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## St Ives Parish Council

### **Minutes of the meeting of the St Ives Parish Council Finance and Administration Committee held at 7.30pm the 28<sup>th</sup> June, 2016 at Millennium House.**

Members of the Press and Public were invited

**102. Present:** Cllrs. Bennison Chair, Corney, Waddington, Neal, Haines and Vaughan.

**103. Apologies:** None

**104. Councillors Declarations of Interest:** Cllr. Haines re. Coffee shop.

**105.** No members of the public were present.

**106. Minutes of the previous meeting.** An amendment was made to item 99 in respect of the purchase of a lawn mower. The purchase having been agreed at the last parish council meeting. Proposed Cllr. Waddington Seconded Cllr Haines minutes approved as true copy.

**107. Matters Arising from the Minutes:** Cllr. Neal raised the issue of the football club. It was agreed that there should be a meeting of the Recreation Field Charity to discuss and decide this matter. It will be placed on the next Parish Council Agenda. Cllr. Neal Proposed Cllr. Waddington Seconded Cllr. Corney Abstained **Agreed.**

It was Agreed that the Council purchase another dumpy bag of gravel for the car park. Cllr. Corney Proposed Cllr. Haines Seconded **Agreed.**

Cllr. Bennison raised the issue of risk assessment and due diligence. Cllr Bennison has contacted Chris Harris who has requested sight of our financial accounts also the relevant cost centres for MH. It was Agreed we should provide this information to Mr Harris. Cllr Haimes Proposed Cllr. Waddington Seconded. Cllr Neal Abstained.

Cllr. Haimes raised the issue of the appointment of a cleaner. Summer Wilkinson has been covering for this and her work is proving very satisfactory. Council agreed to offer her the post of cleaner at the adult minimum wage. Cllr Haimes Proposed Cllr.Corney Seconded **Agreed.**

#### **108.Business:**

**108.1. Written request for overnight parking at MH.** It was agreed that we should permit overnight parking for a mini- van to allow musicians to perform at a party at MH. Cllr. Corney Proposed, Cllr Waddington Seconded **Agreed.**

**108.2. Lawn Mower Purchase Grant:** This refers to a grant from Community fund available to County Councillors. It was agreed that John Body be authorised to raise a cheque for £3282.23 from parish funds for the purchase of a lawn mower. This was agreed by the parish council on the 9<sup>th</sup> May 2016. It is understood that this will be done against a quotation pending receipt of an invoice. We are awaiting information from the Charity Commission regarding the use of charity funds for this. Cllr.Vaughan Proposed Cllr. Corney Seconded. Cllr.Neal Abstained. **Agreed.**

**108.3. Sky/BT Contract for MH.** Sky advise that a new monthly subscription contract will be £207.11 exc VAT. A quotation from BT for this service which includes major fixtures is £72.07 exc VAT for 6months then £144.14 exc VAT. Deferred for discussion with all interested parties but we recommend to Parish Council that we go with BT subject to the agreement of PCA. Cllr. Corney Proposed and Cllr.Vaughan Seconded. **Agreed.**

It was also agreed to defer the Contract with British Gas on the same basis.

**108.4. Update of Standing Orders/Complaints Procedure/Pension Provision:**  
Deferred.

**108.5. Communications with staff:** Cllr. Bennison was concerned about staff meetings. In particular the inclusion of Cllr.Haimes, who may have a conflict of interest in discussing matters that may impact on the café. The parish council has agreed to these staff meetings and the inclusion of Cllr Haimes. Cllr.Bennison said that there is concern by staff about this conflict of interest. Cllr. Haimes said if it would be helpful he would stand down from these meetings. Cllr.Neal said more councillors should be involved.

Cllr. Bennison expressed concern about the state of the Epos reports as expressed by Geoff Firth who is very concerned. Cllr. Bennison proposed a date and time for a stock take should be agreed at the next staff meeting.

**108.6. Legal costs- update.** Our solicitor has advised that the original cap on fees of £1200 has been exceeded and fees are currently standing at £1500. They will absorb £300 but if further work is required the fix fee will have to be reviewed. Cllr Waddington raised the problem of a suggested contract for services. The idea of a contract was suggested by Simon Mansell. We have no precise brief for a solicitor who will be preparing a contract. A contract will incur more legal costs. It was agreed we will consider these matters at the next parish council meeting.

Cllr. Corney advised that Mr Andrew Collins had requested further information on the year end accounts and had written to our auditors. We should be mindful of the ruling set out by the commissioner regarding information required by Mr Collins under the Freedom of Information Act.

**109. Financial Reports:** Cllr. Neal drew attention to the rent adjustment of All Being Well. Cllr. Vaughan commented on the size of the debtors. It was explained that these are mostly unpaid advertising charges for the Parish Pump. Cllr. Bennison said he would like to see payments spread out rather than hitting the account in lump sums.

**110. Date of next meeting: 26<sup>th</sup> July, 2016**

**Signed.....Date.....**