

ST CLEER PARISH COUNCIL

Minutes of the (EXO) Finance and General Purpose meeting of the Parish Council held on 12.03.25 at 7pm at The Sports Pavilion, Sports Field, St Cleer

Minutes drafted by Clerk Katie-Marie Goodwright 17.05.25 *MA 09.04.25* *gnt*

Agenda points are in black and minutes are in blue

Reference	Item
F2025.03.13.1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence. Minutes: Present - Clerk Katie-Marie Goodwright, Cllr's Prinn, Harbord, Pearce, Piper Apologies - Cllr Smith</p>
F2025.03.13.2	<p>Receive any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations Minutes: None declared</p>
F2025.03.13.3	<p>Matters arising from previous minutes - all policies updated and added to website Minutes: As above</p>
F2025.03.13.4	<p>Review and accept previous F&GP committee meeting minutes (Jan & Feb) Minutes: <u>Cllr Prinn proposed to accept January and February's F&GP minutes. Seconded by Cllr Piper</u> <u>CARRIED</u></p>
F2025.03.13.5	<p>Review the Transparency audit for 24-25 and complete Minutes: Members worked through the whole document, discussed items in yellow, and added information. <u>Cllr Harbord proposed to present the transparency audit 24-25 with updates agreed by the committee to full council for approval. Seconded by Cllr Prinn</u> <u>CARRIED</u></p>

ST CLEER PARISH COUNCIL

Reference	Item
F2025.03.13.6	<p>Internal Control Checks Report and Review policy</p> <ul style="list-style-type: none"> - a - Internal Controls policy were last reviewed reviewed Jan 25 <p>Minutes:</p> <p>a - This was reviewed 22.01.25 and requires no further review for this year</p> <ul style="list-style-type: none"> - b - Carry out Annual review as per Internal Controls Policy - c - Review the effectiveness of its system of internal control <p>Minutes:</p> <p>b & c - All requirements of the internal controls policy were reviewed and audited as per supporting document 'internal control log 24/25'. Clerk to add dates / minute reference that payments over £500 were approved on the payment schedule. Members noted the effectiveness of its system of internal controls on the document, and were very pleased with how the internal review has gone.</p> <p><u>Cllr Prinn proposed that the internal control log 24-25 is accepted by the committee. Seconded by Cllr Pearce. CARRIED</u></p>
F2025.03.13.7	<p>Review revised Approved Contractor Form to recommend to full council (changes in yellow)</p> <ul style="list-style-type: none"> - review in 2 years <p>Minutes:</p> <p>Members reviewed the form and had no notes / additions / omissions to suggest.</p> <p><u>Cllr Prinn proposed to present the approved contractor form to full council for approval - to review in 3 years. Seconded by Cllr Piper CARRIED</u></p>
F2025.03.13.8	<p>Review revised Employee Data Privacy notice to recommend to full council (changes in yellow)</p> <ul style="list-style-type: none"> - review in 2 years <p>Minutes:</p> <p>Members reviewed the form and had no notes / additions / omissions to suggest.</p> <p><u>Cllr Prinn proposed to present the Employee Data Privacy notice to full council for approval - to review in 3 years. Seconded by Cllr Pearce. CARRIED</u></p>
F2025.03.13.9	<p>Review revised Equal Opportunities Policy to recommend to full council (changes in yellow)</p> <ul style="list-style-type: none"> - review in 2 years <p>Minutes:</p> <p>Members reviewed the form and had no notes / additions / omissions to suggest.</p> <p><u>Cllr Prinn proposed to present the Equal Opportunities Policy to full council for approval. to review in 3 years Seconded by Cllr Piper CARRIED</u></p>

gnt

ST CLEER PARISH COUNCIL

Reference	Item
F2025.03.13.1 0	<p>Review revised HR Protocol Policy to recommend to full council (changes in yellow)</p> <ul style="list-style-type: none">- review in 2 years <p>Minutes: Members reviewed the form and had no notes / additions / omissions to suggest.</p> <p><u>Cllr Pearce proposed to present the HR Protocol Policy to full council for approval - to review in 3 years. Seconded by Cllr Prinn</u> <u>CARRIED</u></p>
F2025.03.13.1 1	Date of next meeting: 9th April

Meeting closed - 20.22

To be ratified by finance and general purposes committee on: 09.04.25

Signed by: Sue Harbord

Signed:

Date signed: 09.04.25

Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 17.03.25. Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted

