



## Calstock Parish Council

Miss Clare Bullimore, Clerk to the Council,

Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE

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### Annual Meeting of the Parish Council

**Tuesday 14 May 2024,**

**in the Tamar Valley Centre, at 1900.**

1. Election of Chair and Vice Chair for 2024-25
2. Declaration and acceptance of office
3. Apologies for absence
4. Declarations and dispensations of members' interests in agenda items
5. Public participation
  - Humanity Project update
6. Approve minutes of last meeting 09-04-2024\*
7. Note the actions/expenditure/recommendations of the following Committee meetings\*
  - Environment and Climate Change Committee 16-04-2024
  - Finance and General Purposes Committee 23-04-2024
  - Planning Committee 23-04-2024 and 07-05-2024
8. Matters Arising:
  - Grants of £250 awarded to Gunnislake Community Matters, Calstock in Bloom and Calstock Heritage Weekend
  - End of year balance transferred to EMR for Outside Services
9. Clerk's Information
  - Calstock Churchyard open day\*
10. New Correspondence
  - Letter of support request from Tamar Grow Local for purchase of Calstock Allotment plots\*
11. Councillor Attendance 2023-24\*

12. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting
13. Election of Standing Committees; Committees; Sub Committees and Advisory Committees\*  
Standing Committees (budget holding): Amenities, Burial, Finance and General Purposes, Recreation, Planning, Personnel.  
Committees (budget holding): Environment and Climate Emergency, Waterfront.  
Sub Committees: Footpaths (reporting to Recreations), A390 and Road/Traffic Improvements.  
Advisory Committees: St Ann's Skate Park (reporting to Recreations); Agree for Committees to Review the terms of reference for Council approval\*,  
Liaison Committees: Hansons Aggregates; South West Water.  
*Twining to be led from the Community with Parish Council Representatives*
14. Appointment of members to all committees with voting rights\*
15. Appointment of members to Personnel Committee (if more than 6 request membership)\*
16. Appointment of Chair to Existing/New Committees or delegate to the first committee meeting
17. Review of representation on or work with external bodies\*
18. Confirmation of arrangements for insurance cover in respect of all insured risks – quotes received\*
19. Items to Review (usually delegated to F&GP and/or Personnel):
  - Delegation arrangements to committees, sub committees, advisory committees, staff and other local authorities\*
  - List of Policies and procedures – adopted, under review and to be reviewed\*
  - Review and adoption of appropriate Standing Orders\*
  - Review of asset register\*
  - Review of the council's and/or staff subscriptions to other bodies\*
20. Agree Standing Items:
  - Toilets
  - EA/Flood Defence – to be removed once ownership and lease completed
  - A390/Speedwatch
  - Fosters Field
  - Twining with Petrykivka
  - Cornwall Council report
  - Reports from members representing the parish council on the committees or at meetings of other organisations
21. Recommendation that annual/bi-annual Tree Surveys are undertaken– two quotes received\*\*
22. Recommendation from F&GP that the Financial Regulations and accompanying checklist are approved\*\*
23. Recommendation from F&GP that the Internal Controls are approved\*
24. Twining – agree a way forward\*
25. Planning Application:
26. Approve payment list, summary of accounts and summary of receipts and payments\*

27. Dates of future committee meetings
28. Urgent information (must not be voted on)

\*Indicates information enclosed or previously disseminated