



Calstock Parish Council

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FINANCE AND GENERAL PURPOSES COMMITTEE, Tuesday 07 October 2025

The minutes of Calstock Parish Council's Finance and General Purposes Committee, held on Tuesday 07 October 2025 at 1900 in the Tamar Valley Centre.

Those present were:

Councillors: Cllr Boreham, Cllr Newton Chance, Cllr Tilbury, Cllr Warwick (Chair), Cllr Wakem, Cllr Wells.

Staff: Clare Bullimore, Clerk (minutes).

1. Apologies

No apologies were received.

2. Declarations and Dispensations of Members' Interests

Cllr Wells was given dispensation to speak on agenda item 11 (Funding request from St Ann's Chapel Community Group) but did not vote.

Cllr Tilbury – declared an interest in agenda item 11 and left the room during the discussion of Cotehele Gig Club's funding request.

3. Public Participation

None.

4. Approve minutes of last meeting: 22-07-2025

Proposal/resolution: to approve the minutes from 22 July 2025. Proposed: Cllr Wells, seconded: Cllr Newton Chance – agreed by all those present at the last meeting.

5. Matters Arising:

- Break in/theft update: The Clerk reported that Cllr Wells had drawn attention to a grant available from the Police and Crime Commissioner for the installation of CCTV. A quote has been received of £1555 to instal CCTV and an annual fee of £65. However, after some discussion, it was felt that security measures have already been put in place and the effectiveness of CCTV is questionable; therefore it was agreed not to pursue this.
- The Clerk confirmed that Honicombe Defibrillator is included on the annual service schedule with Duchy Defibrillators and thanked the Council for approving the inspections and servicing of defibrillators to be outsourced.
- Citizens Advice Bureau – the Clerk reported that she has passed on contact details venues to hold Outreach Services but the lack of [volunteer/staff] resources may mean this is prohibitive.

6. To note the comments from the External Auditor and note and identify any actions

The items from the external auditor were noted.; no actions identified.

7. Confirmation that the Internal Controls Audit took place and to note any feedback

The Internal Control audit took place last week with Cllr Warwick and Cllr Wells in attendance.

The Clerk will follow up on the security of the PC's and IT equipment in the office (markers, labels etc).

8. Request for match funding for Tamar Grow Local Application to FiPL for equipment for a shared hub to improve managing land to aid biodiversity and species-rich soil

Cllr Newton Chance explained that TGL hold equipment in a shared hub for landowners to use in order to manage land in a more environmentally sympathetic manner. The Parish Council has been approached to provide match funding for some additional equipment which may be purchased through FiPL. However, other funding streams are being pursued by the Tamar Valley National Landscapes so the request is not clear at the moment.

9. Recommend amended Data Retention Policy to Full Council in line with NALC template*

Proposal/resolution: The amended Data Retention Policy be recommended to Full Council.
Proposed: Cllr Newton Chance; seconded: Cllr Tilbury – unanimous.

10. Recommendations from Personnel considerations for precept requirement (salary bandings etc.)

It was agreed that the recommendation for £185000 for the precept be considered at the November meeting after the Clerk and Chair of F&GP have scrutinised the figures.

11. Grant requests:

Gunnislake Cricket Club – a request had been made for £2000 to match fund money raised to improve the access road. Proposal/resolution: not to support this request as there will not be enough community benefit. Proposed: Cllr Warwick; seconded Cllr Newton Chance - unanimous.

St Ann’s Chapel Community Group – Cllr Wells was permitted to explain that funding has been requested for costs towards providing a Christmas meal for those in the parish who are alone at Christmas. Anne Moore would like to cook and hold the event in a community hall and to enable transport. Cllr Wells explained that the Community Group’s involvement is to be conduit for any financial donations in order that the money spent is accountable and transparent.

Proposal/resolution: to pledge up to £300 towards the event. Proposed: Cllr Newton Chance; seconded: Cllr Warwick. It was also suggested that Mrs Moore asks for a £10 deposit to secure people’s attendance.

Cotehele Gig Club: Cllr Tilbury left the room. £400 has been requested towards junior oars and lifejackets. Proposal/resolution, after some discussion it was approved that £250 be donated. Proposed: Cllr Wells; seconded: Cllr Wakem – 4 in favour, 1 objection.

12. Summary of Accounts and Monthly Forecasting Report including Initial budgetary considerations

A draft budget had been circulated by the Clerk before the meeting. This was briefly reviewed. The Clerk noted that the forecasted burial income was used to offset the precept’s global figure, but this left cost centres short- especially at the start of the financial year. Given the maintenance work needed in three burial grounds, the Clerk suggested that any revenue be placed in an Ear Marked Reserve and used in the Personnel budget if funds accumulate unused over a few years. Further discussion was left until the November precept meeting.

13. Dates of next meetings (to be confirmed):

- 25-11-2025 (Precept)
- 06-01-2026 or 27-01-2026 (Quarterly)

The meeting ended at: 2000

Signed: Chair

Date: