

# **St. Ive Parish Council**

Millennium House, Century Square  
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## **Meeting of the Finance and Administration Committee held at Millennium House on the 28<sup>th</sup> April 2015 at 7.30**

**Present: Cllr. A Neal Chairman**  
**Cllrs. M. Corney, A. Moss and H. Frith**

**No members of the Public were present**

### **1. APOLOGIES: Cllr. P Dipper**

**2. Minutes:** The Minutes of the meeting held on the 24<sup>th</sup> February 2015 were read and signed as a true copy.

### **3. Matters Arising:**

1. The vacancy for a Parish Clerk has been advertised in the Parish Pump.
2. It was agreed that the Clerk would write to the tenant of Dunnett Farm Mr Renfrew to ascertain when the last rent payment had been made.
3. It was reported that the coffee shop appears to be trading well. It was agreed that Mrs Haines could provide catering for functions using the function room kitchen if contracted to do so by patrons.
4. There still appears to be confusion over the payment of sickness benefit and holiday entitlements, with some overpayments occurring. Cllr Frith is to undertake an audit of Time sheets and contracted entitlements. The Clerk pointed out that we are required to produce a record of both financial and physical risk assessments (Including salary payments) at the end of the financial year.
5. It was agreed that we will negotiate with Cornwall Council for the production of the Parish Pump and not renew the Contracts for the photocopiers. Cllr. Moss will investigate the cost of a desktop copier and printer for the office.

6. The grass cutting and grounds maintenance contracts are to be formalized and quotations obtained for the work. Clerk to investigate what contracts we have and when they expire and advertise for quotations. It was suggested that the footballers be asked to pay for the advertising displayed on the playing field.
7. The Millennium House Trust constitution is now with the Charity Commission and Cllr.Moss is coordinating suggestions for the contract between the Trust and the Parish Council.

#### **4. OTHER BUSINESS**

1. Cllr Neal stated that the Millennium House Car Park is in a dangerous state and in urgent need of repair and we should obtain quotes for this work and if necessary raise a loan to carry out the work.
2. The Clerk asked if we could consider paying travelling expenses for the volunteers if they are using public transport. One person appears to be paying £8 per week in bus fares.
3. In the light of letters received from staff regarding grievances it was agreed to hold an EGM to discuss the council's response. Meeting fixed for the 5<sup>th</sup> May.
4. Cllr Neal pointed out that internal charges to the Parish Council for use of Millennium House were distorting the real extent of losses at Millennium House and should be taken into account by the Forum.
5. Cllr.Corney raised the question of funding for new playground equipment at St Ive and the possibility of using some of the Pensilva Recreation Ground Charity Money for this. This suggestion was discussed but no decision was made.

#### **DATE OF NEXT MEETING**

**The meeting closed at 10pm.**

D. Waddington  
**Acting Clerk**  
**St Ive Parish Council**