

ST CLEER PARISH COUNCIL

DRAFT Minutes of the Finance and General Purposes Committee meeting of St Cleer Parish Council held on 11.03.26 at 19:35 at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 16.03.26

Agenda points are in black and minutes are in blue

2026.03.1 1-1	1.	<p>Persons Present/Apologies To note persons, present and receive apologies for absence. Clrs Jon Prinn ▾ Sue Harbord ▾ Raymond Pearce ▾ Apologies received - Cllr Laybury Cllr Horsfield present</p>
2026.03.1 1-2	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>
2026.03.1 1-3	3.	<p>Allow up to 15 Minutes for members of the public to address the council. Minutes: NA</p>
2026.03.1 1-4	4.	<p>TO REVIEW AND APPROVE previous F&GP meeting minutes from 14.01.26 Minutes: Cllr Raymond Pearce ▾ proposed to accept the minutes of the last Finance meeting held on 14.01.26 as accurate and correct Cllr Jon Prinn ▾ seconded Outcome: Carried ▾</p>
2026.03.1 1-5	5.	<p>Planning - TO RESOLVE to comment ‘to support’ ‘to object’ or ‘to make no comment’ on the on the applications below on the Cornwall Council planning portal: and any other planning applications received before 12pm on 11.03.26 that require a decision before full council meeting 25.03.26 Minutes: No applications to review</p>
2026.03.1 1-6	6.	<p>TO REVIEW hire rate for 26/27 for allotments and RECOMMEND to Full Council Minutes: - The clerk noticed a typo when reviewing allotment hire rates document 25 / 26. The hire rates for a 1200 sqft plot was charged at £45.50 (correct cost) but written in the hire rates as £35.50 (typo). For 26/27, the agreed hire rate was £36 due to this typo, but if the 2% increase was applied to the</p>

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		<p>correct value of £45.50, to the nearest £1 of 50p, - it should be £46.50 - need to update 1200sqft cost to £46.50</p> <p>Cllr Sue Harbord proposed to update the 26/27 hire rates for 1200spft allotment plots from £36 to £46.50 due to a typo, and recommend to full council</p> <p>Cllr Jon Prinn seconded</p> <p>Outcome: Carried</p>
2026.03.1 1-7	7.	<p>TO RECEIVE the updated Asset Register, make any comments / amendments, and RECOMMEND to full council for approval</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Clerk outlines few small changes, all inline with current insurances values <p>Cllr Sue Harbord proposed to accept the asset register for 26/27, and recommend to full council</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2026.03.1 1-8	8.	<p>TO REVIEW updated Corporate Risk Assessment, make any changes, and RECOMMEND to full council</p> <p>Minutes:</p> <p>Councillors reviewed update to Corporate risk assessment and made additional updates to 17 and 18</p> <p>Cllr Sue Harbord proposed to accept the corporate Risk Assessment for 26/27, and recommend to full council</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2026.03.1 1-9	9.	<p>TO REVIEW EMR's, and make any recommendations to full council</p> <p>Minutes:</p> <ul style="list-style-type: none"> - spend only across 3 EMRS - nothing to note - Cill money - first portion £8053.94 needs to be used by Oct 2027 - idea is to put that towards skate park
2026.03.1 1-10	10.	<p>To REVIEW and ACCEPT the terms of reference from Cornwall Council for internal audit</p> <p>Minutes:</p> <p>Cllr Sue Harbord proposed to accept the terms of reference from Cornwall council for internal Audit to be carried out in April 2026 for the financial year 24/25</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>

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2026.03.1 1-11	11.	<p>TO REVIEW the following policies and recommend to full council</p> <ul style="list-style-type: none"> - Bad Debt policy - <i>review in 3 years</i> - Managing Clerk Absence Policy, & Sickness Absence form - <i>Review in 3 years</i> - F&GP Committee TOR - <i>Review again May 27</i> - HR Committee TOR - <i>Review again May 27</i> - Reserves and investment policy - <i>Review again May 27</i> <p>Minutes:</p> <ul style="list-style-type: none"> - Bad Debt policy - <i>review in 3 years</i> - this is a new policy - Cllr Harbord outlined the policy details - Managing Clerk Absence Policy, & Sickness Absence form - <i>Review in 3 years</i> - this is a new policy and form from taken from SW Councils - F&GP Committee TOR - <i>Review again May 27</i> - Update approved payments section - added duchy defibs - HR Committee TOR - <i>Review again May 27</i> - No changes - Reserves and investment policy - <i>Review again May 27</i> - No changes <p>Cllr Raymond Pearce proposed to recommend the following policies to full council for approval</p> <ul style="list-style-type: none"> - Bad Debt policy - <i>review in 3 years</i> - Managing Clerk Absence Policy, & Sickness Absence form - <i>Review in 3 years</i> - F&GP Committee TOR - <i>Review again May 27</i> - HR Committee TOR - <i>Review again May 27</i> - Reserves and investment policy - <i>Review again May 27</i> <p>Cllr Jon Prinn seconded</p> <p>Outcome: Carried</p>
2026.03.1 1-12	12.	Date of next meeting: 15.04.2026
2026.03.1 1-13	13.	<p>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*</p> <p>Minutes:</p> <p>Not required due to discussion on next item not needed</p>
2026.03.1 1-14	14.	<p>TO DISCUSS quote from Whyfield for book keeping and report creation during temp clerk / RFO placement, and discuss if needed, and make any recommendations to full council</p> <p>Minutes:</p> <p>Discussed that the quote was not needed due to the proposed temp clerk / RFO being adequately qualified. No discussion / motion required</p>

Meeting closed at: 20.03

To be ratified by Finance and general purposes committee on: 15.04.26

Signed by:

ST CLEER PARISH COUNCIL

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*

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