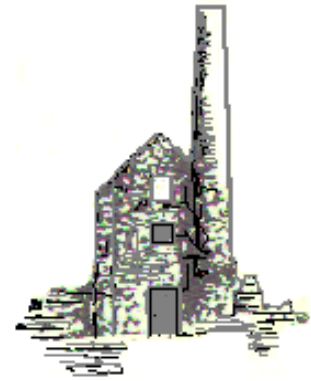


# **St. Ive Parish Council**

Millennium House, Century Square  
Princess Road, Pensilva,  
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## **Minutes of a Meeting of the Finance and Administration Meeting held at 7.30pm on the 23<sup>rd</sup> June 2015 at Millennium House.**

**Present:** Cllrs: Neal, Corney, Dipper and Frith

**9. Apologies:** Cllrs. Carter and Moss

**10. Councillors Declarations of Interest:** None

**11. Matters Arising:**

**1.** The Clerk reported that we have been offered the Olivetti photocopier at a price of £395. We were also advised that some parts of this machine were no longer repairable or replaceable. It was decided not to purchase the machine.

**2.** It was agreed that we should accept the offer to pack and remove the photocopiers at a cost of £200. The machine meters will be read prior to removal. Proposed by Cllr. Dipper seconded by Cllr Corney. Agreed.

**3.** The Clerk has not yet written to the footballers regarding advertising boards, this will be done as soon as time allows.

**4.** The Clerk advised that we have responded to the Internal Auditors Queries and sent these with the Annual Return for the Internal Auditors signature. When these are returned they will be presented to the Council meeting on the 13<sup>th</sup> July for acceptance and signature by the Chairman.

**5.** We are still awaiting a quote from Steve Hoskin for repairs to the Car Park. Cllr. Moss dealing.

**12. Business:**

**1.** A list of items for discussion regarding the Transfer of the MH business was discussed. In view of the amount of work involved it was suggested that a working group be set up to consider these questions. It was agreed that it is important that a Cash Flow forecast should be prepared for both MH and the Parish Council.

**2.** It was Agreed that John Body should remain as an employee of the parish Council and if necessary we should charge for his services to the Trust. Proposed by Cllr. Dipper and seconded by Cllr. Frith-Agreed.

3. The Clerk advised that in any future discussions regarding the Trust, Councillors who were Trustees should declare their interest at the start of the meeting. Where the council is the managing trustee as in the case of the Recreation Grounds and the Unknown Donor, they will be meeting as Trustees and not as the Parish Council.

The feeling of the meeting was that the parish council should not pay room rent for the office space it uses.

### **13. Management of Millennium House:**

The present situation regarding the management of MH was discussed. It appears that some arrangements have already been made on an unofficial basis. It was hoped that staff would for the time being continue to act as a team. Council was advised that Ruth Hicks would act a volunteer coordinator. The Clerk suggested that this needed to be ratified by the council to safeguard both ourselves and staff members. It was proposed that this arrangement be ratified. Proposed by Cllr. Dipper and seconded by Cllr. Corney- Agreed.

### **14. Monthly Financial Reports:**

Cllr. Neal raised concerns about the continuing losses, £9769 in the previous two months and wages appeared to have risen slightly. An unusual item of £535 has appeared under Sect.137 in the Budget Report, This entry is a possible error and should be investigated.

### **15. Date of Next Meeting: 28<sup>th</sup> July 2015**

#### **Closed Session:**

It was agreed that Leesa Childs should be appointed Clerk to the Parish Council (confidential detail removed). Proposed by Cllr:Corney and seconded by Cllr. Neal -Agreed

It was agreed that in addition to his present duties John Body would be appointed RFO (confidential detail removed). Proposed by Cllr. Neal and seconded by Cllr Dipper- Agreed.

Meeting Closed.

DWW  
07072015  
Approved 28/7/15

..... (Alan Neal- Chair)