heater or equivalent including plumbing to a maximum net of VAT spend of £300
- clothing storage including drying options to a maximum net of VAT spend of £500
- basic furniture for volunteers and staff to a maximum net of VAT spend of £250
- removal of items not needed to a maximum net of VAT spend of £750
- purchase staff and volunteers protective etc clothing to a maximum net of VAT spend of £750 but to include protective leggings to be work when chain sawing.

Total: £2900

More detail to be provided for the other requests such as electrics/lighting/power and new equipment to be considered at the next F&GP Meeting in April.

Proposal/resolution: Cllr Warwick seconded: Cllr Ledger, unanimous.

7. Policies to review

It was agreed to defer the reviewing of the following policies:

- Financial regulations
- Financial audit checklist
- Internal controls

The meeting ended at 1850.

Signed: Date: