Calstock Parish Council
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FINANCE AND GENERAL PURPOSES COMMITTEE

Tuesday 06 October 2026

Minutes of Calstock Parish Council's Finance and General Purposes Committee, held on Tuesday 06 October 2026 at 1900 in the Tamar Valley Centre.

Those present were:
Councillors: Cllr Warwick (Chair), Cllr Newton Chance, Cllr Wells, Cllr Wakem, Cllr Tilbury.
Staff: Clare Bullimore, Clerk (minutes).

1. **Apologies**
   Cllr Alford, Cllr Boreham.

2. **Declarations of Members' Interests**
   None received or declared.

3. **Public Participation**
   None.

4. **Approve minutes of last meeting: 07-07-2026**
   It was **resolved** to approve the minutes of the last meeting. Proposed: Cllr Newton Chance, seconded: Cllr Tilbury – approved by all those present at the last meeting.

5. **Matters Arising**:
   FOIA and SAR request The Clerk reported that she is seeking external advice on a Freedom of Information Act and two Subject Access Requests received in relation to an injury to a dog allegedly sustained on a rabbit hole on KGV Recreation Ground, St Ann's Chapel after the Parish Council's insurance company has denied liability.
   Data Protection Check The Clerk reported that Breakthrough Communications are supporting the Council with a data protection audit and with requests as above.

6. **External Auditor's report from Annual Governance and Annual Return 2025-26**
   The Clerk continues to seek guidance on the external auditors comments on how the King George V fields are managed. Cllr Newton Chance offered to look through the files to see if it would be easier to wind the charities up that to have to set up two separate bank accounts and manage the fields separately from other assets held by the Council.

7. **Internal Controls Check Completed – feedback from Cllr Newton Chance and Cllr Tilbury (action plan)**
Some actions were highlighted mainly: safety of the Clerk when emptying the car park machine; looking into the external auditors comments about KGV fields (see above); adding a grant cost line in each cost centre, checking the VAT status of the Council for income generated on services and that a tender process was following for the Harrowbarrow play equipment but this should have been recommended by the Full Council in line with the Council's finance regulations.

8. **Feedback from Personnel Committee on Outside Services Staffing Review**
It was **resolved** to approve the request from the Personnel Committee and recommend to the Full Council that Tom Putt's hours are from 30 hours to 37 hours per week. Proposed: Cllr Warwick; seconded: Cllr Wells – unanimous.

It was agreed to pay Brian Parren a maximum of 50% of paid carers leave following a review of the hours he has managed to work during a period where he has had to provide care to a family member. No objections were raised to this.

It was reported that the Outside Services Team are working at 97% capacity which is unstainable. It was agreed that Cllr Trapp, the Clerk, the team will review the workload and to identify where they can reduce some pressure. No objections were raised to this.

9. **To review applications for grants**:
Calstock Christmas Lights. It was **resolved** to grant £200 to Calstock Christmas Lights Committee. Proposed: Cllr Newton Chance, seconded: Cllr Wells- unanimous
Cornwall Air Ambulance Trust. It was **resolved** to make a donation of £250: to the Cornwall Air Ambulance Trust. Proposed: Cllr Newton Chance; seconded: Cllr Wells – unanimous.

10. **Date of next meeting**:
    - All committee for budgets and precept planning 20-10-2026
    - Precept – 24-11-2026

11. **Receipts, Payments and Forecast**
This item was noted with no comment or issues raised.

The meeting closed at 1935.

Signed: ……. Date: …….