

ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Morris, Horsfield, Harbord, Smith, Piper, Pearce, Sargeant, Laybury and Gymer

Dear Members,

I hereby give you notice that a Finance and General Purposes committee Council Meeting of St Cleer Parish Council will be held on **9th April 2025 at 7pm** in **The Pavilion, Sports Field, St Cleer**.

All members of the committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours Sincerely,

Katie-Marie Goodwright – Clerk / RFO

Press and public are invited to attend the meeting. Members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk - clerk@stcleerparishcouncil.gov.uk

Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Reference	Item
1.	Persons Present/Apologies To note persons, present and receive apologies for absence.
2.	Receive any Declarations of Interest from Members/Dispensations <ul style="list-style-type: none">- Disclosable pecuniary interests- Non-registrable interests- Declarations of gifts- Applications for dispensations
3.	Allow up to 15 Minutes for members of the public to address the council
4.	To REVIEW and APPROVE previous F&GP meeting minutes 12.03.25
5.	To NOTE - transaction from 28.02.25 fo £739.50 ref “(PA) Jan / Feb cleaning 2502001 (REC)” was entered to Xero with the contact ‘Liskeard Property Management’ but has been corrected to be ‘Liskerrett Cleaning services’ - payment was made correctly at the time just miss entry in Xero
6.	To REVIEW and ACCEPT the terms of reference from Cornwall Council for internal audit
7.	To RECEIVE the year end financial reports, and RECOMMEND to full council for approval. To include; <ul style="list-style-type: none">- Budget report with explanations for any significant or unanticipated variances
8.	To COMPLETE / REVIEW answers to Annual Governance and Accountability Return 2024/25, to RECOMMEND to full council: <ul style="list-style-type: none">- 7a - Annual Internal Audit Report 2024/25 (page 3)- 7b - Section 1 – Annual Governance Statement 2024/25 (page 4)- 7c - Section 2 – Accounting Statements for 2024/25 (page 5)
9.	To REVIEW th9 - VAT e VAT return for 24-25 and RECOMMEND to full council for submission to HMRC
10.	To REVIEW and ACCEPT the Transparency Audit for 24 -25
11.	To REVIEW the following policies to RECOMMEND to Full Council, to be reviewed in 1 year <ul style="list-style-type: none">- 11a - Financial regulations 25-26 - <i>Updates of latest NALC recommendations in yellow 5.4, 5.7 and 5.11</i>- 11b - Standing orders - <i>1 update in yellow</i>- 11c - TOR for F&GP Committee - <i>1 update in yellow</i>- 11d - TOR for HR committee - <i>1 update in yellow</i>
12.	Date of next meeting: 31.05.25

Meeting called by: Chair Cllr Jon Prinn

Agenda Signed by: Katie-Marie Goodwright – Clerk / RFO

Date: 02.04.25

clerk@stcleerparishcouncil.gov.uk