

St Ive Parish Council

Minutes of the St Ive Parish Council Finance & Staffing Committee Meeting held on Tuesday, 22nd January 2019 in the Millennium House, Pensilva at 7.30pm

Item No.		Action by
1	<p>Present. Cllrs. A Moss (Committee Chairman), P Haines, I Vaughan, T Hodson, M Corney.</p> <p>Also attending. Mrs J Hoskin (Parish Clerk)</p>	
2	<p>Apologies. None.</p>	
3	<p>Councillor’s Declarations of Interest. None.</p>	
4	<p>To receive questions or statements from members of the public. There were no members of the public present.</p>	
5	<p>Minutes of the previous Meeting held on 27th November 2019. The Minutes of the meeting held on the 27th November 2018 were approved and signed by the Chairman following an amendment to Item 7 (spelling typo), proposed Cllr P Haines, seconded Cllr I Vaughan and unanimously agreed.</p>	
6	<p>Matters Arising from the Minutes.</p> <p>Item 6 – BT Sport. The Clerk reported that although no payment had been taken in September 2018 for BT Sport a direct debit had been taken in December 2018. The BT Sport had been verbally cancelled in July 2018 but not confirmed in writing. The Clerk was writing to BT for a refund.</p> <p>Item 6 – British Gas. British Gas had visited and condemned both boilers. Cllr P Haines reported that other companies had been asked to inspect the boilers to give their opinion and to see if they could be repaired.</p> <p>Item 8 Sage Accounting System – Kate form KV Accounting will be asked to visit and inform the Finance Officer how to show the budget figures on the spreadsheet. The Finance Officer will be asked to provide information to Cllrs I Vaughan, M Corney and the Clerk to allow them to have “read only” access to the accounts.</p>	<p>Clerk</p> <p>PH</p> <p>Clerk</p>
7	<p>To review the model Financial Regulations, make any amendments ready for the final draft to be presented to the Full Council for adoption. It was agreed to review this document on the Friday, 25th January 2019 at 12 noon.</p>	<p>Cllrs / Clerk</p>
8	<p>Review of Monthly Financial Reports. The monthly figures were discussed and it was noted that the budget sheet produced was not compatible with the SAGE accounting system and this needed to be changed.</p>	<p>Clerk</p>
9	<p>Any other Business.</p>	<p>Clerk/ Admin</p>

	<ul style="list-style-type: none"> o EPOS System – It was agreed that the input of information into the EPOS system (bar deliveries) should continue to be done by the Clerk or Admin Assistant. 	
10	Date of the next Meeting - Tuesday, 26 th February 2019 , if required.	
11	To close the Meeting. There being no further business the meeting closed at 8.45pm.	

Dated:

Signed: