

## St Ive Parish Council

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

Item No.		Action by
1	<b>Those present.</b> Cllrs. A Moss (Committee Chairman), P Haines, M Corney, I Vaughan.	
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> Cllr. P Haines declared an interest on any matters relating to the Parish Council Admin Assistant.	
4	<b>To receive questions or statements from members of the public.</b> No members of the public present.	
5	<b>Minutes – to approve the Minutes of the Meeting held on the 26<sup>th</sup> February 2019.</b> The minutes of the meeting held on the 26 <sup>th</sup> February 2019 were approved and signed by the Chairman.	
6	<b>Matters arising from the Minutes.</b> <b>Item 6 (7) Financial Regulations</b> – Cllr M Corney again requested the Financial Regulations be produced in an A5 booklet format.	Clerk
7	<b>Review of monthly Financial reports and Sage Accounting System.</b> The reports were discussed. Cllr M Corney questioned the reserves and differences in figures. A request from the Finance Officer for the transfer of £10,000 between accounts was granted, proposed Cllr I Vaughan, seconded Cllr A Moss and unanimously agreed.	RFO
8	<b>To look at the budget for 2019/2020.</b> Having looked at the budget, Cllr I Vaughan introduced the forecast figures for the Mel Bar that in the current situation Councillors felt would be hard to achieve.	
9	<b>Financial Risk Assessment – to review the current document.</b> The Chairman provided an example of the financial risk assessment required to be completed. Cllr P Haines suggested the task be shared amongst committee members.	Cllrs.
10	<b>To discuss the income and banking procedures, and recording of payments received.</b> The Chairman notified the meeting on the anomalies that arose from the money received (by evidence of recording and receipts) in relation to the amount being banked. A meeting was to be held with staff involved.	AM
11	<b>Any other Business.</b> No matters reported.	

<b>12</b>	<b>Date of the next meeting</b> – Tuesday, 23 <sup>rd</sup> April 2019.	
<b>13</b>	<b>To close the meeting.</b> There being no further business the meeting closed at 8.15pm	

Dated: 23<sup>rd</sup> April 2019

Signed: