

## St Ive Parish Council

**Minutes of the St Ive Parish Council Finance and Administration Committee Meeting held in the Millennium House, Pensilva on Tuesday, 28<sup>th</sup> May 2019 at 7.30pm.**

Item No.		Action by
1	<p><b>Those present.</b> A Moss, I Vaughan, P Haines, T Hodson, M Corney, T Hodson.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	<p><b>Apologies.</b> There were no apologies for absence.</p>	
3	<p><b>Councillors Declarations of Interest. To receive and grant any requests for dispensations.</b> None declared at this stage of the meeting.</p>	
4	<p><b>To appoint a Committee Chairman for the 2019/2020 year.</b> It was proposed by Cllr T Hodson, seconded by Cllr I Vaughan and unanimously agreed that Cllr A Moss be elected Chairman of the Committee.</p>	
5	<p><b>To receive comments or questions from members of the public.</b> No public present.</p>	
6	<p><b>Minutes – to approve the Minutes of the Meeting held on the 23<sup>rd</sup> April 2019.</b> The Minutes of the Meeting held on the 23<sup>rd</sup> April 2019 were approved and signed by the Chairman, proposed Cllr I Vaughan, seconded by Cllr P Haines and unanimously agreed.</p>	
7	<p><b>Matters Arising from the Minutes.</b> There were no matters arising from the minutes.</p>	
8	<p><b>Review of Monthly Financial Reports and Sage Accounting System.</b> The reports, circulated by the RFO were discussed. Cllr M Corney raised his concerns that the levels of reserves were not high enough.</p>	
9	<p><b>To report on financial discrepancies and update on action taken. Accounting of this money.</b> Nothing to report. It was agreed to leave this matter until a future meeting, rather than write off any discrepancies now in case any anomalies were found in the accounts.</p> <p>A new roll-top safe was being provided by the Pensilva Community Association (PCA).</p>	
10	<p><b>Financial Risk Assessment – to establish any further work required.</b> The risk assessment was now in use.</p>	
11	<p><b>Bar till floats.</b> The Clerk and Cllr I Vaughan had banked the surplus float money leaving two x £72 floats in the back bar and function room tills.</p> <p>The cash float in the safe stayed at £500.</p>	

12	<b>Report from 2018/2019 Audited accounts, if available.</b> The clerk had received the audit report prior to the meeting. The Chairman thanked the Clerk and RFO for their efforts in preparing for the audit that was carried out on the 24 <sup>th</sup> May 2019.	
13	<b>Any other business.</b> <ul style="list-style-type: none"> <li>○ <b>Football Pitch</b> - It was suggested that the football pitch could be offered to teams other than Pensilva and money could be made from a rentable income.</li> <li>○ <b>Insurance</b> – The Committee supported the proposal by P Haines, and seconded by Cllr M Corney that the Council enters into a five year agreement with Zurich for insurance cover, giving a discount on the premium. The Clerk had emailed this information to all Councillors and received only one response from Cllr I Vaughan who was in support of this.</li> <li>○ <b>Standing Orders and Financial Regulations</b> – The Clerk reported that she was in the process of printing these documents in the A5 booklet style format.</li> <li>○ <b>EPOS System</b> – Cllr I Vaughan continued to work on the EPOS system and awaited confirmation from the former admin assistant how to make necessary changes to the stock levels. The retail costs also need to be identified.</li> </ul>	Clerk  Clerk  IV
14	<b>Date of the next meeting.</b> Tuesday, 25 <sup>th</sup> June 2019.	
15	<b>To close the meeting.</b> There being no further business the meeting closed at 8.12pm.	