

ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Horsfield, Harbord, 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 **Wednesday 21st May 2025 at 6pm 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.	Elections <ul style="list-style-type: none">a - To elect a Chair of the Committeeb - To elect a Vice-Chair of the Committee
3.	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
4.	Allow up to 15 Minutes for members of the public to address the council.
5.	TO REVIEW AND APPROVE previous F&GP meeting minutes 09.04.25
6.	TO REVIEW the Internal Audit Report
7.	TO REVIEW BDO Audit Docs AND RECOMMEND to full council to include: <ul style="list-style-type: none">- Matters raised on 23/24 audit- Bank reconciliation- Explanation of significant variances
8.	TO REVIEW AND RECOMMEND the following policies to full council <ul style="list-style-type: none">a - Reserves and Investment Policy - <i>to be reviewed in 1 year</i>b - Managing Clerk Absence Policy- <i>to be reviewed in 3 years</i>c - Grant Application form and Policy- <i>to be reviewed in 3 years</i>d - Councillor induction pack- <i>to be reviewed in 1 year</i>
9.	TO Review list of current, previous, and new regular maintenance tasks around the Parish <ul style="list-style-type: none">a - Council to consider if they would like to add any tasks to the listb - Council to consider if they would like to reinstate any of the previously contracted new - tasksc - Council to discuss how they would like to manage the regular maintenance tasks they would like to undertake moving forward i.e employment, one or various contractors for clerk to review and present and next meeting
10.	Date of next meeting:

Meeting called by: Chair Cllr Jon Prinn

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

Date: 15.05.25

clerk@stcleerparishcouncil.gov.uk