



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Tuesday 17<sup>th</sup> May 2016 at 7.00pm

**PRESENT**

Councillors Miss K Bishop, D J Bryan  
M Gregory, R Hendy and A Toms (Ex-officio)

**OFFICERS**

Town Clerk - Mrs Anne Frith

**IN ATTENDANCE**

Cllr C Rose  
Mr S Morton

1.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs P Crossley and D Welch. <b><u>ABSENT</u></b> Cllr J R B Dingle.	<b><u>ACTIONS</u></b>
2.	<b><u>TO ELECT A CHAIRMAN</u></b> Cllr Bryan proposed that Cllr Hendy be re-elected to serve as Chairman for 2016/17, seconded by Cllr Miss Bishop it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Hendy to serve as Chairman for 2016/17.	
3.	<b><u>TO ELECT A VICE CHAIRMAN</u></b> Cllr Miss Bishop proposed that Cllr Gregory be elected to serve as Vice Chairman for 2016/17, seconded by Cllr Hendy it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Gregory to serve as Vice Chairman for 2016/17.	
4.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no questions asked.	
5.	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> 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.	

6.	<p><b><u>TO APPROVE THE MINUTES OF THE MEETING OF 5<sup>th</sup> APRIL 2016</u></b></p> <p>Cllr Miss Bishop asked for an amendment to the Minutes as she had given her apologies for this Meeting by email on 2<sup>nd</sup> April and therefore should not be Minuted as Absent, the Clerk apologised and agreed to amend the Minutes.</p> <p>Cllr Hendy proposed that the Minutes of the Meeting, of 5th April 2016 be approved, seconded by Cllr Bryan it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the Minutes of the Meeting of 5<sup>th</sup> April 2016 with the above Amendment.</p>	
7.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> APRIL 2016</u></b></p> <p>There were no matters raised.</p>	
8.	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b></p> <p>a) <u>To Update on Investment of Council Funds</u></p> <p>The Clerk informed that £75K had been invested in a 32 day account and £75K in a fixed Term six month account. Cllr Hendy suggested that investment should be spread as he has concerns that all Council funds are with one bank. Alternatives to be investigated.</p> <p>b) <u>To Discuss and Approve the Purchase/Lease of a Council Vehicle</u></p> <p>The Chairman informed the Committee that the Clerk had sourced three quotes for lease or contract hire of small vans. The Committee reviewed the quotations and suggested that there may not be a need for a van, however it was explained that the current method of transporting stock for the public conveniences is not ideal. The Clerk also explained that there may be a possibility of entering into a Service Level Agreement with Polperro Community Council to service their public convenience buildings, the discussions for which are in their very early stages. Cllr Gregory suggested that Cormac may be able to assist with the lease or purchase of a van and that we should write to ask. Cllr Toms volunteered to write to Cormac.</p> <p>Various other concerns were raised such as insurance, maintenance, parking etc. It was agreed to wait for a response from Cormac and the matter was deferred to the next meeting.</p> <p>Cllr Miss Bishop asked that all costs, liabilities etc are sourced to enable a decision to be made.</p> <p>c) <u>Tourist Information Centre Profit/Loss Update</u></p> <p>The profit and loss information relating to the TIC was reviewed for 2015/16, the Clerk pointed out that the accounts as supplied are, as yet, un-audited. Cllr Hendy asked all Members to review the Profit and Loss document and come back with any comments or recommendations to the Clerk.</p>	

	<p>d) <u>To Review the End of Year Accounts and make Recommendation to Full Council</u> The End of Year Accounts are not available as the final Audit has not yet been done. The Clerk was asked to circulate to all Members when they are available.</p> <p>e) <u>Accounts Migration to Quickbooks Cloud</u> The Clerk explained that our book-keeper is still not confident with the security of the Quickbooks Cloud. This matter was discussed and Cllr Miss Bishop proposed that the accounts move to Quickbooks Cloud, seconded by Cllr Gregory subject to liaising with Lynda Sandford it was: <b><u>RESOLVED</u></b> <u>With a vote of 4/1 against to move the accounts to the Quickbooks Cloud.</u> Cllr Miss Bishop asked that the Financial Regulations be checked regarding security.</p> <p>f) <u>Financial Risk Assessment</u> Cllr Hendy informed that he has reviewed the risks and asked that the document tabled be circulated to all members also to Cllr Rose and Mr Morton for comment.</p> <p>g) <u>Statement of Internal Control</u> Cllr Hendy informed that this is required for the Internal Audit and will be ready shortly. He also informed that he had reviewed all Policies and asked for them to be circulated to all members.</p>	<p>Clerk to liaise with LS</p> <p>Clerk to circulate Risk document</p> <p>Policies to be circulated.</p>
<p>9.</p>	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b></p> <p>.1 <u>1<sup>st</sup> Looe Sea Scouts</u> A request for a donation towards the cost of clearing and re-planting an area of West Looe Cemetery has been received, the request was discussed, Cllr Gregory proposed that a donation of £55 be made from the Community Chest, seconded by Cllr Miss Bishop it was: <b><u>RESOLVED</u></b> Unanimously to approve the above proposal.</p> <p>.2 <u>Caradon Area Neighbourhood Watch</u> A request has been received for a donation towards the cost of upgrading IT equipment to maintain communications. The Committee discussed this request and Cllr Miss Bishop proposed that a donation of £50 from the Community Chest be made, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> Unanimously to approve the above proposal.</p> <p>.3 <u>Looe Development Trust – Youth Project</u> A request for a contribution towards the continuation of running the youth project, the Committee discussed the request and Cllr Ms Bishop proposed that a contribution of £1000 be made from the Community Chest, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> With a vote of 4/1 abstention (AT) to approve the above proposal.</p>	

	<p><u>.4 Looe Development Trust – Looe Valley Cycle Trail.</u>  A further request had been received from Looe Development Trust for a loan of £25,000 to facilitate grant funding for the feasibility study for this proposal.  Concerns were raised regarding the legality of the Council lending funds and there was much discussion.  Cllr Hendy proposed that a letter be sent to Looe Development Trust stating that the Council is unable to support a loan, to be backed up by the Financial Regulation, seconded by Cllr Miss Bishop it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the above proposal.</p>	
<p><b>10.</b></p>	<p><b><u>CORRESPONDENCE</u></b>  <u>.1 Community Fund Group</u>  The Clerk had written to all major organisation with the suggestions that a Community Fund Group be set up to avoid applications for funding being discussed by each individual organisation, with the exception of one organisation the rest had all come back and stated that they felt unable to be part of such a group.  2. <u>Letters of thanks</u>  Letters of thanks for recent donations had been received from the Merlin MS Centre, River Recreation Centre CIC, Chicks and Looe Marine Conservation Group.</p>	
<p><b>11.</b></p>	<p><b><u>PROCEDURES</u></b>  <u>.1 To Discuss Council Nominated East Looe Town Trust Trustees</u>  The Clerk explained that there has been a vacancy for a Council nominated ELTT Trustee since last September, the Trust had requested that we did not advertise this vacancy at that time as the Trust were moving to Charitable Incorporated Organisation status. This has now been done and registered with the Charity Commission on 5<sup>th</sup> May 2016. As a result of this the Trust’s Constitution has changed.  Cllr Bryan stated that various Councillors present had served on the Trust at one time or another and it is very difficult for Councillor Trustees, putting them in difficult or awkward positions at times.  Cllr Toms asked if, with the change in the Constitution, are there changes in the scheme.  Cllr Hendy, as a serving Trustee, explained that by becoming a CIO there are better benefits, the area of benefit has expanded to the whole of Looe and not just East Looe. The issue now is that at present we have four Council nominated Trustee positions but that may be reduced to two, he suggested that we wait for ELTT to contact us but in the meantime consider the way forward.  Cllr Toms proposed that he, Cllr Bryan and Cllr Hendy meet with the ELTT Chairman to determine what the Trust require, seconded by Cllr Hendy it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the above proposal.</p>	

12.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p><u>.1 Signage – East Looe</u></p> <p>Cllr Toms has requested two signs, one for Pendrim Road and one for North Road which are blue signs and would state “Unsuitable for motor vehicles” to try to reduce the number of incidents involving vehicles. The cost of the signage would be £643.48 plus VAT for installation and fixings.</p> <p>The Committee discussed this request and it was identified that the cost could come from the contingency/emergency budget.</p> <p>Cllr Toms recommended that the signs be purchased and installed, seconded by Cllr Bryan it was: Unanimously agreed.</p> <p>Cllr Gregory asked if it is possible to have similar blue signs for the use of satnav’s. This will be investigated.</p> <p>The Meeting closed at 8.55pm.</p>	
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Signed .....

Date .....