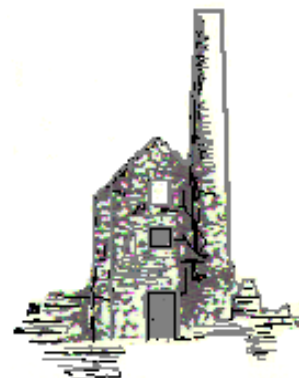


St. Ive Parish Council

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Minutes of the meeting of the St Ive Parish Council Finance and Administration Committee held at Millennium House on the 24th May 2016 at 7.30pm

Member of the Press and Public were invited

Present: Chair; Cllr. Bennison, Cllrs; Corney, Haimes, Dipper, Waddington, Neal and Vaughan.

94. Apologies: Cllr Wilson.

95. Election of Chairperson;

Cllr Neal Proposed Cllr Bennison takes over as FAC Chair, Seconded Cllr Waddington – Unanimously Agreed.

96. Councillors Declarations of Interest: Cllr Haimes Matters relating to Millennium House Café .Cllr. Corney Matters relating to St Ive Park Project.

97. To receive questions or statements from members of the public:

Pensilva Football Club representatives and Committee discussed the £50 per month requested as a payment from the club for the use of Pitch, contribution to Grass Cutting costs and Committee suggested that the Football Club take responsibility for the Grass Cutting. The Football Club provided detailed accounts for the Committee to reconsider the charge of £50 per month. The Football Club and Parish Council Cllr Corney proposed should arrange a meeting to discuss this further.

98. Minutes of the previous meeting: Cllr. Corney Proposed as accurate, Cllr.Haimes Seconded - Approved.

99. Matters arising:

Business Rate Valuation.

Cllr Neal reported that the matter is in hand and he was awaiting a reply from the Valuation Office.

Grass Cutting:

A quotation was obtained by Cllr Haimes for the purchase of a mower at a cost of £3283 from Mole Valley Farmers. Zurich Insurance informed Clerk that there would be no additional premium to cover this activity if the Councillors or Parish Council employees were to use. If the Football Club were to use they would have to have adequate Insurance. Cllr Haimes Proposed that at the next Parish Council Meeting we go ahead with the purchase of the lawn Mower. Cllr Corney to investigate the storage options at MH.

Unkown Donor- Charibond

Cllr Waddington Proposed that we accumulate New Charibonds form the interest derived from this account.

Millennium House – New Leases for Tenants

Committee agreed that New Lease Agreements for Angies Pantry and All Being Well need to be drafted as Legal Documents. Committee Agreed that the rent for Angies Pantry be charged at £411.00 and back dated if the Finance Officer agrees this to be cost neutral at Parish Council 9th May 2016.

100. Business:

100.1. Car Park Accident - Procedures

Committee Agreed that following an incident in the Car Park that Cllr Corney Proposed that a dumpy bag of gravel to be purchased and the potholes made good as soon as possible, Seconded Cllr Vaughan – Agreed. Cllr Corney, Haimes and Vaughan to action. Accident Book and Accident procedures to be discussed with MH Staff .

100.2. Zurich Insurance Renewal

Clerk reported that the Insurance renewal for 12months at a cost of £4235, Cllr Waddington Proposed to Committee that they could not let the policy lapse and renewal date of 01/06/16, Seconded Cllr Vaughan – Agreed.

100.3. Due Diligence Progress Review for PCA Transfer.

Clerk reported that Sarah Mason had been approached and refused . SLCC had been contacted and Committee agreed that other independent alternatives need to be investigated. Clerk to action.

100.4. Millennium House Staff Resignation

Chair read the letter of resignation from Mick Hessam the cleaner at MH. To be noted a Thank you for his service. Advert for a replacement to be put in the Parish Pump.Clerk to action.

100.5. Annual Return and Auditors Report

Committee wsa advised by Cllr Waddington that the Governance and report needs to be Agreed and signed by Parish Council Chair at full Council. Meeting Adjourned at 9.30pm to EGM. Meeting re-convened at 9.33pm

101. Financial Reports:

The financial reports were read and noted. Chair invited any comments Salaries of £5309 / 15, 6,205/16 were noted. Legal fees of £580 discussed.

102. Date of next meeting: 28th June 2016

Signed.....(Chair) Date.....