

St Ive Parish Council

Minutes of the St Ive Parish Council Finance and Administration Committee Meeting held in the Millennium House, Pensilva on Monday, 27th January 2020 at 7.30pm.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss (Committee Chairman), I Vaughan, P Haines, T Hodson.</p> <p>Also attending. Mrs J Hoskin (Parish Clerk)</p>	
2	<p>Apologies for absence. None.</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. There were no members of the public present.</p>	
5	<p>Minutes – to approve the Minutes of the Meeting held on the 25th November 2019. The Minutes of the Meeting held on the 25th November 2019 were approved and signed by the Chairman; proposed by Cllr P Haines, seconded by Cllr T Hodson and unanimously agreed.</p>	
6	<p>Matters Arising from the Minutes.</p> <p>Item 6 (6) Accounting system. Kate Vaughnley (KV Accounting) had attended on the 28th November 2019 and presented training for the Clerk and Cllrs. A Moss and I Vaughan.</p> <p>The unused Sage account had been cancelled. Cllr T Hodson asked if Kate was going to oversee the accounting system and review the Vat returns. Cllr I Vaughan suggested this could be done by Councillors.</p> <p>Advertising in the Parish Pump and the way money was collected was discussed. The Sage system needed to be upgraded from April 2020 to enable budget figures to be shown on reports.</p>	
7	<p>Review of Monthly Financial Reports. The Committee reviewed and the reports, noting that the pensioners lunches (catering) were not making a profit.</p> <p>Cllr I Vaughan suggested the Council gives some thought to contract cleaning and compares the charges from an outside organisation with the cost of employing a member of staff for this duty.</p> <p>The bar income needed to improve to sustain the facility. Cllr T Hodson suggested the football club be encouraged to return to the bar after matches and that some of their pictures and trophies be reinstated.</p>	
8	<p>Millennium House rates – update on enquiry for a rate rebate based on the appeal granted reducing the rateable value of the building. The Clerk had visited the Cornwall Council rating department at St Austell today and met with an officer from this section. She had also spoken to the Valuation Office and confirmed that the previous rate appeal had been based on the rateable value of the building set in 2010. The new charges were based on the latest rateable values set in 2017 and</p>	

	confirmed that a new appeal needed to be raised. The Clerk will action this with a request that should the appeal be successful a refund be back dated.	Clerk
9	Fee for the Performing Rights Licence (PRL) – update. The Chairman reported that he continued to challenge the renewal fee and was speaking with the department again on the 28 th January 2020.	
10	Any other business / Items for the next Agenda. <ul style="list-style-type: none"> o Online banking – It was proposed by Cllr A Moss, seconded by Cllr I Vaughan and unanimously agreed that the Finance Officer John Body be able to access online banking to enable statements etc to be checked. o Zurich Insurance – The Clerk reported that an email from the insurance company suggested that a claim for the financial discrepancies would not be successful without further information and evidence that the Council could not provide. Matter closed. o Financial Risk Assessment – The Chairman stated that a financial risk assessment was now due and he would arrange for this to be done. 	AM
11	Date of the next Meeting. Monday, 24 th February 2020.	
12	To close the Meeting. There being no further business the meeting closed at 9.00pm.	

Dated. 24th February 2020

Signed.