Calstock Parish Council
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ANNUAL MEETING OF CALSTOCK PARISH COUNCIL

AGENDA

Tuesday 13 May 2025, in the Tamar Valley Centre, at 1900.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights. This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

1. Election of Chair for 2025-26

2. Election of Vice Chair for 2025 –26

3. Confirm all members have completed a declaration and acceptance of office

4. Note the number of elected members and the Electoral Divisional Member for Cornwall Council

5. Apologies for absence

6. Declarations and dispensations of members' interests in agenda items

7. Note the number of vacancies for co-option and process for co-option (reminder that if a candidate is eligible and there are vacancies they should be co-opted): recommend that co-options are held after the Full Council meeting on 10 June 2025

8. Resolve that Calstock Parish Council continues to meet the eligibility criteria to enable it to adopt the General Power of Competency: 15 of 19 seats, and therefore two thirds, are filled by elected members and the Clerk holds the Certificate in Local Council Administration. Previous election, 2021, had 17 of 19 Elected Members.

9. Public participation: *Please note items discussed in public participation should only relate to agenda items. If you wish to speak about anything else, please contact the clerk or a councillor to arrange for it to be included on an appropriate agenda*.

10. Approve minutes of the last meeting: 08-04-2025*

11. Note and approve the actions/expenditure/recommendations of the following Committee meetings:*
    - Planning Committee – 15-04-2025
    - Environment and Climate Emergency Committee – 29-04-2025

12. Matters arising:
    - Homechoice letter* (defer to June meeting)

13. Clerk's information:
    - Mandatory Code of Conduct Training – 01 July 2025, 1800, Tamar Valley Centre
    - Calstock: visitor camping
    - Calstock lights (waterfront)
    - Clerk's Annual Leave Monday 02-06-2025 – Friday 06 June 2025 inclusive

14. New Correspondence:
    - Richard Hendin re tennis court, Calstock - delegate to Recreations*
    - Wayne Marshall, St Lukes Open Gardens, Calstock, 18 May 2025 – access to quayside (Gazebo) and field

15. Councillor Attendance 2024-25 to note*

16. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting*

17. Elect the Committees of the Council*:
    Standing Committees – budget holding:
    - Amenities and Services
    - Burial
    - Environment and Climate Emergency
    - Finance and General Purposes
    - Personnel
    - Planning
    - Recreation and Open Spaces

    Advisory Committees:
    - Roads and Transport
    - Policy Scrutiny

18. Appointment of members onto committees, with voting rights – any committees with Community Member's with Voting Rights to be resolved by Full Council after the Committees meet (see Standing Orders, section 4)

19. Appointment of members to Personnel Committee – delegate to June Meeting if more than 6 wish to be considered

20. Review and adoption of Standing Orders* Financial Regulations* and Code of Conduct*

21. Review delegation arrangements to committees (all), staff and others*

22. Review of arrangements (including legal agreements) with other local authorities, not-for profit bodies and businesses.
    - Tamar Community Trust Management Plan – Calstock Bridge
    - Transferable Skills Training and Work Experience

23. Review of representation on or work with external bodies*

24. Confirmation of arrangements for insurance cover in respect of all insured risks
    - Zurich, three year contract
    - Westinsure – pontoon and footbridge
    - PSP Group – vehicle cover

25. Review of Asset Register*

26. Review of the Council's and/or staff subscriptions to other bodies*

27. Review of the Council's Complaints Procedure*

28. Review of the Council's policy for dealing with the press/media and Review Social Media Policy*

29. Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation*** (all reviewed and adopted within the last 12)

30. Review of the Council's employment policies and procedures*
Reviewed and adopted within the last Council Year, 2024-25 – see:
https://www.calstockparishcouncil.gov.uk/policies-guidelines/

- Annualised Hours Policy,
- Disciplinary Procedures
- Equality and Diversity Policy
- Grievance Policy
- Health and Safety Policy
- Leave Entitlement Policy
- Recruitment and Retention Policy
- Staff Support and Appraisal Policy
- TOIL Policy
- Work Vehicle and Driving Policy

Previously adopted:

- Absence Management Policy, 2022* - delegate to Personnel Committee

31. For the Council to Confirm that effective financial management has been in place all year including*:

- arrangements for Banking Reconciliation;
- an effective systems of internal audit has been maintained: the Full Council receives a summary of accounts each month including all payments and receipts and bank balances;
- the precept was set in line with good practice;
- spending has been done within existing powers (the council has resolved that it meets the criteria to hold the General Power of Competence);
- the F&GP Committee meets at least quarterly;
- all reasonable steps have been taken to ensure compliance with laws/regulations and codes of practice.

32. To resolve that Assertion 8 of the Annual Governance and Accountability Return has been met and that the Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the body and where appropriate have included them in the financial statements.

33. To resolve the Council has received and reviewed the recommendations from the Internal Auditor (more detailed report to follow)*

34. To resolve that the Annual Internal Audit Report 2024/25 be approved and submitted to the external auditors*

35. To resolve that the Annual Governance Statement 2024/25 be approved, signed and submitted to the external auditors*

36. To resolved that the Accounting Statements 2024/25 be approved, signed and submitted to the external auditors*

37. To set the commencement date for the Exercise of Public Rights for the AGAR being between 12 June 2025 and 23 July 2025

38. Agree Standing Items

- Toilets
- A390/Speedwatch
- Fosters Field
- Cornwall Council Report
- Reports from members representing the parish council on the committees or at meetings of other organisations

39. Approve payment list, summary of accounts and summary of receipts and payments*

40. Dates of future committee meetings
    - 20-05-2025 – Planning (time to be confirmed)
    - 20-05-2025 – ECE, 1900
    - 27-05-2025 – F&GP
    - 10-06-2025 – Full Council with Co-Options to follow

41. Urgent information (not to be voted on)

42. **PART 2**
    To be held to discuss current external contracts.

*Indicates information enclosed or previously disseminated. All items unless of a confidential nature can be obtained from the Clerk, please allow 24 hours notice should you wish the items to be sent to you.