

**St Ive Parish Council**

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

Item No.		Action by
1	<p><b>Those present.</b> Cllrs. A Moss (Committee Chairman), M Corney, P Haines, I Vaughan, T Hodson.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	<p><b>Apologies</b> for absence. None</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 questions or statements from members of the public (10 minutes).</b> No public present.</p>	
5	<p><b>Minutes – to approve the Minutes of the Meeting held on the 28<sup>th</sup> October 2019.</b> The Minutes of the Meeting held on the 28<sup>th</sup> October 2019 were approved and signed by the Chairman; proposed by Cllr T Hodson, seconded by Cllr M Corney and agreed by the majority. Cllr I Vaughan was not present at this meeting.</p>	
6	<p><b>Matters Arising from the Minutes.</b></p> <p><b>Item 6 Accounting system</b> – Kate Vaughnley from KV Accounting was coming in on the 28<sup>th</sup> November 2019 to show the Clerk and any Councillors available, how the Sage system operates.</p> <p>It was proposed by Cllr T Hodson, seconded by Cllr I Vaughan that any SAGE accounting packages unused be cancelled.</p> <p>It was proposed by Cllr T Hodson, seconded by Cllr P Haines and unanimously agreed that the current SAGE be upgraded, if a better and more user friendly system was available.</p>	
7	<p><b>Review of Monthly Financial Reports.</b> The monthly reports were noted with some matters requiring clarification from the Finance Officer.</p> <p>Cllr T Hodson suggested that KV Accounting be used to oversee the VAT claims, and check the accounts on a quarterly basis. This to be reconsidered after the training session on the 28<sup>th</sup> November 2019.</p>	
8	<p><b>Budget for 2020/2021 – to look at the budget for the next financial year and make a recommendation for the precept.</b> The committee reviewed and discussed the budget for the 2020/2021 financial year; taking into account the current level of reserves. It was proposed by Cllr I Vaughan, seconded by Cllr A Moss and unanimously agreed that a precept of £94,000 be recommended for the next financial year. The Full Council to approve in December 2019.</p>	
9	<p><b>Financial insurance claim.</b> The Finance Officer was looking at the options of submitting an insurance claim for the financial discrepancies found.</p>	RFO

<b>10</b>	<b>Fee for the Performing Rights Licence (PRS.)</b> Cllr A Moss was challenging the cost of the renewal.	AM
<b>11</b>	<b>Any other business.</b> No matters reported.	
<b>12</b>	<b>Date of the next meeting.</b> Monday, 27 <sup>th</sup> January 2020.	
<b>13</b>	<b>To close the Meeting.</b> There being no further business the meeting closed at 8.50pm.	

Dated. 27<sup>th</sup> January 2020

Signed.