

**St Ive Parish Council**

**Minutes of the St Ive Parish Council Finance and Administration Committee Meeting held in the Millennium House, Pensilva on 25<sup>th</sup> June 2019 at 7.30pm.**

Item No.		Action by
1	<p><b>Those present.</b> Cllrs. A Moss, P Haines, I Vaughan, M Corney.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	<p><b>Apologies</b> for absence were received from Cllr T Hodson.</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 receive comments or questions from members of the public.</b> None.</p>	
5	<p><b>Minutes – to approve the Minutes of the Meeting held on the 28<sup>th</sup> May 2019.</b> The Minutes of the Meeting held on the 28<sup>th</sup> May 2019 were approved and signed by the Chairman ; proposed Cllr I Vaughan, seconded Cllr M Corney and unanimously agreed.</p>	
6	<p><b>Matters Arising from the Minutes.</b> There were no matters arising from the minutes.</p>	
7	<p><b>Review of Monthly Financial Reports and Sage Accounting System. To review the contents of the reports / coding system and recommend any changes.</b> The reports as circulated by the RFO were noted. The reduction in number of floats for the bar was explained The profit and loss report indicated a loss for the bar and catering income. Cllr M Corney once again expressed his concerns about the level of reserves. Cllr A Moss had spoken to the RFO and requested a quarterly budget (April – June) for the next FAC meeting. It was reported that the Sage system currently being used did not provide budget figures. An alternative system would provide reports with this information. The question was asked as to whether or not Sage was the best system for the Parish Councils accounting purposes, and were there any alternatives that would provide the information required? It was proposed by Cllr P Haines, seconded by Cllr A Moss and unanimously agreed that enquiries be made into alternative accounting systems along with the cost of the Sage 50 package.</p>	
8	<p><b>To report on financial discrepancies / cash shortfall.</b> Agreed to place this item on the agenda for the Full Council meeting. Cllr M Corney had spoken to the RFO and continued to look at the discrepancies found.</p>	MC
9	<p><b>Financial Risk Assessment – to establish any further work required.</b> Nothing further to report.</p>	

10	<p><b>To consider the costs of the anti-bio pipe cleaning service for the bar in comparison to the current cleaning system and agree to recommend this be changed.</b> Cllr A Moss reported on the system and information on the company Anti-Bio Technologies that provided the service along with feedback from other local pubs in the area currently using this cleaning method. The estimated savings by reducing the wastage from the bar by not having to flush the pipes each week, and changing to an alternative cleaning system were significant.</p> <p>It was proposed by Cllr I Vaughan, seconded by Cllr P Haimes and unanimously agreed the system be changed and Anti-Bio Technologies be appointed to carry out this work subject to the cost of £105.00 per month with no fixed contract.</p>	AM
11	<p><b>Any other Business.</b></p> <p><b>Telephone lines</b> - Cllr I Vaughan asked the Committee to give consideration to removing the external telephone line / number that was provided directly to the Parish Council Office (RFO). Cllr P Haimes questioned the cost for the payphone at the Millenium House reception and questioned how much this was used; although it was available for 999 calls. Items to be placed on a future agenda.</p>	Clerk
12	<p><b>Date of the next meeting</b> – Tuesday, 23<sup>rd</sup> July 2019</p>	
13	<p><b>To close the Meeting.</b> There being no further business the meeting closed at 8.45pm.</p>	

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

Signed: