

St. Ive Parish Council

**Millennium House, Century Square
Princess Road, Pensilva,
Liskeard, Cornwall, PL14 5NF.
Telephone 01579 363096
01579 362102**

The Minutes of the Meeting of the Finance and Administration Committee held at Millennium House Pensilva on Tuesday February 27th at 7.30 p.m.

261 There were present, Cllr T Hodson (Chairman)

Cllr Mrs. M Carr.

Cllrs M. Corney P.Haimes, A. Moss, and I Vaughan

Also present Mrs. R . Hicks

262 Apologies for absence, none

263 Declarations of interest, Cllr Hodson and Cllr Vaughan declared sensitive interest in matters relating to PCA.

264 Questions from members of the public, none present.

265 To receive the minutes of the last meeting, The Minutes had been circulated, Cllr

Corney highlighted a typing error at Minute, this was corrected, and the minutes were accepted as a true record proposed by Cllr Corney Seconded by C lurch Hodson and carried unanimously.

266 Matters Arising Therefrom

Millennium house Cash Handling 257.2

The Chairman enquired if any progress had been made, Cllr Vaughan responded that after investigation, he had found no worthwhile gain due to the available banking days. He was however hopeful that the yet to be appointed admin assistant could provide useful assistance which would free up the RFO time.

Chubb Contract 257.6

The Chairman enquired what progress had been made; Cllr Moss replied that the contract had to be finalized by Parish Council.

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267 Business

267a Correction of Minute 62 Parish council Meeting May 2017

Cllr Vaughan introduced an anomaly in the minutes which stated that all members should be bank signatories. Only 5 members had been added to the contact list, which restricted the availability of persons to make payments.

267b To consider the purchase invoice system

Cllr Vaughan commented on the amount of administration required to submit supplier's invoices for payment. Cllr Corney stated that this was a legal requirement.

267c Update on the introduction of Sage Accounting

Kate Vaughnley has recently visited the RFO and Cllr Moss reported that all appeared to be moving toward a smooth transition.

267d Details of expectation of Sage Accounting

Cllr Hodson detailed the advantage of Sage accounting system, which will enable clearer reports.

268 Monthly Financial Reports

Cllr Carr expressed disappointment at the figure shown for Café Purchases in January as being totally inaccurate. Cllr Moss advised that he had checked this with the RFO who had agreed it was indeed due to an error. Cllr Carr also commented on the provision of equipment, and was advised that this should be provided by Millennium House not from trading accounts.

Cllr Vaughan also questioned why the bar food account for the football club had been debited when no games had been played. He felt that information fed to the RFO was inaccurate.

269 Urgent Business none

270 Date of next meeting Tuesday March 27th

Minutes by

Ivor Vaughan

