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**St Ive
Parish
Council**



**Minutes of the Meeting of St Ive Parish Council Finance and Administration
Committee held at Millennium House, Pensilva on Tuesday 23rd September 2014
commencing 7.30pm**

Chairman: Cllr. A Neal

Councillors: Cllrs' R Bennison, J Kendrick-Crawshaw, M Corney, P Dipper

Members of the Public: one

Officer; Parish Clerk – Mrs A Fisher

The Chairman declared the meeting open at 7.30pm

31. Apologies – Cllr Carter

32. Councillors' Declarations of Interest – none declared

33. To receive questions or statements from members of the public – Mr Geoff Firth was invited to speak. He advised a stock check had been undertaken by Cllrs Neal and Bennison with the Bar Manager, however this did not agree to the EPOS system.

After discussion the following points were agreed:

- Mr Firth would produce a procedures manual
- EPOS system to be updated to current stock levels
- Bar Manager and Millennium House Manager to receive training on the EPOS system

Cllr Neal expressed the appreciation of the Parish Council in Mr Firth's assistance with getting the EPOS system running accurately.

34. Minutes of the previous meeting – unanimous agreement to sign the Minutes as a true record of the meeting (with the exception of Cllr Dipper who had not attended).

35. Matters Arising from the Minutes

- **Marmax – play area fencing** – after discussion it was confirmed that the cheque payee name on the Viridor application must be St Ive Parish Council. The invoice for the contractor and Marmax to be paid by the Parish Council.
- **28.6 Trading Activities** – the Clerk had forwarded the response from the SLCC that day. To be reviewed in detail at the October Parish Council meeting.

Action: Clerk to add to the October Parish Council Agenda

36. Business

36.1 Internet banking – proposal from working group discussed. Cllr Kendrick-Crawshaw proposed to proceed with online banking to view statements the Parish Clerk/RFO and Finance Clerk to be set up as Administrators, seconded by Cllr Bennison, unanimous agreement.

Credit card purchasing – General discussion followed on savings that can be made on internet purchases which require a card. Cllr Corney had to pay the fee on his own credit card when setting up the Parish Council website. Concerns over expenditure prior to Parish Council authorisation. . Cllr Neal remarked that unless the credit card was in the name of St Ive Parish Council VAT would not be reclaimable on purchases.

Action: Cllr Kendrick Crawshaw to investigate costs associated with a credit card from the Co-Operative bank

9pm – Cllr Kendrick Crawshaw left the room.

36.1 Millennium House café – Millennium House Manager has suggested relocating the café to the bar area. Cllrs Corney and Carter are working to raise funding to put forward a proposal to hire the café space. Cllr Bennison recommended postponing until the proposal is received and considered. It will be necessary to consider implications for the Post Office, by changing the access next to the gallery or by moving to the gallery.

Action: Cllr Dipper to plan and cost the necessary changes.

36.2 All Being Well – does it operate as a charitable organisation. After discussion it was agreed that the charge remain at £250 to include VAT.

37. Monthly Financial Reports – August 2014

- Clerk to request a breakdown of the catering purchases for August
- Breakdown of budget headings 4930, 5400 and 5420

38. Date of next meeting – 28th October 2014

The Chairman declared the meeting closed at 9.55 pm

Minutes taken by:

Angela fisher

Clerk to St Ive Parish Council.

23rd September 2014

Signed:

(The Chairman - Cllr. A Neal)

Dated: