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**Minutes of the St Ive Parish Council Financial and Administration Committee held at
Millenium House, Pensilva on Tuesday 24th February 2015 at 7:30pm.**

Present: Chairman Cllr. A Neal

Councillors: M Corney, A Moss, H Frith, L Oliver.

The Chairman declared the meeting open at 7:32pm.

79. Apologies - Cllr Dipper sent his apologies

80. Councillors' Declarations of Interest – There were none declared.

81. To receive questions or statements from members of the public – There were none.

82. Minutes of the previous meeting -

The minutes of the previous meeting were read and accepted.

Proposed: Cllr Neal that the minutes be signed by the Chairman.

Seconded: Cllr Corney.

Carried: Unanimous.

83. Matters Arising from the Minutes – There were no matters arising.

84. Business –

84.1 Parish Clerk

There was a discussion about the ensuing vacancy for a Temporary Parish Clerk after the news that our current Admin Assistant, Sue Petipher, announced that she had accepted another post and was due to leave the Parish Council in April. It was not clear when Angela Fisher would be well enough to return to her post after being off sick for several months.

Action: Cllr Moss was to contact Joe Bicarregui to place an advert in the Parish Pump for a Temporary Parish Clerk.

84.2 Evening Reception Millennium House

Cllr Neal raised a concern about there only being one person in Millennium House on some evenings in the bar and this could put people at risk.

Proposed: Cllr Oliver that we should have at least two people in Millennium House in the evenings, a receptionist as well as bar staff.

Seconded: Cllr Moss

Carried: Unanimous.

Action : Cllr Moss was to speak to the Millennium House manager.

84.3 Charges for Events for benefit of Millennium House

Proposed : Cllr Neal that the cost of room hire for any event from the Events Committee which is purely for the benefit of the MH be fixed at £25.

Seconded: Cllr Moss

Carried: Unanimous.

The current fees are £72 for local hire and £94 for non-local hire.

84.4 Coffee Shop

This Business was discussed in Closed Session.

84.5 Charity Accounts

Cllr Neal reported that income from the rent of the two fields at St Ive which is deposited in the Charity account of the Unknown Donor was being checked by the Financial Clerk as there was some concern that some rent was not being paid and that the funds were being mixed with other charity funds.

84.6 Constitution for Millennium House Forum

There were no comments from any other councillor and this item was deferred to the next Parish Council Meeting.

85. Monthly Financial Reports - December

It was reported by the chairman that overall income was down. Cllr Moss reported that the current Millennium House Electric Contract had expired at the end of January and Millennium House was currently paying over £4/day standing charge, Cllr Moss had been in contact with British Gas and they had offered another contract which will run until July 2016.

Proposed: Cllr Neal that we accept the new contract,.

Seconded: Cllr Corney

Carried: Unanimous.

86. Date of next meeting – 24th March 2015

The meeting moved to closed session.

Closed Session

84.4 Coffee Shop

The contract with Angie Haimes for the café renewal was discussed and comments from Cllr Dipper and the MH Manager were considered. It was felt that the contract covered all concerns raised.

Proposed: Cllr Moss that we accept the wording of the contract.

Seconded: Cllr Oliver

Carried: Unanimous.

Cllr Neal distributed a report from Karen Bussell of Nash & Co Solicitors regarding the TUPE and the transfer of the café. Councillors were allowed time to read the report. Cllr Corney commented that the report was not on headed paper and not only reported on the TUPE transfer but mentioned the possible restructure of MH and redundancies. He felt that Cllrs Moss and Neal did not have the authority from the Parish Council to discuss anything else but the TUPE and the café transfer and this will have incurred extra costs. The TUPE report concluded that the two members of staff need not be transferred to the café if they did not want to be and it would be wise to get them to sign a statement to that effect.

Proposed: Cllr Moss that Cllr Neal contact Karen Bussell to get a suitable worded letter that could be used.

Seconded: Cllr Olver

Carried: 4 for the proposal and 1 abstention.

The FAC meeting closed at 21:45

Minutes taken by:

Cllr A Moss

24th February 2015

Signed:.....

(The Chairman - Cllr. A Neal)

Dated: