

St Ive Parish Council

Minutes of the St Ive Parish Council Finance and Administration Committee Meeting held in the Millennium House, Pensilva on Tuesday, 23rd July 2019 at 7.40pm.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss (Committee Chairman), I Vaughan, P Haines, M Corney.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	<p>Apologies for absence were received from Cllr T Hodson.</p>	
3	<p>Councillors Declarations of Interest. To receive and grant any requests for dispensations. None declared at this stage of the meeting.</p>	
4	<p>To receive questions or statements from members of the public. No public present.</p>	
5	<p>Minutes – to approve the Minutes of the Meeting held on the 25th June 2019. The minutes of the meeting held on the 25th June 2019 were approved and signed by the Chairman, proposed Cllr M Corney, seconded Cllr P Haines and unanimously agreed.</p>	
6	<p>Matters Arising from the Minutes. Item 10 – Anti-bio pipe cleaning. The Chairman reported that the anti-bio pipe cleaning system had now been installed.</p>	
7	<p>Review of monthly financial reports and Sage accounting system. To consider any alternative accounting systems compatible with the Parish Council requirements.</p> <ul style="list-style-type: none"> ○ Balance sheet – it was agreed that the RFO be asked to clarify the loan re-payment dates for the work carried out to resurface the car park. ○ Profit & Loss – No matters reported. ○ Trail Balance – No matters reported. <p>The Chairman had emailed the RFO to ask about the possibility of having a quarterly spreadsheet that contained the budget, spend, balance and variance figures.</p> <p>It was noted that the current Sage accounting package did not provide certain financial documents required by the Committee / Council because of the Cloud system. It was agreed that other options and accounting systems be explored along with the cost of expanding the Sage package already in use.</p>	<p>Clerk</p> <p>AM</p> <p>Clerk</p>
8	<p>To report on financial discrepancies. Cllr M Corney had carried out some extensive research into the accounts covering a period of several months and identified the financial discrepancies found so far. The existing system of how money was being handled, checked and banked was explained along with how the money was recorded. Errors had been discovered with the general banking of</p>	

	<p>money received at Millennium House along with the EOPS system that recorded the taking from the bars. The committee granted Cllr M Corney authority to contact Duchy Cash Systems to enable him to look at the financial records on the EPOS system prior to October 2018 when the EOPS and general accounting system went cloud based. The sequential numbering on the receipts for the front bar (function room) appeared to be inconsistent; and this needed to be investigated as to why; although maybe it was due to logging on and off of the system. Receipt numbers from the bar and reception were now being checked weekly and a request had been made that the receipt number is entered in the bookings diary when a room is hired.</p> <p>EPOs was a complicated system and problems did arise when bar staff did not sign off at the end of their shift.</p> <p>Cllr M Corney had uncovered further evidence but was not able to report this to the meeting. Cllr Corney would continue with his enquiries and suggested that action through a civil court was something the Council may wish to consider.</p> <p>The RFO was contacting the Parish Councils insurance company about the missing money and the possibilities of making one claim or several claims.</p>	<p>MC</p> <p>MC</p> <p>RFO</p>
9	Financial Risk Assessment – to establish any further work required. The Chairman reported on this work in progress.	AM
10	To recommend the removal of the external phone line into the Parish Council office. To consider the removal of the pay phone at Millenium House reception. Following a discussion on the telephone system within the building it was proposed by Cllr P Haines, seconded by Cllr A Moss and unanimously agreed that a proposal is made to the Full Council to overhaul the system and look to remove the external fax line from the Parish Council office and disconnect the payphone in the reception area. BT or another systems provider to be asked to make a recommendation to upgrade the facility.	Council / Clerk
11	To look at the costs of the Gas service contract. It was agreed that the company Blue Flame who recently repaired the boilers be invited to look at the whole heating system and provide a cost for the annual service and maintenance contract. Proposed Cllr A Moss, seconded Cllr P Haines and unanimously agreed.	Clerk / AM
12	Costs for the Co2 extinguishers and servicing. Cllr I Vaughan detailed the £23.00 price for new Co2 extinguishers; stating the existing extinguishers were near or pass their expiry date. It was proposed by Cllr P Haines, seconded by Cllr A Moss and unanimously agreed this matter be actioned immediately and Cllr I Vaughan was given the authority to establish how many extinguishers required replacing and arrange for the work to be done.	IV
13	Any other business. No matters reported.	
14	Date of the next meeting – Monday, 23 rd September 2019.	
15	To close the Meeting. There being no further business the meeting closed at 9.00pm.	

Dated. 23rd September 2019

Signed.