

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

Telephone: 01579 363096

Fax: 01579 362102

Email: [stiveparish@btconnect.com](mailto: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 22<sup>nd</sup> July 2014  
commencing 7.30pm**

**Chairman:** Cllr. A Neal

**Councillors:** Cllrs' Dipper, S McWilliam, R Bennison, J Kendrick-Crawshaw

**Members of the Public:** none

**Officer;** Parish Clerk – Mrs A Fisher

The Chairman declared the meeting open at 7.30pm

**16. Apologies** – Cllrs Carter and Wadge

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

**18. To receive questions or statements from members of the public** - none

**19. Minutes of the previous meeting** – Cllr Dipper proposed the Minutes be signed as a true reflection of the meeting, seconded by Cllr Bennison, unanimous decision.

**19. Matters Arising from the Minutes** – The Clerk advised that the Solar Panel installation has been completed and Millennium House is now generating electricity. As soon as Natural Generation receives the final cheque the feed in tariff claim can be completed. Cllr Bennison suggested the Clerk contact Cornish Times with this as a good news story.

**Action: Clerk**

Review of room charges – Cllr McWilliam said this is the responsibility of the Manager. **Action – Manager to make a recommendation to the Council of increases to room hire.**

**Pensilva Play Park Project** – Cllr Dipper met with the group and the contractor (not VAT registered). They have obtained 3 quotes and plan to start work in September as the park will need to be closed for a week. The group have made their application to Viridor for funding, Marmax to supply the fencing.

In respect of the bins and pic-nic tables from Marmax the play park group and the preschool group who raised the funding will pay the Parish Council who will then pay the invoice and reclaim the VAT on the purchase.

Cllr Dipper confirmed that the Parish Council can pay the Contractor and Marmax and Viridor can pay the grant direct to the Parish Council providing they are instructed to do so by the Play Park Project, enabling the Parish Council to reclaim the VAT. The initial quote from Marmax was £7,250, the contractor needs to measure the fencing accurately.

**Action: Cllr McWilliam to ascertain if this would be eligible for a short term loan from County and the conditions.**

**Clerk: Parish Council meeting Agenda item to propose the third party funding be paid from the Charity account.**

## **20. Business**

**20.1 Refurbishment of Millennium House car park-** Cllr Dipper remarked that Cllr Wadge has a small excavator and it may be possible to enlist his help to remove the trays on the circulatory road then roll some heavier stone into the gravel. Resurfacing with Tarmac would cost £30 to £40 thousand pounds. Look into concreting sections of the road. Leave the parking bays and reuse the trays taken up. A drainage channel to be put in alongside the path draining into a soak-away.

**Action: Cllr Dipper to cost the above works.**

Cllr Neal said he was against the use of concrete. He suggested getting some quotes from Hoskin, Cormac and one other and look into funding for the refurbishment. If we go out to tender and advertise in the Cornish Times and Parish Pump we will require specifications for the tender.

During discussion parking at the front of Millennium House was mentioned, however it was decided that the Community should be consulted on this issue as some residents refer to this area as the Village Green, it was suggested this be put to the forum.

**Action: Cllr Dipper to act as project manager to come back with approximate costings.**

**20.2 Advertising Boards Pensilva Recreation Ground -** Cllr Dipper displayed detail of the proposed boards. It was agreed in principle to proceed with a “V” shaped double board to advertise Millennium House and the fixtures for the football team. The first match is on the 16<sup>th</sup> August.

**Action: Manager to approach Coors to sponsor boards. Peter to let SHT have specifications/photos.**

Cllr Bennison remarked that the cleaner has told him the showers are always left very dirty after a match and he suggested increasing hire costs accordingly.

Cllr Dipper advised that the football team will have a fixtures list for the year which will incorporate mid-week matches; this should make it easier to plan for catering.

A resident had complained to the Clerk about the fencing of the football pitch, had thought the community should have been consulted.

**20.3 Reclaim of VAT on Playground Equipment -** Cllr Neal’s referred to his report. Cllr Dipper advised that Viridor informed him they do not pay

VAT. Cllr Bennison said the contract was between the supplier and the Parish Council, therefore the VAT element may be reclaimed by the Parish Council, and it was on this basis that the Finance Clerk had made the claim.

**Action: Finance Clerk to contact HMRC, explain the situation and seek guidance.**

**20.4 Internal audit by Councillors** – Cllrs Bennett and Neal to undertake some aspects of the internal audit. Cllr Bennison advised that Geoff Firth had volunteered to undertake a monthly stock take with Cllr Bennison and a designated member of staff. Cllr Dipper suggested they speak to the Bar Manager. Cllr Kendrick-Crawshaw recommended the list be completed by the end of the financial year.

**20.5 Internet banking** – Cllr Kendrick-Crawshaw asked that this be deferred until the August meeting. He and Cllr Corney had been looking at the use of a credit card and internet banking to view bank statements on line.

Cllr Neal asked that the report address the following:

- Is it necessary
- Advantages and disadvantages.

Seek advice from Grant Thornton and the SLCC. Look at standard financial regulations and standing orders

The Clerk sought permission to move funds from the Santander deposit account to the Santander current account to cover the business rates. It was agreed that sufficient funds be moved to cover one month's payment. To change the standing order so that future payments are taken from the Co-Operative account.

## **21. Monthly Financial Reports – June 2014**

## **22. Date of next meeting – 26<sup>th</sup> August 2014**

The Chairman declared the meeting closed at 9.55pm

Minutes taken by:

*Angela fisher*

Clerk to St Ive Parish Council.

22<sup>nd</sup> July 2014

Signed: .....

(The Chairman - Cllr. A Neal)

Dated: .....