

St Cleer Parish Council Transparency Statement for the year 2024 - 2025

Finalised 01.04.25 by Clerk Katie-Marie Goodwright

Reviewed at Finance and General Purposes committee meeting 09.04.25

In the civic 2024 -2025 year the following matters were raised with external official bodies

Description	Assessment Date	Outcome
Referral to the Monitoring Officer	31.05.24	<p>CLlr Johnson - Due to the Subject Members action the following provisions of the Code were found to have been breached, 2.1, 2.3, 2.4, 2.5 and 2.10</p> <p>Sanction - The subject Member is to be censured and evidence of this is to be provided to the Monitoring Officer.</p>
Referral to the Monitoring Officer	22.05.24	CLlr Prinn - Rejected
Referral to the Monitoring Officer	17.05.24	CLlr Prinn - Rejected
Referral to the Monitoring Officer	17.06.24	CLlr Harbord - breach of code of conduct - censure at next meeting
Referral to the Monitoring Officer	05.07.24	CLlr Prinn - Rejected
Referral to the Monitoring Officer	16.07.24	CLlr Prinn - Breach of code of conduct, CLlr Prnn to take code of conduct training within 2 months
Referral to the Monitoring Officer	30.06.24	CLlr Prinn - not processed

In the civic year the following Risk Assessments were employed

Title	Date	Review schedule
(22) Corporate RA	27.11.24	F&GP - Annually
Pavilion Fire RA	21.10.24	Annually
Public Toilet Fire RA	28.02.25	
H&S Audit	21.10.24	Annually
Rospa Safety Inspection report - Horizon Play park	24.04.24	Annually
Rospa Safety Inspection report - Pavilion playing field and goals	24.04.24	Annually
Rospa Safety Inspection report - Pavilion outdoor gym and MUGA	24.04.24	Annually
Lone working policy	21.02.25	21.05.25
H&S Policy	19.03.25	Annually
Allotments FRA	19.03.25	Annually

In the civic year the following policies were agreed at Parish

Name	Date	Review date
(9) Financial Regulations	21.08.24	May 25
(10) Code of Conduct 2021	21.08.24	21.08.25
(11) Human Resources Committee Terms of Reference	21.08.24	May 25
(12) Finance and General Purposes Committee Terms of Reference	26.02.25	May 25
(13) Councillor allowance and expense policy	25.09.24	25.09.26
(14) Disciplinary procedure policy	25.09.24	25.09.26
(15) Complaints Policy	25.09.24	25.09.26
(16) Standing Orders	25.09.24	May 25
(17) Data Protection Policy	23.10.24	23.10.26

(18) Press and Media Policy	23.10.24	23.10.26
(19) Social Media Policy	23.10.24	23.10.26
(27) - Freedom of Information and Publication scheme policy	22.01.25	22.01.27
(28) - Internal Controls policy	22.01.25	22.01.26
(29) - Declaring Interests and Dispensations policy	22.01.25	22.01.27
(30) - Policy for dealing with abusive, persistent and vexatious matters	22.01.25	22.01.27
(31) - Transparency code Policy	22.01.25	22.01.27
(32) - Lone working Policy	22.01.25	22.04.25
(34) - Subject Access Policy	26.02.25	26.02.27
(36) - Employee Privacy Notice	26.03.25	26.03.28
(37) - Equal Opportunities Policy	26.03.25	26.03.28
(38) - HR Protocol	26.03.25	26.03.28

In the Civic year 2024 -2025 The HR Committee dealt with the following matters

Description	Date	Outcome
Employment of new Clerk	May 2024	New Clerk Employed
Clerk 6 month probation and salary review	January 2025	Recommendation made to full council

In the Civic year 2024 -2025 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
Councillor Acceptance of office / Code of Conduct confirmation	Not fully achieved
Tenders	NA

In the Civic year 2024 -2025 the following contracts / subscriptions were entered into / ongoing / ended

Description	Date	Value
Expenditure		
Rialtas - year end	ended 30.07.2024	£569+ VAT per year
Husband Landscaping - LMP 2024 - 2025 (2024 cuts carried out Feb 2025)	28.01.25 - 1 year on only	£2000 + VAT per year
SLA with H&S Company - Liskeard Property Management	(had been working previously no written contract) SLA signed 01.11.2024 - ended 22.11.2024	£960 per year (£20 per hour up to 4 hours per month)
SLA with Cleaning company - Liskerrett Cleaning solutions	(had been working previously no written contract SLA signed 01.11.2024 - for review 01.05.2025	£7548 per year (£17 per hour, up to 37 hours per month)
DPO - Microshade	01.10.2024 - 01.10.2025	£275 +VAT per year
Biffa - recycling	01.10.2024 - monthly rolling	£288 + VAT per year (£24+ Vat per month)
CheaperWaste – recycling	27.07.2024 - 21.05.2025	£420.72+ VAT per year (£35.06 per month)
Lloyds Bank Multipay	01.11.2024 - ongoing	£36 per year (£3 per month)
South West Hygiene – Sanitary waste collection	02.07.2024 - 01.07.2025	£155.28 + VAT per year (£38.82 per quarter)
Xero - accounting software	02.09.2024 - monthly rolling	£396 + VAT per year

		(£33 per month)
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 2024 - October 2025	Web hosting £175 + VAT per year
Vision ICT - Email hosting	June 2024 - July 2025	£280+ VAT per year
JLA - Fire Extinguisher Service Contract	Feb 2025 - 1 year	£140+ VAT Invoice not received
EDF - Energy	Ongoing - Monthly rolling	£187 per month direct debit
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 - 28.02.26	£3,449.70 + VAT per year
Cyber	01.03.25 - 28.02.26	£328+ VAT per year
South West Ambulance - Defib	28.11.2022 - 28.11.2026	NA
Whyfield Accountants	23.12.2024 - on going	£240 + VAT per year (£20+VAT per month)
Adobe	16.08.2024 - 16.08.2025	£130.74 + VAT per year
Microsoft	16.08.2024 - 16.08.2025	£49.99+ VAT per year
Cornwall council internal audit	2025 - 1 year only for financial year 24/25	£1170 + VAT
CALC	26.04.24 - 1 year	£849.08 + VAT per year
NALC	26.04.24 - 1 year	£213.35+ VAT per year
Clerk - Katie-Marie Goodwright	15.05.25 - 6 month probation approved 22.01.25, contract ongoing	£19,660 per year
WT Consultancy	01.02.2025 - ongoing	£6,600+ VAT per year (£550+ VAt per month)
Pitch Care Guru	Ongoing	£170, raised to £190 from April 25 per grass cut at sports pitch
INCOME		
Cornwall Council CIL	Ongoing - ends 31.12.2026	£1,1795.9
Cornwall Council LMP	09.12.2024 (for 24-25 financial year)	£1827.52 per year
Adult Football Teams	SLA 2019 - 2022 - ongoing	£517.50 per year
Junior Football Teams	SLA 2019 - 2022 - on going	£862.50 per year

In the Civic Year 2024 -2025 Grants were awarded as follows:

Recipient	Amount	Date agreed at Parish
Cleerway Community Church	£500	25.09.24
St Cleer Parish Church	£500	23.10.24
The Old Liberal Building	£2508	18.12.24
St Cleer General Cemetery	£500	18.12.24
Cornwall Heritage Trust	£400	26.02.25

In the Civic Year 2024 -2025 the following data breach matters were attended to

Description	Date	Finding
NA		

In the Civic Year 2024 -2025 the following Freedom of Information requests were made

Description	Date	Outcome
-------------	------	---------

Explanation of “no answers” for 22/23 AGAR	30.06.24	Request fulfilled - Document does not exist
Request for Co-option form	18.11.24	Request fulfilled - Document sent
Request for meeting recording	27.02.25	Request fulfilled - Weblink sent
Request for Council financial information	03.03.25	Request fulfilled - document sent
Request for copy of the minutes for the EXO meeting on the 18th May 2022	14.03.25	Request answered - document not held by the council

Reflection of Councillor Election / appointments / vacancy

Note	Date	Councillors
Co-option	July 2024	Chris Piper
Co-option	August 2024	Raymond Pearce
Co-option	August 2024	Clive Sargeant
Vacancy	August 2024	Kevin Johnson
Vacancy	August 2024	Nigel Emms
Vacancy	December 2024	Paula McFaul
Co-option	October 2024	Louise Laybury
Vacancy	January 2025	Becky Dupreez
Co-option	February 2025	Melvin Gymer
Election Due 2025		

Current analysis: **2 Elected** **8 Co-opted** **3 Vacancies**

Reflection of Current Councillor / staff positions

Name	Elected / Co-opted	Positions	Outside body representative	Bank Signatory	Contact
Jonathan Prinn	Co-opted	- Chair of Council - Chair of HR Committee - Member of Finance and General Purposes Committee		Unity HSBC	jprinn@stcleerparishcouncil.gov.uk
Sue Harbord	Co-opted	- Vice Chair of council - Member of HR Committee - Chair of Finance and General Purposes Committee		Unity HSBC	sharbord@stcleerparishcouncil.gov.uk
Ivor Morris	Elected			Unity HSBC	lmorris@stcleerparishcouncil.gov.uk
Suzanne Horsfield	Elected				shorsfield@stcleerparishcouncil.gov.uk
Raymond Pearce	Co-opted	- Member of Finance and General Purposes Committee		Unity	rpearce@stcleerparishcouncil.gov.uk
Clive Sargeant	Co-opted			HSBC	csargeant@stcleerparishcouncil.gov.uk
Chris Piper	Co-opted	- Vice Chair of Finance and General Purposes Committee	- CAP - District Commoners association		cpiper@stcleerparishcouncil.gov.uk

		- Member of HR Committee			
Brian Smith	Co-opted	- Vice chair of HR Committee - Member of Finance and General Purposes Committee	- Devon and Cornwall Police commission	Unity HSBC	bsmith@stcleerparishcouncil.gov.uk
Louise Laybury	Co-opted	- Member of HR Committee			llaybury@stcleerparishcouncil.gov.uk
Melvin Gymer	Co-opted				mggymer@stcleerparishcouncil.gov.uk
Katie-Marie Goodwright		- Clerk - Staff		Unity - Inputter HSBC - View only	clerk@stcleerparishcouncil.gov.uk

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

List of all works undertaken in the Pavilion

2024

- MUGGA - replaced basketball hoops and repaired goal posts
- Holes filled holes in car park
- Guttering repairs

February 2025

- Junior corridor door repair - gap between frame and wall, handle replaced
- Step installed outside of kitchen door
- Walkway alongside pitch at top end of car park and parth from outdoor gym to muga cleared and overgrown grass cut back
- Pitch side walkway - repairs to holes and rotten / loose boarding
- Walkway around front of pavilion cleared - BLOCKED DRAINS
- Weather bar on front door repaired
- replacement of guttering parts and end caps
- Hole repaired in pitchside walkway ceiling

March 2025

- Drains at the upfront of the Pavilion unblocked
- New concreted entrance to the Pavilion and new gate post installed

Estates work outside of the Pavilion

2024

- Roundabout repaired at Horizon play park
- New gate installed at Horizon play park
- Various notice board repairs
- Various strimming works

Other Works

- PAT testing - Pavilion items and Youth club
- Emergency light replacement
- Boiler servicing
- Repair to disabled toilet
- Fire extinguishers serviced at the Pavilion

**St Cleer Parish Council - Publication scheme
2024-25**

What we spend and how we spend it	
Annual return form and report by auditor	Available at www.stcleerparishcouncil.gov.uk
Finalised budget	Available at www.stcleerparishcouncil.gov.uk
Precept	Available at www.stcleerparishcouncil.gov.uk
Financial Standing Orders and Regulations	Available at www.stcleerparishcouncil.gov.uk
Grants given and received	Available at www.stcleerparishcouncil.gov.uk
List of current contracts awarded and value of contract	Available at www.stcleerparishcouncil.gov.uk
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.

What our priorities are and how we are doing	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available at www.stcleerparishcouncil.gov.uk
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 www.stcleerparishcouncil.gov.uk · St Cleer subscribes to SLCC

How we make decisions	
Timetable of meetings	Available at www.stcleerparishcouncil.gov.uk
Agendas of meetings	Available at www.stcleerparishcouncil.gov.uk
Minutes of meetings	Available at www.stcleerparishcouncil.gov.uk

Reports presented to council meetings	<ul style="list-style-type: none"> Monthly and annual H&S report for Horizon Play area / the Pavilion / Outdoor Gym / Skatepark Audit external and Internal 	<ul style="list-style-type: none"> Electrical Certificate Legionella Report (bi-annually)
Responses to consultation papers	Responses are recorded in the minutes of the meeting they were discussed and these are available at www.stcleerparishcouncil.gov.uk <ul style="list-style-type: none"> Dec 24 Cornwall Council's Countywide 20mph Speed Limits - Phase 3 – Liskeard & Looe - Infra23-213-LL - voted to support Dec 24 - Cornwall Council's 2025 Off-Street Parking Places Amendment Order - voted to object Feb 24 - Government "Strengthening the standards and conduct framework for local authorities in England consultation" 	
Responses to planning applications	Individual application responses are recorded in the minutes of the meeting they were discussed and these are available at www.stcleerparishcouncil.gov.uk The main portal is managed by Cornwall Council and can be found using this link: https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/	
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 www.stcleerparishcouncil.gov.uk
Committee and sub-committee terms of reference	Available at www.stcleerparishcouncil.gov.uk
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 www.stcleerparishcouncil.gov.uk
Code of Conduct	Available at www.stcleerparishcouncil.gov.uk
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 www.stcleerparishcouncil.gov.uk
Equality and diversity policy	Available at www.stcleerparishcouncil.gov.uk
Health and safety policy	Available at www.stcleerparishcouncil.gov.uk
Recruitment policies (including current vacancies)	Available at www.stcleerparishcouncil.gov.uk

Policies and procedures for handling requests for information	Available at www.stcleerparishcouncil.gov.uk
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available at www.stcleerparishcouncil.gov.uk
Information security policy	Available at www.stcleerparishcouncil.gov.uk
Records management policies (records retention, destruction and archive)	Available at www.stcleerparishcouncil.gov.uk
Data protection policies	Available at www.stcleerparishcouncil.gov.uk
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 black 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.

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

The services we offer	
Allotments	We offer allotments, application for a plot is limited to St Cleer residents and can be applied for by emailing the clerk at clerk@stcleerparishcouncil.gov.uk . Information on the allotments found at www.stcleerparishcouncil.gov.uk
Parks, playing fields and recreational facilities Community centres and village halls	We have facilities for hire listed at www.stcleerparishcouncil.gov.uk . They can be booked by emailing the clerk at cler@stcleerparishcouncil.gov.uk Additionally Parish Operates: <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> · St Cleer Car Park and toilets · Millennium Gardens </div> <div style="text-align: center;"> <ul style="list-style-type: none"> * * </div> <div> <ul style="list-style-type: none"> Horizon PlayGround Playing Fields at St Cleer </div> </div>

Benches	<p>The Parish has a number of benches around the Parish sited at:</p> <ul style="list-style-type: none"> · Darite Bus Shelter · Next to Darite bus shelter · Opposite Darite bus shelter 	<ul style="list-style-type: none"> · WI Seat Churchtown · RBL seat Churchtown · Tremar Coombe · Trethevy Quoit · Common moor Bus shelter 	<ul style="list-style-type: none"> · St Cleer Downs · Trethevy Close · Millennium Garden Suncrest Corner
Bus shelters	<p>The Parish has a number of bus shelters around the Parish sited at:</p> <ul style="list-style-type: none"> · Darite Bus Shelter 	<ul style="list-style-type: none"> · WI Seat Churchtown · RBL seat Churchtown · Tremar Coombe · Common moor Bus shelter · Opposite Darite bus shelter 	<ul style="list-style-type: none"> · Trethevy Quoit · St Cleer Downs · Trethevy Close · Suncrest Corner · Next to Darite bus shelter
Public conveniences and Car Parks	<p>The Parish operates</p> <ul style="list-style-type: none"> · Car Park at Trethevy Quoit <p style="text-align: center;">* Car Park at the Sports Pavilion *</p> <p style="text-align: right;">The Car Park and Public Conveniences at St Cleer</p>		
Local Management Partnership	<p>The Parish works in partnership with Cornwall Council to maintain footpaths. Information on footpaths can be found at www.stcleerparishcouncil.gov.uk</p>		
Services for which the council is entitled to recover a fee, together with those fees	<p>The Parish charges a nominal rent for Allotment hire. In relation to the Pavilion charges can be found here: www.stcleerparishcouncil.gov.uk</p>		

This document was reviewed and accepted at the F&GP committee meeting 09.04.25

	Clerk	Chair of Council	Chair of FGPC
Date	09.04.25		
Signed			