

St Ive Parish Council

Minutes of the St Ive Parish Council Finance and Administration Committee Meeting held in the Millennium House, Pensilva on Monday, 24th February 2020 at 7.30pm.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss (Committee Chairman), T Hodson, P Haines, I Vaughan.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	Apologies for absence. None.	
3	Councillors Declarations of Interest. To receive and grant any requests for dispensations. None declared at this stage of the Meeting.	
4	To receive questions or statements from members of the public (10 minutes). There were no members of the public present.	
5	Minutes – to approve the Minutes of the Meeting held on the 27th January 2020. The Minutes of the Meeting held on the 27 th January 2020 were approved and signed by the Chairman, proposed by Cllr P Haines, seconded by Cllr I Vaughan and unanimously agreed.	
6	Matters Arising from the Minutes. Item 10 Online banking – Cllr P Haines confirmed the forms had been ordered to amend the online banking authorisations.	RFO/ Cllrs.
7	Review of Monthly Financial Reports. The Committee reviewed the monthly finance reports nothing that the asset register needed to be updated. There were no issues with the profit and loss reports and balance sheet was correct.	
8	<p>Millennium House rates – update on enquiry for a rate rebate based on the appeal granted. The Clerk had attended a meeting with the Cornwall Council business rates section. The Clerk then contacted the Valuation Office. The appeal had been upheld and the reduced rates would be backdated to 2017. Cornwall Council will now be authorised to issue a refund of the overpayment back to that date.</p> <p>The Clerk reported that the previous appeal was based on the rateable figures set in 2010 and the current rates were calculated on the latest property valuations. This was the reason why the rate charge had increased.</p> <p>Discussion relating to the rates for the coffee shop continued.</p> <p>It was proposed by Cllr I Vaughan, seconded by Cllr A Moss and unanimously agreed the Clerk continues to liaise with both organisations until the money is refunded.</p> <p>Cllr A Moss and the Clerk where thanked for their work in resolving this matter.</p>	Clerk

9	<p>Millennium House – report from the MHMC meeting on the revised hire rates from 1st April 2020. Cllr A Moss reported on the meeting with a delegation of the MHMC who had decided to retain the current hire rates for the forthcoming year. It was noted that bookings were increasing and realistic hire charges would hopefully result in further booking being made.</p>	
10	<p>Fee for the Performing Rights Licence (PRS) – update. The current charge was being challenged and the charges for the forthcoming year were being investigated. Cllr A Moss offered to continue with this matter.</p>	AM
11	<p>To review the EPOS system in the bar, what the system provides, the costs incurred and whether or not an alternative system would be more financially viable. Cllr I Vaughan along with the Clerk highlighted the positive and negative aspects of the EPOS system, stating that it was not being used to its full potential, and questioning the need for such a complex package. Could savings be made by having an alternative system for financial transactions and the recording of bar stock?</p>	
12	<p>Any other business / Items for the next agenda.</p> <p>a) Solar Farm – Cllr A Moss confirmed the sum of £1,799.74 remaining in the solar fund. The skittles groups had offered to raise money towards the cost of new flooring for the function room and new padded mats to protect the windows that would replace the existing mattresses.</p> <p>b) Insurance – The Clerk spoke about reviewing the insurance for the next year. It was felt that the council were committed to a three year contract with the current insurance provider. This will be clarified.</p> <p>c) New hot water boiler for Millennium House – The Clerk reported that work to install the new hot water boiler would commence on the 16th March 2020 so payment was likely to be carried forward to the new financial year depending on the receipt of the invoice.</p> <p>d) Clocking in machine for staff – Various options and costs were discussed and it was felt that a fob system maybe the best option.</p> <p>e) Planning and other documents – It was noted that some members of the Parish Council did not have emails for communicating. Cllr I Vaughan suggested that one copy of each document be printed and circulated in an envelope for those councillors who needed to view paper copies.</p> <p>f) Pensioners lunch – Cllr P Haines felt the recent Tamar Fresh Food produce was working well for the pensioners lunch and suggested the meals could be expanded to a more “carvery style” community lunch. He offered to ask Cllr A Haines to do some research into costs and options available.</p>	<p>Clerk</p> <p>Clerk</p> <p>AH</p>

13	Date of the next meeting – to be decided.	
14	To close the Meeting. There being no further business the meeting closed at 9.00pm.	

Dated.

Signed.