

Millennium House, Century Square,
Princess Road, Pensilva, Liskeard,
Cornwall, PL14 5NF.

Telephone: 01579 363096

Fax: 01579 362102

Email: stiveparish@btconnect.com

**St Ive
Parish
Council**



**Minutes of the Meeting of St Ive Parish Council Finance and Administration
Committee held at Millennium House, Pensilva on Tuesday 5th November 2013
commencing 7.30pm**

Present: Chairman Cllr. McWilliam
Cllrs. Bennison, Neal, Dipper. Corney, Moss, Mutton

Clerk: Mrs A Fisher

The Chairman declared the meeting open at 7.30pm

46. Apologies – Cllrs Long, Olver and Carter

47. Councillors' Declarations of Interest – none declared

48. Minutes of the previous meeting –Proposed by Cllr Dipper and seconded by Cllr Bennison that the minutes be signed as an accurate reflection of the meeting. Five in agreement and two abstentions (not present at the previous meeting).

49. Matters Arising from the Minutes

Item 42 – Cllr Dipper to speak to Nick Horler to get sponsorship for the Parish Pump.

Parks and Open Spaces and Personnel meetings – Clerk to ascertain if these meetings were moved to an evening would more Councilors attend. **Action: Clerk**

Finance Clerk vacancy –

Clerk read Sara Rock's letter giving notice.

Cllr McWilliam proposed an exit interview be conducted by two Councilors, Cllrs Moss and Mutton.

Action: Clerk to write to Sara Rock expressing the Council's loss at her leaving, disappointment at the tone of the letter and arranging an exit interview.

Cllr Dipper suggested that the role of Finance Clerk and RFO could be combined, however the RFO position would then not be of an overview.

Cllr Bennison expressed his opinion that it was better for the Clerk and RFO role to be combined and that it would be easier to fill a data input role of Finance Clerk.

Cllr McWilliam advised that a higher rate would have to be offered to recruit the RFO position.

Cllr Bennison said that as a temporary fix we may need to approach an agency for a week's overlap with Sara Rock.

50. Business

50.1 Budget – Cllr McWilliam apologised that the draft budget for Millennium House for 2014/2015 had not been emailed to Councillors. After discussion it was agreed that the allocation of overheads schedule should be reviewed. The Millennium House budget needs to be separated from that of the Parish for the performance management of the General Manager. Cllr Bennison remarked that a break-even point for Millennium House must be the goal. The PV panels should be ring fenced and appear on the Parish Council Profit and Loss.

It was agreed that the MH overheads allocation to the parish council Budget should be the main topic for the next Finance meeting.

The Clerk had been advised by Cornwall Council that the deadline for submitting the precept was 31st December 2013, they assume the grant will be paid in 2014/2015 but are unable to confirm until after the County Council meet on 26th November to approve the budget.

Cllr McWilliam asked each Councillor in turn their view of what the precept should be. It was agreed to recommend to the Parish Council the precept request be between £50,000 and £52,000 with expenditure limited to £46,000 and the balance be used to top up reserves.

50.2 Cost reduction

a) Utility services – Cllr Bennison is in the process of obtaining 3 quotes for PV panels. He suggested that all 3 companies be invited to give the Parish Council a presentation.

B) Millennium House car park – Cllr Dipper gave an update on the estimate from Cormac:

- Drainage £10,000
- Surfaces £25,000
- White line marking £300

He suggested that the parking would not be resurfaced; he would use the specifications from Cormac to obtain 2 other tenders.

50.3 All Being Well – the Clerk had advise Cllr McWilliam that the gym are in the same position as last year, to date they are three months in arrears with their rent. Cllr McWilliam said support of the gym must be balanced against community interest, but for how long does the Parish support them?

Action: Clerk to invite Joe Bicarregui to the next Parish Council meeting.

51. Date of next meeting – 26th November 2013

The meeting closed at 10.25pm.

Minutes taken by:
Angela Fisher
St Ive Parish Clerk
5th November 2013

Signed:
(The Chairman - Cllr. S McWilliam)

Dated: