

St. Ive Parish Council

Millennium House, Century Square
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Minutes of a Meeting of the Finance and Administration Meeting held at 7.30pm on the 25th August 2015 at Millennium House.

Present: Cllrs: Neal, Corney, Dipper, Waddington, Moss and Frith

23. Apologies: None

24. Councillors Declarations of Interest: None

25. Minutes of Previous Meeting : Cllr Dipper proposed them to be accurate, Seconded Cllr Waddington – Unanimous

26. Public Participation: None present.

27. Matters Arising:

27.1. Cllr Moss reported that he had received a quote from Steve Hoskin Construction Ltd, which was cheaper than the previous quote from South West Surfacing. Still awaiting third quote from Cormac. Committee discussed drainage and the possibility of rodding out the systems already in place. Also the fact that the run-off water from Millennium House goes into our own drainage tanks under the front lawn, Cllr Moss suggested a reduction in the Water Rates may be possible. Clerk to investigate.

27.2. Cllr Waddington advised Committee that the Legal Contract form County needed signing. Cllr Corney signed.

28. Business:

28.1 Security Millennium House

This item was discussed at length with regards to the incidents at Millennium House on Saturday the 7th August, Committee agreed that a letter needed to be written to the Events Committee with regards to the future staffing of their events.

28.2 Bar License requirements As Police were called to the Building and CCTV footage was looked at they reported that the CCTV coverage was in breach of our license and Clerk reported their findings as being CCTV coverage to be maintained as date and time are currently inaccurate. CCTV coverage is needed in the Bar area as per point 2.29 of our license agreement. Clerk to liase with Police and Council to ensure correct action can be taken.

28.3 Core Commission Monitoring

Reported that the Core Commission Monitoring service had contacted Council with regards current status of Millennium House. Cllr Waddington reported that they required information of the sub-letting of parts of the Building. Core Compliance Team to advise Council in regards to transfer of Millenium House. Cllr Waddington to liase with the Core Compliance Team.

28.4 Other Business

1 Clerk reported that John Body requested that two invoices be written off total amount £145. Proposed Cllr Moss, Seconded Cllr Waddington- Unanimous.

2 Cllr Neal proposed that all Parish Pump advertising should be placed up front, this matter discussed it was Proposed by Cllr Moss that we consult with John Body and organize with Millennium House reception clear guidelines for collecting monies, Seconded Cllr Dipper – Unanimous.

3. Cllr Waddington reported that we had received the quote for the parts to repair the showers and for both showers the total cost being £554.00, committee agreed that this figure was acceptable, Prposed by Cllr Moss that we confirm and go ahead with the works, Secinded Cllr Dipper – Unanimous.

4. The maintenance costs for the Bus Shelter were discussed and the quote received Ray Serpell for the repairs was an estimate of £500.00, The Bus Shelter company who provided the shelter gave a quote of £600.00 with added delivery charges for parts and also Ray would have to be employed to carry out fitting of new parts so this would be £1000.00. A written quote from Ray Serpell to be requested by Clerk. Committee agreed to contact Viridor and investigate the possibility of a grant to help with the costs. Clerk to action.

5 Cllr Waddington reported that Zurich insurance had been contacted in regards to the transfer of Millennium House, they had advised that a different Isnurance company Tennyson would have to be involved as Zurich does not hold policies for Charitable Organisations. They requested an asset register from Parish Council and Cllr Moss and Corney are working to complete the register.

6. Cllr Waddington Proposed that Council renew their SLCC membership at a cost of £103.00, Seconded Cllr Moss- Unanimous.

29. Monthly Financial Reports

Items of discussion were the daily summary of takings from the bar and the possibility of more detailed till readings each day. Clerk to liase with Bar Supervisor.

Committee discussed the financial situation of the bar and staffing issues. With specific focus on opening hours and staffing levels. Cllr Waddington discussed the possibility of PCA / PCB management or voluntary support. It was agreed that Clerk to liase with Bar supervisor in regards to staffing and extra hours. Financial recompense of Bar Supervisor to be investigated by Clerk.

30. Date of Next Meeting: 22nd September 2015

Meeting Closed.

Leesa Childs (Parish Clerk)

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Approved.....(Alan Neal-Chairman)