



**MINUTES OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING**

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 5th April 2016 at 7.00pm

PRESENT

Chairman: Cllr R Hendy
D J Bryan, C Rose, A Toms (Ex-officio)
and D Welch

OFFICERS

Town Clerk - Mrs Anne Frith

		<u>ACTIONS</u>
130.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs Miss K Bishop, P Crossley and M Gregory. <u>ABSENT</u> Cllrs Mrs M Powell and J R B Dingle.	
131.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
132.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust and Looe Boat Owners Association Cllr Toms declared an interest in any matter raised concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust.	
133.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 7TH MARCH 2016</u> Cllr Hendy proposed that the Minutes of the Meeting, of 7 th March 2016 be approved, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 7 th March 2016.	
134.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7TH MARCH 2016</u> .1 <u>Ref Min No: 120 – Internet Banking</u> Cllr Hendy requested that the Clerk re-send instructions for registering for internet banking to relevant Councillors.	Clerk to send email.

<p>135.</p>	<p><u>TO REVIEW FINANCIAL ISSUES</u></p> <p>a) <u>To Discuss Investment of Council Funds</u> The Clerk explained that, following a visit from the Lloyds Bank Business Liaison Manager information had been received on options for investment of funds to gain a slightly higher interest rate for our reserves. The Committee looked at the options which are: 32 day account which rolls on until we cancel 6 month fixed term account 9 month fixed term account. The Committee that the funds available for investment would be the equivalent of the budgeted running costs figure of £150,000 and that this amount should be split over different accounts. After much discussion regarding the options Cllr Bryan proposed that £75K be invested in the 32 day account and £75K in the 6 month fixed term account, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to approve the above proposal. Cllr Hendy asked that this item be kept on the Agenda.</p> <p>b) <u>To Discuss a 5 Year Budget Forecast</u> At the Chairman’s request Cllr Rose went through the draft 5 year forecast which has been based on the budget for 2016/17 with a 2% increase on costs. Cllr Hendy stated that some items of expense will drop out over the next five years such as the Neighbourhood Plan, Allotments, Mariners Garden etc but other projects may take their place. Cllr Rose explained that this is a working document to enable us to monitor where we are with the budget and forecast, some headings may change. With regard to the Tourist Information Centre, Cllrs Hendy and Rose agreed to work on a separate 5 year forecast to enable decisions to be made, when done it will be circulated to all Councillors.</p> <p>c) <u>Tourist Information Centre Profit/Loss Update</u> The profit and loss information relating to the Tourist Information Centre was reviewed.</p>	
<p>136.</p>	<p><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></p> <p>.1 <u>Annual Christmas Lights Donation</u> A request for the annual donation of £1500 has been received from the Lighting Team, this was discussed by the Committee and concerns were raised as to what the £8000 donation made last year had been spent on. Cllr Toms proposed that a set of accounts for 2015/16 is asked for and defer the matter until received, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to approve the above proposal.</p>	

.2 Merlin MS Centre

Cllr Toms declared a personal interest.

The request for £360 was discussed and after review of the benefit to people of Looe Cllr Rose proposed that the amount of £360 be donated, seconded by Cllr Welch it was:

RESOLVED

With a vote of 4/1 abstention to approve the above proposal.

.3 Chicks

A request for £920 had been received and discussed by the Committee. Cllr Rose proposed that a donation of £100 be made and sent with a letter explaining that there is a limit to our affordability this year, seconded by Cllr Hendy it was:

RESOLVED

Unanimously to approve the above proposal.

.4 Pioneer Runners

A request for £1000 had been received, this being towards the cost of providing two defibrillators for areas of West Looe.

The Committee discussed the request and had concerns about the implications for the Council as fund-raising is being undertaken from the general public.

Cllr Rose proposed that a donation of £100 be made and a letter sent asking them to come back to us later in the year if there is a shortfall in the funds required, seconded by Cllr Hendy it was:

RESOLVED

Unanimously to approve the above proposal.

.5 River Recreation Centre

Cllr Hendy declared a personal interest.

At a previous meeting this request had been discussed and we had written to the applicant asking them to request funding from Polperro Community Council as that area in question is within the boundaries of Polperro. The applicant had done so and a copy of Polperro Community Council's response had now been received in which they declined to help financially.

Cllr Hendy explained that some pledges made prior to commencement of the West Quarries project have not been honoured and there is now a shortfall.

Cllr Toms proposed that a donation of £100 be made and review the matter at a later date, seconded by Cllr Welch it was:

RESOLVED

With a vote of 4/1 abstention to approve the above proposal.

.6 Looe Voluntary Marine Group

A request for £548 towards the cost of the Festival of the Sea event had been received and was discussed by the Committee.

Cllr Toms proposed that £100 be donated, seconded by Cllr Welch it was:

RESOLVED

Unanimously to approve the above proposal.

	<p>Cllr Hendy asked if there would be any benefit in have a Town Funding Committee which would involve all major organisations depositing their donation budget with this Committee and meeting twice a year, the Committee to be formed with Members from all participating organisations. The Committee agreed that this could be of benefit to all and the Clerk was asked to write to the major organisations for their comments on this suggestion.</p>	<p>Clerk to write to major organisations</p>
<p>137.</p>	<p><u>CORRESPONDENCE</u> There had been no correspondence received.</p>	
<p>138.</p>	<p><u>PROCEDURES</u> .1 <u>To Review Draft Administration Work Procedures</u> This document is still being worked on and the matter was deferred until the next meeting. .2 <u>To Discuss Draft Document Retention Policy</u> This document is still be worked on and the matter was deferred to the next meeting.</p>	
<p>139.</p>	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u> .1 <u>Internal Audit Report</u> Cllr Rose informed the Committee that he had undertaken an internal audit and he went through his report (see attached), it had been identified that the procedure for recording postage required addressing and that there should be some form of defect reporting system for the Council's amenities. Cllr Hendy thanked Cllr Rose for his work. .2 <u>Car Park Charges for 2016/17</u> The Clerk asked the Committee to review the parking charges for the Health Centre Patients car park, currently £155 per year plus VAT. The Committee discussed this matter and agreed that there should be a small increase as the charges have remained the same for the last few years. Cllr Hendy proposed that the annual charge be increased to £160 plus VAT with effect from the renewal date, seconded by Cllr Rose it was unanimously agreed. .3 <u>Statement of Internal Control</u> The Clerk informed the Committee that this document is required for the Annual Audit and requires amendment. Cllr Hendy stated that he will work on the document and bring it to the next meeting of this Committee for approval. .4 <u>Looe Music Festival</u> The Clerk explained that £1000 had been charged last year for the provision of supplies and cleaning of the seafront public conveniences and, as the toilets have now been refurbished, she asked if a further refundable deposit for potential damage should be requested. The Committee discussed this and all agreed that no refundable deposit should be requested but a letter should</p>	

