

ST CLEER PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting of St Cleer Parish Council held on 15.04.26, at 19:30 at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 27.04.26

Agenda points are in black and minutes are in blue

Minute Ref	Item
F2026.15.04-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright, Anita James Cllrs Jon Prinn ▾ Sue Harbord ▾ Raymond Pearce ▾ SELECT ▾ Apologies received - Cllr Lou Laybury ▾</p>
F2026.15.04-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations <p>Minutes: None declared</p>
F2026.15.04-3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: - Member of the public raised issues about item 13, 15</p>
F2026.15.04-4	<p>TO REVIEW AND APPROVE previous F&GP meeting minutes 11.03.26</p> <p>Minutes: Cllr Raymond Pearce ▾ proposed to accept the minutes of the last Finance meeting held on 11.03.26 as accurate and correct Cllr Jon Prinn ▾ seconded Outcome: Carried ▾</p>
F2026.15.04-5	<p>TO RECEIVE the Internal Control Log report for 25/26 , make any comments / amendments, and RECOMMEND to full council for approval</p> <p>Minutes: Cllrs reviewed</p> <p>Cllr Jon Prinn ▾ proposed to accept the internal control log report for 25/26 and recommend to full council for approval Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾</p>
F2026.15.04-6	<p>TO RECEIVE the Transparency audit for 25/26, make any comments / amendments, and RECOMMEND to full council for approval</p> <p>Minutes: Cllrs reviewed</p>

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	<p>Cllr Raymond Pearce proposed to accept the Transparency audit for 25/26 and recommend to full council for approval</p> <p>Cllr Jon Prinn seconded</p> <p>Outcome: Carried</p>
F2026.15.04-7	<p>To RECEIVE the year end financial reports, and RECOMMEND to full council for approval. To include;</p> <ul style="list-style-type: none"> - Budget report with explanations for any significant or unanticipated variances <p>Minutes: Clerk ran through all 15% variance's</p> <p>Cllr Raymond Pearce proposed to accept the year end financial reports, to include budget report with explanation of 15% variances, and recommend to full council for approval</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
F2026.15.04-8	<p>To REVIEW the VAT return for 24-25 and RECOMMEND to full council for submission to HMRC</p> <p>Minutes: Agenda typo should be 25/26 vat return</p> <p>VAT return figure £11,146.89</p> <p>Cllr Jon Prinn proposed to accept the VAT return for £11,146.89 for 25/26 and recommend to full council for approval</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: SELECT</p>
F2026.15.04-9	<p>To COMPLETE / REVIEW answers to Annual Governance and Accountability Return 2024/25, to RECOMMEND to full council for approval</p> <ul style="list-style-type: none"> - a - Annual Internal Audit Report 2024/25 (page 3) - b - Section 1 – Annual Governance Statement 2024/25 (page 4) - c - Section 2 – Accounting Statements for 2024/25 (page 5) <p>Minutes: 20.04 meeting paused 20:07 meeting resumed</p> <p>Agenda typo - all documents should be 25/26</p> <p>A - Annual Internal Audit Report 2025/26 (page 3)</p> <ul style="list-style-type: none"> - To be completed by internal auditor
F2026.15.04-9B	<p>B Section 1 – Annual Governance Statement 2025/26</p> <p>1 - Yes - Proficient use of Xero accounting software, monthly financial summaries produced, have reviewed financial regs and internal controls throughout the year, transparency audit completed</p> <p>2 - Yes - Follow internal control policy and financial regs, monthly councillor reconciliation check for transactions over £500 + others, Chair of finance checks over all payments to be made every month</p>

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F2026.15.04-9C	<p>3 - Yes - Corporate risk assessment reviewed twice in the year, health and safety company in place 4 - Yes - we complied 5 - Yes - Risk Register and internal controls policy reviewed twice, adequate insurance in place 6 - Yes - Finance committee reviewed internal controls policy twice, internal audit has been arranged 7 - Yes - points reviewed and addressed 8 - Yes - have considered but none applicable 9 - NA 10 - Yes - New IT policy in place from NALC template, Clerk has undergone assertion 10 training, we have gov.co.uk email addresses and website, website has undergone audit for compliance which it passed, data protection policy reviewed and in place, training for all councillors on 22.04.26 across IT policy contents, subject access and data breach policies in place</p> <p>CLlr Sue Harbord proposed to propose the internal audit to FC for may meeting CLlr Jon Prinn seconded Outcome: Carried</p> <p>C - Section 2 – Accounting Statements for 2024/25 (page 5) CLlr Raymond Pearce proposed to recommend accounting statement to full council CLlr Jon Prinn seconded Outcome: Carried</p>
F2026.15.04-10	<p>TO REVIEW the following policies and recommend to full council</p> <ul style="list-style-type: none"> - A -Financial Regulations - <i>Review May 27</i> - B - Standing orders - <i>Review May 27</i> - C - Health and safety Policy - <i>Review May 27</i> - D - Councillor induction pack - <i>Review May 27</i> - E - TOR for F&GP Committee - F - TOR for HR committee - G Reserves and investment Policy <p>Minutes: No changes to any of the documents apart from standing orders which has been updated to match currently wording of NALC template</p> <p>CLlr Sue Harbord proposed to recommend the following documents to full council for approval</p> <ul style="list-style-type: none"> - A -Financial Regulations - Review May 27 - B - Standing orders - Review May 27 - C - Health and safety Policy - Review May 27 - D - Councillor induction pack - Review May 27 - E - TOR for F&GP Committee - F - TOR for HR committee - G Reserves and investment Policy <p>CLlr Jon Prinn seconded Outcome: Carried</p>
F2026.15.04-11	<p>TO CONSIDER grant application</p>

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	<p style="text-align: center;">- Cornwall Heritage Trust - £500 for well dressing ceremony in May</p> <p>Minutes: Cllrs discussed - have awarded for the past few years</p> <p>Cllr Jon Prinn proposed to recommend to award grant for £500 to Cornwall Heritage trust for well dressing ceremony to full council</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
F2026.15.04-12	<p>TO CONSIDER proposal from a member of the public for a gate to be installed at the top end fence line of the allotments, between the allotments and The Orchard</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Delegated authority given from full council to make decision on allotment gate installation - A meeting of the management committee of the St Cleer Allotments Association was held and a unanimous decision was reached to oppose the provision of a gate in the new (to be installed) boundary deer fencing. - Cllrs discussed allotments views on the gate - Question raised about right of way from car park to allotments <p>Cllr Sue Harbord proposed to refer agenda item regarding gate installation at the allotments back to full council</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
F2026.15.04-13	<p>TO CONSIDER payment to be made ahead of Full Council Meeting 22.04.26 to Dan Billing for re-surfacing of the car park £23,650 + VAT</p> <p>Minutes: Rolled due to question about Financial Regulations - to go to full council</p>
F2026.15.04-14	Date of next meeting: 8th July 2026
F2026.15.04-15	<p>TO REVIEW Allotment EMR for 26/27</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Allotment water income and rent = £2418.47, Allotment water cost and maintenance = £731.39 - Difference of £1687.08 to be added to EMR - 26/27 EMR = £8024+ £1687.09 - new EMR to be £9711.09 <p>Cllr Sue Harbord proposed to update Allotment EMR figure to £9711.09 for 26/27</p> <p>Cllr Jon Prinn seconded</p> <p>Outcome: Carried</p>

Meeting closed at: 20.47

To be ratified by F&GP committee on: 08.07.26

Signed by:

Signed:

Date signed:

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*Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 12.03.25.
Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted*

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