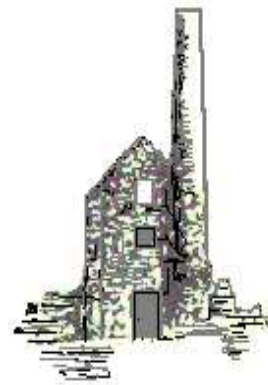


St. Ive Parish Council

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Minutes of St Ive Parish Council Finance and Administration meeting held at Millennium House, Pensilva on Tuesday 17th December 2013 at 7.30pm.

Present Chair: Chairman Cllr. S McWilliam

Councillors: Cllrs R Bennison, M Corney, P Dipper, A Neal

Officers: Parish Clerk – Mrs A Fisher

The Chairman declared the meeting open at 7.30pm.

60. Apologies – Cllrs Moss and Carter

61. Councillors' Declarations of Interest – none declared

62. Minutes of the previous meeting – unanimous agreement to sign the Minutes as a true reflection of the meeting.

63. Matters Arising from the Minutes

Interviews for Finance Clerk vacancy – taking place on 19th and 20th December, Cllrs Dipper and Corney on the interview panel. Cllr Neal unable to attend on the 19th. After discussion it was proposed by Cllr Bennison that the Clerk be the third person on the panel, seconded by Cllr Dipper, unanimous decision.

56.3 General Manager, performance review criteria – no progress on this. Cllr Bennison proposed the General Manager should produce a monthly for this meeting, no more than an A4 sheet, seconded by Cllr Neal, unanimous decision.

64. Business

- 64.1 Budget** – from the lengthy discussion which followed it was agreed
- a) **The Clerk contact the transport officer to ask for a bus stop opposite Glen Park**
 - b) **Photocopier issues** – ask Martin Green to log all problems with the copier, we will be in a stronger position when meeting with Crown Copiers to prove the machine is not fit for purpose.
 - c) **Car park** – the broken trays must be removed, Cllr Dipper to contact Colin Brittain for assistance.

- 64.2 General Manager, performance review criteria** – as agreed under point 63. monthly report to FAC to include the following:
- Sales against budget

- Profit against budget
 - Income against budget
- Bullet point the following:
- Marketing opportunities
 - Plans to drive the business forward

Recommendation to the Parish Council how this will go forward utilising Cllrs Olver and Mutton.

Cllr Neal expressed concern in respect of risk management for the business; Cllr Dipper requested he put this into writing to create an overall package for performance review. Cllr Bennison suggested Cllrs Dipper and McWilliam be involved.

65. Monthly Financial Reports

65.1 November 2013 accounts – Cllr Neal expressed concern that the bar income is down. The overheads have gone down but income is down more. Cllr Bennison remarked that the figures for the end of January 2015 would give a clearer picture.

66. Any other urgent business

66.1 Printing of Parish Pump –volunteers needed for printing Parish Pump (4 days). Discussed at item 64.1.

67. Date of next meeting – 28th January 2014

The Chairman closed the meeting at 9.25pm

Minutes taken by:

Angela Fisher

Clerk to St Ive Parish Council

17th December 2013

Signed:
(The Chairman - Cllr. S McWilliam)

Dated: