

## St Ive Parish Council

### Minutes of the St Ive Parish Council Finance Committee Meeting held on Tuesday, 26<sup>th</sup> February 2019 in the Millennium House, Pensilva at 7.00pm.

Item No.		Action by
1	<b>Those present.</b> Cllrs. A Moss (Committee Chairman), I Vaughan, P Haines, M Corney.	
2	<b>Apologies</b> for absence were received from Cllr T Hodson.	
3	<b>Councillors Declarations of Interest. To receive and grant any requests for dispensations.</b> None declared at this stage of the meeting.	
4	<b>Questions from members of the public (meeting then closes to the press and public although visitors are welcome to remain for the rest of the proceedings up to Item 20 when confidential matters may be discussed).</b> There were no members of the public present.	
5	<b>Minutes – to approve the Minutes of the Meeting held on the 22<sup>nd</sup> January 2019.</b> The Minutes of the Meeting held on the 22 <sup>nd</sup> January 2019 were approved and signed by the Committee Chairman; proposed Cllr P Haines, seconded Cllr I Vaughan and unanimously agreed.	
6	<b>Matters Arising from the Minutes.</b> <b>Item 6 (6) - BT Sport.</b> The question was asked if a refund had been received following the cancellation of BT Sport and the charges made.  <b>Item 6 (6) – British Gas.</b> It was noted that one boiler had now been repaired and parts were being sourced to repair the second boiler. The work being carried out by Blue Flame.  <b>Item 6 (8) Sage Accounting System.</b> Kate from KV Accounting had visited the office to meet with the Finance Officer.  <b>Item 7 – Financial Regulations.</b> It was proposed by Cllr M Corney, seconded by Cllr I Vaughan and unanimously agreed the new Financial Regulations be distributed in a C5 booklet format the same as the previous document, printing 20 copies. It was stated that the Code of Conduct and Standing Orders could also be published in this way.	
7	<b>Review of Monthly Financial Reports and Sage Accounting System.</b> The accounts, as circulated were reviewed and noted. It was proposed by Cllr P Haines, seconded by Cllr I Vaughan and unanimously agreed that the company “Debt Guard” be used to recover outstanding debts.	

<b>8</b>	<p><b>Any other Business – list of routines.</b></p> <ul style="list-style-type: none"> <li>a) It was agreed that Duchy Cash Systems be contacted to investigate the possibilities of implementing a computerised booking system for Millennium House.</li> <li>b) The office will be asked to produce a list of renewal dates for annual contracts and other items that require an annual review.</li> <li>c) To Committee will look at the three year budget forecast as per the Financial Regulations.</li> </ul>	
<b>9</b>	<p><b>Date of the next Meeting.</b> Tuesday, 26<sup>th</sup> March 2019</p>	
<b>10</b>	<p><b>To close the Meeting.</b> There being no further business the meeting closed at 8.05pm.</p>	

Dated: 26<sup>th</sup> March 2019

Signed: