**Calstock Parish Council**
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**FINANCE AND GENERAL PURPOSES COMMITTEE, Tuesday 26 May 2026**

Minutes of Calstock Parish Council's Finance and General Purposes Committee held on Tuesday 26 May 2026 in the Tamar Valley Centre at 1745.

Those present were: Cllr Warwick (Chair), Cllr Boreham, Cllr Newton Chance, Cllr Tilbury, Cllr Wells, Cllr Wakem.

1. **Elect Chair**
   It was **resolved** that Cllr Warwick be elected as Chair. Proposed: Cllr Wells, seconded: Cllr Tilbury- unanimous.

2. **Apologies**
   Cllr Alford.

3. **Declarations of Members' Interests**
   None.

4. **Public Participation**
   None.

5. **Review Terms of Reference**
   It was **resolved** to recommend the Terms of Reference for approval subject to changing the quorate to 4 and meetings to be held quarterly in October. Proposed: Cllr Boreham, seconded: Cllr Wells – unanimous.

6. **Approve minutes of last meeting: 07-04-2026**
   It was **resolved** to approve the minutes of the meeting held on 07 April 2026. Proposed: GB seconded: - approved by all those present at the last meeting.

7. **Matters Arising**:
   - Situation arising from Disposal of Contents in the Parish stores, 2016 – deferred to Full Council having been raised as a formal complaint.
   - The Clerk reported that cashflow from reserves was not required before the precept money was received.

8. **Internal Auditor's visit – 20-05-2026, initial feedback**
   No issues were raised by Helen Dowdall who carried out the internal audit on Thursday 21 May 2026. It was **resolved** to present the Annual Governance and Accounting Return to the Full Council to recommend it for submission to BDO Accounts Ltd. Proposed: Cllr Newton Chance, seconded: Cllr Boreham – unanimous.

9. **Review Asset Register (delegated from the Annual Meeting)**
   It was agreed that the Clerk will represent the Asset Register with some changes to the definitions of items and to include the size of parcels of land.

10. **Review the risk register and to consider Assertion 8 i.e. whether any litigation, liabilities or commitments, events or transactions have a financial impact on the parish council**
It was noted by Cllr Newton Chance that the rental of the nature recovery should be added to the service provision risk.

11. **Review reserves and committed spend**
It was **resolved** to recommend to Full Council that £11538 of the closing balance as at 31-03-2025 be allocated to the EMR for cemeteries and chapel as recommended by the Burial Committee on 28-10-2025, this was noted by F&GP on 25-11-2025 and the actions and recommendations the minutes approved by Full Council (11-11-2025 and 09-12-2025 respectively). Proposed: Cllr Wakem, seconded: Cllr Wells – unanimous.

It was also **resolved** to recommend to Full Council that the remaining balance at 31-03-2026 be transferred to the Capital Works Ear Marked Reserve. Proposed: Cllr Newton Chance, seconded: Cllr Boreham – unanimous.

12. **Review handover period for a replacement Outside Services Officer and additional costs**
It was **resolved** to agree a handover of 4 -6 weeks from a financial point of view and to use the staffing contingency reserve fund if necessary subject to approval from the Full Council.

13. **Agree date for Internal Controls Check and Councillors to conduct it**
It was agreed for Cllr Warwick and Cllr Newton Chance to carry out the internal checks and schedule this for 30 June 2026, 1800

14. **Scribe report showing Receipts and Payments Forecast**
There was discussion about how to better present the forecasting to include the second tranche of the precept which the Cost Centre Summary report from Scribe does not show. The Clerk will present committees with a forecasting report rather than a cost centre summary and F&GP will receive a quarterly spreadsheet from the Clerk.

15. **Date of next meeting: 07 July 2026 (quarterly meeting)**

The meeting closed at 1835.

Signed: …….

Date: ……