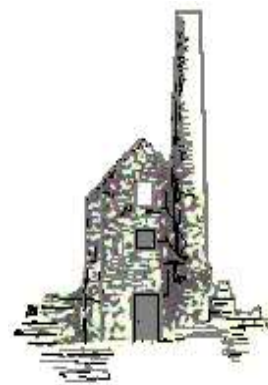


St. Ive Parish Council

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Minutes of St Ive Parish Council Finance and Administration meeting held at Millennium House, Pensilva on Tuesday 22nd April 2014 at 7.30pm.

Present Chair: Chairman Cllr. S McWilliam

Councillors: Cllrs P Dipper, M Corney, A Neal

Officer: Parish Clerk – Mrs A Fisher

Members of the Public:

The Chairman declared the meeting open at 7.47pm.

93. Apologies – Cllrs Moss, Carter, Bennison.

94. Public Participation - none

95. Councillors' Declarations of Interest – none declared

96. Minutes of the previous meeting –Cllr Corney advised the first sentence of paragraph 2 on page was incorrect, this was deleted. Cllr Neal proposed the Minutes be signed as a true reflection of the meeting, seconded by Cllr Corney, unanimous decision.

97. Matters Arising from the Minutes

Item 88, Cornwall Venue website, after general discussion it was noted that Cllr Moss had been asked to assist with updating the site.

Action: Clerk – the General Manager has responded that the site is an advertising tool and she receives bookings through the site.

Pigeon hut – no longer required by the pigeon club and agreed that it could be used for storage by the football teams.

Cllr Corney advised that he, Cllr Moss and the Bar Manager had completed the internal stock check. The EPOS till system is missing some software to enable it to use the Ethernet connection. Cllr Neal proposed the General Manager organize the necessary work and a procedures manual for the system, seconded by Cllr Dipper, unanimous agreement.

98. Business

98.1 To consider other ways of running Millennium House – at the Annual Parish Meeting to engage the community in respect of Millennium House. Use flip charts to: a) detail problem, b) resolve problem c) volunteer
General discussion followed, Cllr Moss has made initial contact with Carn Brae. Cllr Neal advised we need to have in depth discussions to find out the problems

and successes they have experienced. A further option would be a development trust or a Charitable Trust.

98.2 Accounting procedures and reports required

Recommendations to the Parish Council:

- Salaries – to be recorded in the accounts for the month in which the work has taken place.
- Invoices to be dated for the month the booking took place.
- Debtor, creditor and payroll information must go to the Parish Council meeting
- Reports – Trial balance, balance sheet, petty cash

98.3 Gala week 2nd to 9th August – Cllrs Olver and Carter have agreed to be involved with the gala Committee along with five of the ladies who were involved with the Pensilva Park Project.

98.4 Councillor expenses for printing reports and minutes for meetings – after discussion it was agreed the Clerk would email all Councillors to find out who wished to take advantage of the £25 payment towards printing expenses.

99. Monthly Financial Reports

99.1 March 2014 accounts

100. Any other urgent business –

PWLB loan – should the outstanding balance of the exiting loan and future loan be counted as a liability?.

Action : Clerk to obtain clarification.

Performance management objectives for the General Manager were discussed. Cllr McWilliam suggested Financial, security of Millennium House, staff management. Cllr Neal suggested a business plan. Cllr Corney said the objectives need to be agreed with Cllr Moss.

101. Date of next meeting – 27th May 2014

The Chairman closed the meeting at 10.30pm

Minutes taken by:

Angela Fisher

Clerk to St Ive Parish Council

25th March 2014

Signed:
(The Chairman - Cllr. S McWilliam)

Dated: