



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

Clerk: Clare Bullimore

Tel: 01822 748847 email: clerk@calstockparishcouncil.gov.uk

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

Tuesday 23 April 2024, in the Tamar Valley Centre at 1900.

Those present were: - COUNCILLORS: Cllr Boreham, Cllr Kirk, Cllr Newton Chance, Cllr Wakem, Cllr Warwick (Chair).

Miss Clare Bullimore (Clerk – *minutes*).

Pete Gadd, Outside Services Leader.

1. Apologies

Cllr Tinto.

2. Declarations and Dispensations in Members' Interests

Cllr Warwick declared an interest in the electrical quotes as thinks he knows one of the contractors who has submitted a quote (the quotes were anonymised).

3. Approve Minutes of the last meetings 19-03-2024

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

4. Matters arising

Recruitment of additional maintenance worker – this has not been actioned as the Outside Services Team Leader wanted to wait to see what need there is. It was agreed that, in the meantime, additional hours could be paid to the existing workers if needed.

5. Review of 2023/24 reports and 2024/25 budgets

The cost codes and cost centres were noted.

6. Remaining balance as at 31-03-2024, £21,411

Proposal/resolution: the remaining balance as at 31-03-2024 to be put in an Ear Marked Reserve for Outside Services. Proposed: Cllr Warwick, Cllr Newton Chance.

The following agenda item denotes approved spend within the EMR.

7. OSL Team requirements (carried over from previous meeting)

Electrical works (hot water, additional power sockets, lighting)

Proposal/resolution: to commission Quote 1 at £1191.40 excluding VAT. Proposed Cllr Boreham, seconded: Cllr Wakem. Cllr Warwick did not vote, all others in favour.



This quote was received from J K Electricals.

Tools

Proposal/resolution: to spend up to £3500 on battery powered equipment and spare batteries/fast chargers.

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

Storage Container

Security is currently very poor – a better storage container is required.

Proposal/resolution: to allow £3000 to be spend on a container – if the container and installation exceeds £3000, this should be brought back to committee or Full Council (whichever meets soonest).

8. Costs to approve: tree removal (safety order Network Rail)

After much effort, a tree removal company (accredited by Network Rail) visited the site and identified the specific tree they feel is hazardous. Local contractors did not want to quote for the job as it is specialised and requires access to the railway line.

Proposal/resolution: to approve the quote of £2313.04 (excluding VAT) from Ground Control. Proposed: Cllr Newton Chance, seconded: Cllr Boreham – unanimous.

9. Costs to approve: wall at Gunnislake Garden, boundary of Appleyard

Quotes were anonymised.

Proposal/resolution: Pete Gadd to meet contractor #1 and ask them to present a fixed price for reducing the material behind the wall to reduce the retaining element. And rebuild the first 6m of wall and cut out the tree roots in that area. Estimated price £4-£5k. Quote to be presented at Committee or Full Council, whichever meets first.

Contractor #1 was M J Troup.

10. Grant applications

Applications were received from Gunnislake Community Matters (£250 a Big Lunch community event), Calstock in Bloom (£500 towards costs for village improvements), Calstock Heritage Weekend (£100 towards running costs) and Delaware Primary Academy (£700 for tablets for pupils).

Proposal/resolution: to award:

- £250 to Gunnislake Community Matters. Proposed: Cllr Wakem, seconded: Cllr Newton Chance – unanimous.
- £250 to Calstock in Bloom. Proposed: Cllr Wakem, seconded: Cllr Newton Chance – unanimous.
- £250 to Calstock Heritage Weekend. Proposed: Cllr Wakem, seconded: Cllr Newton Chance – unanimous.
- After much discussion it was felt that it would be inappropriate to use Parish Council funds for a state-funded establishment and therefore it was agreed not to award Delaware Primary Academy anything. Proposed: Cllr Newton Chance, seconded: Cllr Boreham – 1 abstention (Cllr Warwick) all others in agreement.



11. Policies to review

Financial Regulations

Proposal/recommendation: to recommend to Full Council the approval of the finance documents subject to some contextual edits and to enable the RFO to delegate £250 per month spend to the OSL to enable him to make purchases without having to ask the RFO to do so. Proposed: Cllr Newton Chance, seconded: Cllr Boreham – unanimous.

Financial Audit Checklist

Proposal/recommendation: to recommend to Full Council the approval of this document which highlights the responsibilities of the Council/RFO and Clerk. Proposed: Cllr Newton Chance, seconded: Cllr Warwick – unanimous.

Internal Controls

Proposal/recommendation: to recommend to Full Council the approval of the Internal Controls review. Proposed: Cllr Newton Chance, seconded: Cllr Warwick – unanimous.

Thanks to Cllr Boreham for her time on drafting and reviewing these documents.

Cllr Kirk asked the Committee whether the Parish Council could be a conduit for £950 of Community Chest money which Cllr Kirk would like to give to the Williamstown Café for community events but it is not a constituted organisation so does not fit the eligibility criteria. It was agreed that The Clerk will seek further advice on this.

The meeting ended at 2025.

Signed: Date: