

ST CLEER PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting of St Cleer Parish Council held on Wednesday 10th September 2025, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 10.09.25

Agenda points are in black and minutes are in blue

Minute e Ref	Item
2025.09.10 - 1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright Cllrs Sue Harbord ▾ Lou Laybury ▾ Raymond Pearce ▾ Apologies received - Cllr Jon Prinn</p>
2025.09.10 - 2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations <p>Minutes: Dispensation from Cllr Harbord received in relation to items 5 and 8 due to being the treasurer of Cleerway community church, the youth club, st cleer memorial hall and open doors. As chair of meeting she must stay in the room to preside over the meeting, but will not take part in the discussion or vote</p> <p>Cllr Lou Laybury ▾ proposed to accept Cllr Harbord's application for dispensation in relation to items 5 and 8 to remain in the room for quoracy but not participate in the discussion or vote Cllr Raymond Pearce ▾ seconded</p> <p>Cllr Laybury declared a possible interest in item 7 - General and Approved Contractor Policy, and Approved Contractor application form - to be confirmed if an interest arises during the discussion</p>
2025.09.10 - 3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: No public present</p>

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2025.09.10 - 4	<p>TO REVIEW AND APPROVE previous F&GP meeting minutes from 02.07.25</p> <p>Minutes:</p> <p>Cllr Sue Harbord ▾ proposed to accept the previous F&GP minutes from 02.07.25 as accurate and correct</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.09.10 - 5	<p>To REVIEW 2024-2025 hire rates and make suggestions for 2026 / 2027 rates in preparation for budget setting. To be recommended to full council</p> <p>Minutes:</p> <p>Councillors discussed rates at length, line by line keeping some rates the same, increasing some rates, and removing the option for 'commercial' hire for the MUGA. Percentage increases agreed for Clerk to create draft 26/27 rates to present the council at the next full council meeting</p> <p>Cllr Raymond Pearce ▾ proposed to recommended discussed 26/27 hire rates and recommend to full council for approval</p> <p>Cllr Lou Laybury ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.09.10 - 6	<p>To receive, review and discuss August 2025 budget monitoring report, and make notes for budget setting 2025-2026. (<i>Budget proposal to be presented at October finance meeting</i>)</p> <p>Minutes:</p> <p>The clerk represented the budget monitoring report and ran through all blue bold variances that were under or over 15% for the total predicted end of year expenditure / income against the budget. Discussed how the clerk would create 1st draft budget for 26/27 using figures from 24/25, and feedback from councillors which has been requested by email, to be presented at October F&GP meeting</p> <p>Cllr Raymond Pearce ▾ proposed to accept the August budget monitoring report and recommend to full council for approval</p> <p>Cllr Lou Laybury ▾ seconded</p> <p>Outcome: Carried ▾</p>

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<p>2025.09.10 - 7</p>	<p>TO REVIEW Grant applications to recommend to full council</p> <ul style="list-style-type: none"> - St Cleer Church - £1000 - Grass cutting - Cleerway Church - £500 - Toddler Group Rent <p>Minutes: Councillors discussed applications in detail</p> <p>A - Cllr Lou Laybury proposed to recommend to full council to accept the grant application from St Cleer Church for £1000 for grass cutting Cllr Raymond Pearce seconded Outcome: Carried</p> <p>B - Cllr Raymond Pearce proposed to go back to Cleerway church to ask them to review their grant application and resubmit to apply for full funds required Cllr Lou Laybury seconded Outcome: Carried (Cllr Harbord abstained)</p>
<p>2025.09.10 - 8</p>	<p>TO REVIEW the following policies and recommend to Full Council</p> <ul style="list-style-type: none"> - Councillor Officer Protocol - <i>to review in 3 years</i> - Antibullying and Grience policy (combined) - <i>to review in 3 years</i> - General and Approved Contractor Policy, and Approved Contractor application form - <i>review in 3 years</i>) - Internal Controls Policy (6 month update review) - <i>review in 1 year</i> - Pavillion Hire booking form and T&C - <i>review in 3 years</i> - Allotment tenancy agreement and management procedure - <i>review in 3 years</i> - Clerk Absence Policy - <i>review in 3 years</i> - Financial Regulations - <i>review in 1 year</i> - Internal Controls Policy - <i>review in 1 year</i> <p>Minutes: Typo in agenda - Internal controls policy listed twice</p> <ul style="list-style-type: none"> - A - Councillor Officer Protocol - to review in 3 years <ul style="list-style-type: none"> - Taken from recent CALC / NALC template - no changes made - No changes suggested by councillors - B - Antibullying and Grievance policy (combined) - to review in 3 years <ul style="list-style-type: none"> - New template taken from NALC in March - no changes made - Only change was to remove Risk Assessment reference - C - General and Approved Contractor Policy, and Approved Contractor application form - review in 3 years) <ul style="list-style-type: none"> - New policy

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	<ul style="list-style-type: none"> - No changes suggested by councillors - D - Internal Controls Policy (6 month update review) - review in 1 year <ul style="list-style-type: none"> - 6 month review - no changes made / requested - E - Pavillion Hire booking form and T&C - review in 3 years <ul style="list-style-type: none"> - New Policy - No changes suggested by councillors - F - Allotment tenancy agreement and management procedure - review in 3 years <ul style="list-style-type: none"> - Updates in yellow <ul style="list-style-type: none"> - discussed all yellow updates, some amendments made in relation to vacating tenants - Allotment association notes provided to the clerk discussed with the councillors regarding an eviction needing to go to full council - G - Clerk Absence Policy - review in 3 years <ul style="list-style-type: none"> - Updates in Yellow <ul style="list-style-type: none"> - Discussed all yellow updates - no changes requested - H - Financial Regulations - review in 1 year <ul style="list-style-type: none"> - 6 month review - - No changes suggested by councillors <p>Cllr Sue Harbord proposed to accept the following policies with any amendments discussed, and recommend to full council for approval</p> <ul style="list-style-type: none"> - Councillor Officer Protocol - <i>to review in 3 years</i> - Antibullying and Grience policy (combined) - <i>to review in 3 years</i> - General and Approved Contractor Policy, and Approved Contractor application form - <i>review in 3 years)</i> - Internal Controls Policy (6 month update review) - <i>review in 1 year</i> - Pavillion Hire booking form and T&C - <i>review in 3 years</i> - Allotment tenancy agreement and management procedure - <i>review in 3 years</i> - Clerk Absence Policy - <i>review in 3 years</i> - Financial Regulations - <i>review in 1 year</i> - Internal Controls Policy - <i>review in 1 year</i> <p>Seconded by Cllr Raymond Pearce</p> <p>Outcome: Carried</p>
2025.09.10 - 9	Date of next meeting: 08.10.25

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Meeting closed at: 21.23

To be ratified by Finance and general purpose committee on: 08.10.25

Signed by:

Signed:

Date signed:

*Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 12.03.25.
Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted*