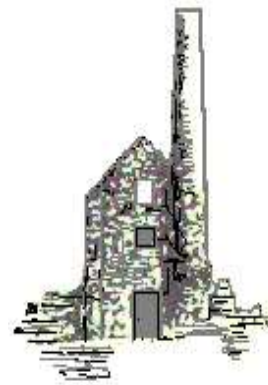


# **St. Ive Parish Council**

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## **Minutes of St Ive Parish Council Finance and Administration meeting held at Millennium House, Pensilva on Tuesday 28<sup>th</sup> January 2014 at 7.30pm.**

**Present Chair:** Chairman Cllr. S McWilliam

**Councillors:** Cllrs R Bennison, M Corney, P Dipper, A Moss, K Mutton

**Officers:** Parish Clerk – Mrs A Fisher

The Chairman declared the meeting open at 8.03pm.

**67. Apologies** – Cllrs Neal and Carter

**68. Councillors' Declarations of Interest** – none declared

**69. Minutes of the previous meeting** – five Councillors agreed the Minutes be signed as a true reflection of the meeting, Cllr Mutton abstained as he was absent from that meeting.

**70. Matters Arising from the Minutes** – none.

### **71. Business**

**71.1 Parish Pump** – off set payment against room rent for All Being Well. It was proposed that Mr Bicarregui run the Parish Pump for a few months and the appendix 2 be revisited at the May 2014 meeting of the Parish Council. Mr Bicarregui to email the revised service agreement to the Clerk to email to all Councillors for discussion at the February Parish Council meeting.

The copier had been repaired Tuesday afternoon and was working when the Clerk left. However, when Mr Bicarregui came into the office it had broken down again. As a gesture of goodwill the engineer offered to have 460 copies printed (for Ivor Hoare) and bring them into Millennium House when he returned to repair the copier. Cllr Moss had received contact for printers and is chasing tenders for the printing of the Parish Pump.

Cllr Dipper suggested that we invoice for lost time at minimum wage.

**71.2 Football club** – use of the old bus shelters as dugouts. After discussion it was proposed by Cllr Bennison this be recommended to the Parish Council, seconded by Cllr Moss, unanimous agreement.

**71.3 Solar panels** - application with Cornwall Association of Local Councils, Clerk to ascertain progress.

**Action: Clerk to check progress.**

Cllr McWilliam expressed concern that the energy performance may not meet the required standard. Cllr Dipper recommended applying for an Energy Performance Certificate at a cost of £350. Detailed drawings will be required – copies needed from the office. Agreed not to proceed until loan confirmed.  
Proposed by Cllr McWilliam, seconded by Cllr Dipper, unanimous decision.

**71.4 Finance Clerk** – John Body has been appointed. It was agreed the Clerk use her authority to purchase a CD training programme for SAGE 50 Accounts. Recommendation to Parish Council that the Council pay the subscription to Chartered Institute of Public Financial Accountants. Since December 2013 Ms S Rock had been working one day a week, a backlog is building up. Recommend that Mr Body be authorised to work additional hours to settle in to the position and catch up on outstanding work.  
Proposed by Cllr McWilliam, seconded by Cllr Bennison, unanimous decision.

**71.5 Standing Orders** – recommend to the Parish Council change to item 1. Meetings of the Council shall be held alternatively at Pensilva Ward and St Ive Ward at 19.30 unless the Council otherwise decides at a previous meeting.

## **72. Monthly Financial Reports**

**72.1 December 2014 accounts** - Cllr Bennison expressed concern that the bar income is down. He asked the Clerk to check how Parish Council losses would impact as a liability on Councils as individuals. He would like a closed session to be held at some point to discuss this further.

Cllr McWilliam suggested that care be taken in approaching the Audit Commission in case costs are incurred.

## **73. Any other urgent business – Internal Audit report from Anderson Accounts.**

“Conclusion is satisfactory and that in accordance with the risk assessment for the Council the risk is low”.

Cllr Corney suggested an amendment to Financial Regulations item 9.9 to reflect that in practise the cash is counted by one person.

Cllr Corney recommended the CCTV in Millennium House be reviewed.

The General Manager’s performance review and internal audit by Councillors are put on the Parish Council Agenda.

**74. Date of next meeting** – 25<sup>th</sup> February 2014

**The Chairman closed the meeting at 9.47pm**

Minutes taken by:

*Angela Fisher*

Clerk to St Ive Parish Council

28<sup>th</sup> January 2014

Signed: .....  
(The Chairman - Cllr. S McWilliam)

Dated: .....