

**St Cleer Parish Council**  
**Transparency Statement for the year 2025 - 2026**

In the civic 2025 -2026 year the following matters were raised with external official bodies

<b>Description</b>	<b>Assessment Date</b>	<b>Outcome</b>
Breach of code of conduct by Cllr Sargeant towards the Clerk	29.01.26	Code fo conduct breached, Cllr Sargeant to apologise to clerk - apology not received

In the civic year the following Risk Assessments were employed

<b>Title</b>	<b>Date</b>	<b>Review schedule</b>
(22) Corporate RA	25.03.26	Annually
Pavilion Fire RA	24.10.25	Annually
Public Toilet Fire RA	20.02.26	Annually
H&S Audit	21.02.25	NA
Rospa Safety Inspection report - Horizon Play park	23.04.25	Annually
Rospa Safety Inspection report - Pavilion playing field and goals	23.04.25	Annually
Rospa Safety Inspection report - Pavilion outdoor gym and MUGA	23.04.25	Annually
H&S Policy		Annually
Allotments FRA	20.02.26	Annually
Legionella	27.05.25	Annually
Planning visits	26.11.25	Annually
Pavilion FRA	24.10.25	Annually
Pregnancy Risk assessment	14.01.26	NA
Memorial Garden Hazard ID	25.3.26	Annually

In the civic year 2025/ 2026 the following policies were agreed at Parish

<b>Name</b>	<b>Date</b>	<b>Review date</b>
(9) Financial Regulations ( 6 month review conducted 24.09.25)	23.04.25 - adopted 14.05.25	May 2026
(16) Standing Orders	23.04.25 adopted 14.05.25	May 2026
(11) Human Resources Committee Terms of Reference	23.04.25 adopted 14.05.25	May 2026
(12) Finance and General Purposes Committee Terms of Reference	16.07.25	May 2026
(32) - Lone working Policy	23.04.25 adopted 14.05.25	23.04.27
(19) Social Media Policy	14.05.25	14.05.2027
(10) Code of Conduct 2021	14.05.25	14.05.26
(15) Complaints Policy	25.09.24 - adopted 14.05.25	25.09.2026
(27) - Freedom of Information and Publication scheme policy	22.01.25 - adopted 14.05.25	22.01.2027

(18) Press and Media Policy	23.10.24 - adopted 14.05.25	23.10.2026
(14) Disciplinary procedure policy	25.09.24 - adopted 14.05.25	25.09.2026
(36) - Employee Privacy Notice	26.03.25 adopted 14.05.25	26.03.2028
(46) Reserves and Investment Policy	28/5/2025	28/5/2026
(47) Managing Clerk Absence Policy	24/9/2025	24/9/2025
(33) Grant Application form and Policy	28/5/2025	28/5/2027
(24) Councillor induction pack	28/5/2025	28/5/2026
(48) Councillor Officer Protocol -	24/9/2025	24/9/2028
(49) Antbullying, Harassment and Grievance Policy	24/9/2025	24/9/2028
(35) General and Approved Contractor Policy, and Approved Contractor application form	24/9/2025	24/9/2028
(28) Internal Controls Policy (6 month update review conducted 24.09.25 and again 28.01.26)	28/01/26	28/01/26
(50) Pavillion Hire booking form and T&C	24/9/2025	24/9/2028
(25) Allotment Tenancy agreement and Management procedure	24/9/2025	21/3/2026
(17) Data Protection and data breach Policy	26/11/2025	26/11/2028
(30) - Policy for dealing with abusive, persistent and vexatious matters and assessment	26/11/2025	26/11/2028
(51) CCTV Management policy	26/11/2025	26/11/2028
(52) Training and Development Policy	26/11/2025	26/11/2028
(53) Planning visits policy and RA	26/11/2025	26/11/2026
(54) IT Policy	28/01/26	28/01/29
(55) Maternity policy	28/01/26	28/01/29
(56) Sickness absence Management policy & sickness form	25/03/26	25/03/29
(57) Bad Debt Policy	25/03/26	25/03/29

In the Civic year 2025 -2026 The HR Committee dealt with the following matters

Description	Date	Outcome
Maternity leave of Clerk	14.01.26	Maternity leave agreed
Employment of locum Clerk / RFO	14.01.26 - 11.03.26	Employment of temp Clerk/ RFO

In the Civic year 2025 -2026 The Finance and General Purposes Committee Audited as follows

Description	Finding
All Meetings Agenda advertised with at least 3 clear days' notice	Achieved
All Meetings Minutes published on website	Achieved
Regular audit of banking reconciliation	Achieved
Councillor Register of Interests	Achieved - awaiting James Emuss co-opted 25.03.25
Councillor Acceptance of office / Code of Conduct confirmation	Achieved - awaiting James Emuss code of conduct training - co-opted 25.03.25
Tenders	NA

In the Civic year 2025 -2026 the following contracts / subscriptions were entered into / ongoing / ended

Description	Date	Value
<b>Expenditure</b>		
CALC	23.04.25 - 1 year	£891.53 + VAT per year

NALC	23.04.25 - 1 year	£230.18+ VAT per year
SLCC	23.04.25 - 1 year	£190 total
SLA with Cleaning company - Liskerrett Cleaning solutions	01.11.2024 -( terminated from 28.04.25, ended 28.05.25)	£7548 per year (£17 per hour, up to 37 hours per month)
SLA with Cleaning company - Spick and Span	02.06.25 - 3 months 09.09.25 - 12 months	£20 per hour, 9 hours a week
Husband Landscaping - LMP 2025 - 2 x cuts in June 25	28.04.25 - 1 year only	£2000 + VAT per year
Clerk - Katie-Marie Goodwright	15.05.25 - contract ongoing	£19,660 per year
Biffa - recycling	01.10.2024 - monthly rolling	£288 + VAT per year (£24+ Vat per month)
Lloyds Bank Multipay	01.11.2024 - ongoing	£36 per year (£3 per month)
South West Hygiene – Sanitary waste collection	02.07.2025 - 01.07.2028	£110 + VAT per year (£27.50 per quarter)
Whyfield Accountants	23.12.2024 - on going	£240 + VAT per year (£20+VAT per month)
Adobe	16.08.2025 - 16.08.26	£181.10 per year
Pitch Care Guru - pitch cutting	Ongoing	£190 per grass cut at sports pitch
Husband Landscaping - pitch cutting	From June 25 - ongoing	£200 per grass cut at sports pitch
Facilities and Grounds contractor - David Miller	11.08.25 - 11.08.26	£4096 per year
Parish & Town Advisory Services ( previously Microshade	01.10.2025 - 01.10.206	£275 +VAT per year
BT Business Broadband to the Pavilion	ongoing - ends 27.01.2029	£681.24 + VAT per year (£56.77+ VAT per month)
Vision ICT - Web hosting	Nov 2025 - October 2026	Web hosting £190.75 + VAT per year
Vision ICT - Email hosting	July 2025 - June 2026	£180+ VAT per year
JLA - Fire Extinguisher Service Contract	Feb 2024 - 2025 ( ended)	£140+ VAT per year
EDF - Energy	03.09.25 - 03.09.26	£187 per month direct debit until Nov 25. After Nov 25 pay f 0.5p per day standing charge and 0.24p per unit rate approx £1070 a year
St Cleer Youth and Adult football club Grounds maintenance agreement	01.06.21 - 01.06.2031	NA
Gallagher Insurance Broker - building and contents	01.03.25 -ongoing	£3,498.15 + VAT per year
Cyber	01.03.25 - ongoing	£328+ VAT per year
South West Ambulance - Defib	28.11.2022 - 28.11.2026	NA
Microsoft	21.08.25 - 21.08.26	£49.99+ VAT per year
Cornwall council internal audit	2026 - 1 year only for financial year 24/25	£1230 + VAT
WT Consultancy	01.02.2025 - ongoing	£6,600+ VAT per year (£550+ Vat per month)
South West Councils	Feb 2026 - 31st March 2027	£612.50 + VAT per year
Duchy Defibs	March 2026 ongoing for defibs at Pavilion Market inn Crows Nest Common Moor	1 - Pavilion - (£205 +VAT) 2 - Crows nest - (£205+VAT) 3 - Common moor( £205+VAT) 4 - Market inn (£325+VAT)
<b>INCOME</b>		

Cornwall council Enhanced LMP	18.09.25	£12,406.00
Cornwall Council LMP	2025	£1827.52 per year
Cornwall Council CIL	Ongoing - ends 31.12.2026	NA
Adult Football Teams	SLA 2019 - 2031 - on going	£538.20 per year
Junior Football Teams	SLA 2019 - 2031 - on going	£897.00 per year
Pavilion hire - Art Club	Ongoing	£8.50 per hour

In the Civic Year 2025 -2026 Grants were awarded as follows:

Recipient	Amount	Date agreed at Parish
St Cleer Church	£1,000.00	25.09.25
Cleerway Community church	£702.00	22.10.25
St cleer General Cemetery	£500.00	22.10.25
The Arc Theatre	£250.00	22.10.25
Tregovenek	£1571	26.11.25
Royal British Legion	£50	24.09.25
Common Moor Village Hall	£3,200	28.01.26

In the Civic Year 2025 -2026 the following data breach matters were attended to

Description	Date	Finding
NA		

In the Civic Year 2025 -2026 the following Freedom of Information / subject access requests were made

Description	Date	Outcome
Information on car parks in the Parish	22.10.25	Responded in Full
Subject Access	13.02.25	Responded in Full
Subject Access Erasure request	14.12.25	Responded in Full - erased

#### Reflection of Councillor Election / appointments / vacancy

Note	Date	Councillors
Elected	May 2025	Jon Prinn
Elected	May 2025	Susan Harbord
Elected	May 2025	Suzanne Horsfield
Elected	May 2025	Chris Piper - Vacancy Feb 2026
Elected	May 2025	Raymond Pearce
Elected	May 2025	Clive Sargeant
Elected	May 2025	Louise Laybury
Elected	May 2025	Melvin Gymer
Co-opted	August 2025	Carol Ayres
Co-opted	March 2026	James Emuss
Election Due 2030		


**Current analysis as of 31.03.26: 7 Elected 2 Co-opted 4 Vacancies**

#### Reflection of Current Councillor positions

Name	Elected / Co-opted	Positions	Outside body representative	Bank Signatory	Contact
Jonathan Prinn	Elected	- Chair of Council - Chair of HR Committee		Unity - authoriser (account admin)	jprinn@stcleerparishcouncil.gov.uk

		- Member of Finance and General Purposes Committee		HSBC	
Sue Harbord	Elected	- Vice Chair of council - Member of HR Committee - Chair of Finance and General Purposes Committee	- CAP	Unity - Submitter and authoriser ( Account admin)  HSBC	sharbord@stcleerparishcouncil.gov.uk
Suzanne Horsfield	Elected		- CAP		shorsfield@stcleerparishcouncil.gov.uk
Raymond Pearce	Elected	- Member of Finance and General Purposes Committee - Vice chair of HR Committee	- CAP - District Commoners association	Unity - authoriser	rpearce@stcleerparishcouncil.gov.uk
Clive Sargeant	Elected			HSBC	csargeant@stcleerparishcouncil.gov.uk
Louise Laybury	Elected	- Member of HR Committee - Vice Chair of Finance and General Purposes Committee		Unity-authoriser	llybury@stcleerparishcouncil.gov.uk
Melvin Gymer	Elected				Mgymer@stcleerparishcouncil.gov.uk
Carol Ayres	Co-opted				cayres@stcleerparishcouncil.gov.uk
James Emuss	Co-opted				jemuss@stcleerparishcouncil.gov.uk
Katie-Marie Goodwright		- Clerk / RFO - Staff		Unity - inputter & internal transfers HSBC - read only, account management & internal transfers	clerk@stcleerparishcouncil.gov.uk
Anita James		- Temp clerk / RFO - Staff		Unity - inputter & internal transfers ( key contact)	

There were no referrals to the Police or others to Investigate Fraud; there were no internal investigations in relation to fraud.

	Clerk	Chair F&GP Committee	Chair of Council
Date	08.04.26 Katie-Marie Goodwright		
Signed			



**St Cleer Parish Council - Publication scheme  
2025-26**

<b>What we spend and how we spend it</b>	
Annual return form and report by auditor	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Finalised budget	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Precept	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Financial Standing Orders and Regulations	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Grants given and received	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
List of current contracts awarded and value of contract	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Members' allowances and expenses	The Chair is offered an allowance of £500 per annum to spend on projects and matters of their own choosing; No other allowances are paid and travel expenses to meetings outside of the Parish can be claimed, but rarely are.

<b>What our priorities are and how we are doing</b>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Quality status	· At Present we do not qualify Quality Parish Status
Local charters drawn up in accordance with DCLG guidelines	· St Cleer is a member of the Cornwall Association of Local Councils and as such is affiliated with the Member / Officer Protocol which is available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a> · St Cleer subscribes to SLCC

<b>How we make decisions</b>	
Timetable of meetings	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Agendas of meetings	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Minutes of meetings	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>

Reports presented to council meetings	<ul style="list-style-type: none"> <li>· Monthly and annual H&amp;S report for Horizon Play area / the Pavilion / Outdoor Gym / Skate park</li> <li>· Audit external and Internal</li> </ul>	<ul style="list-style-type: none"> <li>· Electrical Certificate</li> <li>· Legionella Report (bi-annually)</li> </ul>
Responses to consultation papers	<p>Responses are recorded in the minutes of the meeting they were discussed and these are available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a></p> <ul style="list-style-type: none"> <li>- Dec 24 Cornwall Council's Countywide 20mph Speed Limits - Phase 3 – Liskeard &amp; Looe - Infra23-213-LL - voted to support</li> <li>- Dec 24 - Cornwall Council's 2025 Off-Street Parking Places Amendment Order - voted to object</li> <li>- Feb 24 - Government "Strengthening the standards and conduct framework for local authorities in England consultation"</li> <li>- Aug 2025 - Cornwall Councils Public Spaces Protection Order, Review of existing dog bans on beaches consultation</li> <li>- Jan 2026 - Cornwall Council Off street parking 2026 consultation</li> <li>- Feb 2026 - Golitha Falls NNR Draynes Wood Public Consultation</li> </ul>	
Responses to planning applications	<p>Individual application responses are recorded in the minutes of the meeting they were discussed and these are available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a> The main portal is managed by Cornwall Council and can be found using this link: <a href="https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/">https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/</a></p>	
Bye-laws	St Cleer has asserted no bye laws	

Our policies and procedures	
Policies and procedures for the conduct of council business: Procedural standing orders	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Committee and sub-committee terms of reference	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Delegated authority in respect of officers	Any delegated authority can be found in committee terms of reference or the Financial regulations, all of which are available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Code of Conduct	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Policy statements	The Neighbourhood Development Plan was adopted in 2021 after a referendum
Policies and procedures for the provision of services and about the employment of staff:	
Internal instructions to staff and policies relating to the delivery of services	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Equality and diversity policy	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>

Health and safety policy	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Recruitment policies (including current vacancies)	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Policies and procedures for handling requests for information	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Information security policy	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Records management policies (records retention, destruction and archive)	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Data protection policies	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Schedule of charges (for the publication of information)	Should the Parish be asked to print information for a named individual it will charge 10p per page back and white and 15p colour; Postage will be charged at royal mail actual cost for service plus 10p for the envelope. Payment will be in advance and in discussion with the Clerk.

<b>Lists and Registers</b>	
Any publicly available register or list	The Parish holds no register
Assets register	Available at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>
Register of members' interests	This is published on the Cornwall Council Website <a href="https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/south-east-cornwall/">https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/south-east-cornwall/</a>
Register of gifts and hospitality	Minutes can be found using this link <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>

<b>The services we offer</b>	
Allotments	We offer allotments, application for a plot is limited to St Cleer residents and can be applied for by emailing the clerk at <a href="mailto:clerk@stcleerparishcouncil.gov.uk">clerk@stcleerparishcouncil.gov.uk</a> . Information on the allotments found at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a>

<p>Parks, playing fields and recreational facilities Community centres and village halls</p>	<p>We have facilities for hire listed at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a> . They can be booked by emailing the clerk at <a href="mailto:cler@stcleerparishcouncil.gov.uk">cler@stcleerparishcouncil.gov.uk</a>          Additionally Parish Operates:          · St Cleer Car Park and toilets * Horizon Play Ground          · Millennium Gardens * Playing Fields at St Cleer</p>		
<p>Benches</p>	<p>The Parish has a number of benches around the Parish sited at:</p> <ul style="list-style-type: none"> <li>· Darite Bus Shelter</li> <li>· Next to Darite bus shelter</li> <li>· Opposite Darite bus shelter</li> </ul>	<ul style="list-style-type: none"> <li>· WI Seat Churchtown</li> <li>· RBL seat Churchtown</li> <li>· Tremar Coombe</li> <li>· Trethevy Quoit</li> <li>· Commonmoor Bus shelter</li> </ul>	<ul style="list-style-type: none"> <li>· St Cleer Downs</li> <li>· Trethevy Close</li> <li>· Millennium Garden Suncrest Corner</li> </ul>
<p>Bus shelters</p>	<p>The Parish has a number of bus shelters around the Parish sited at:</p> <ul style="list-style-type: none"> <li>· Darite Bus Shelter</li> </ul>	<ul style="list-style-type: none"> <li>· WI Seat Churchtown</li> <li>· RBL seat Churchtown</li> <li>· Tremar Coombe</li> <li>· Commonmoor Bus shelter</li> <li>· Opposite Darite bus shelter</li> </ul>	<ul style="list-style-type: none"> <li>· Trethevy Quoit</li> <li>· St Cleer Downs</li> <li>· Trethevy Close</li> <li>· Suncrest Corner</li> <li>· Next to Darite bus shelter</li> </ul>
<p>Public conveniences and Car Parks</p>	<p>The Parish operates          · Car Park at Trethevy Quoit * Car Park at the Sports Pavilion * The Car Park and Public Conveniences at St Cleer</p>		
<p>Local Management Partnership</p>	<p>The Parish works in partnership with Cornwall Council to maintain footpaths. Information on footpaths can be found at <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a></p>		
<p>Services for which the council is entitled to recover a fee, together with those fees</p>	<p>The Parish charges a nominal rent for Allotment hire. In relation to the Pavilion charges can be found here: <a href="http://www.stcleerparishcouncil.gov.uk">www.stcleerparishcouncil.gov.uk</a></p>		