



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Monday 13<sup>th</sup> February 2017 at 7.00pm

**PRESENT**

Chairman Cllr R Hendy  
Councillors Miss K Bishop, D J Bryan,  
M Gregory and A Toms (Ex Officio)

**OFFICERS**

Town Clerk - Mrs Anne Frith

<b><u>77.</u></b>	<b><u>APOLOGIES</u></b>	<b><u>ACTIONS</u></b>
<b><u>77.</u></b>	<p>Apoloiges for absence were received from Cllrs P Crossley, J Dingle and D Welch.</p>	
<b><u>78.</u></b>	<p><b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.</p>	
<b><u>79.</u></b>	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust. Cllr Toms declared an interest in any matter raised concerning Looe Harbour Commission, Looe Development Trust and Cornwall Council.</p>	
<b><u>80.</u></b>	<p><b><u>TO APPROVE THE MINUTES OF THE MEETING OF 6<sup>th</sup> December 2016</u></b> Cllr Gregory proposed that the Minutes of the Meeting, of 6<sup>th</sup> December 2016 be approved, seconded by Cllr Hendy it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 6<sup>th</sup> December 2016.</p>	
<b><u>81.</u></b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> DECEMBER 2016</u></b> There were no matters raised.</p>	
<b><u>82.</u></b>	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b> <b><u>a)To Review Profit and Loss up to 31<sup>st</sup> January 2017 and the Cumulative Budget.</u></b> The Committee reviewed the profit and loss provided as attached. The cumulative budget was also reviewed and various queries were raised which the Clerk was asked to investigate.</p>	<p>Clerk to check the issues raised</p>

	<p>b) <u>To Discuss an Alternative Accounting System</u>  This matter was discussed at length and Cllr Hendy informed the Committee that a system called Omega is being used by Callington Town Council and it is tailored specifically for Councils. It was eventually agreed that Cllr Hendy, Cllr Rose and the Clerk arrange to go to Callington to review the Omega system and report back to the next meeting.</p>	<p>Clerk to arrange a visit to Callington TC</p>
<p>83.</p>	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b>  .1 <u>Lugger Association</u>  A request had been received for the supply of plaques for the Lugger race in June and a quote for 60 plaques had been obtained from Continental Engravers.  The Committee discussed the cost of providing 60 plaques and considered that the number of Luggers taking part did not amount to 60.  After much further discussion Cllr Hendy proposed that we provide 40 plaques this time and respond to the Lugger Association informing them that we are currently reviewing our policies which may result in a match-funding donation, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously agreed to approve the purchase of 40 plaques as proposed.  .2 <u>St Pinnock Band</u>  An application for funding for the cost of transport to the National Brass Band Championship, representing South East Cornwall, amounting to £465 had been received and was discussed at length. It was agreed that St Pinnock Band do a lot for Looe and, as they are the official band for Looe, they should be supported.  Cllr Hendy proposed that the requested donation of £465 be made subject to an acknowledgement of support from Looe Town Council be put onto the coach tickets, seconded by Cllr Miss Bishop it was:  <b><u>RESOLVED</u></b>  With a vote of 4/1 abstention to approve the above proposal.</p>	
<p>84.</p>	<p><b><u>CORRESPONDENCE</u></b>  .1 <u>St Martin's Church</u>  A letter thanking the Council for their support with the path re-surfacing project was read to the Committee.  .2 <u>New External Auditor for 2017/18</u>  Notification of the appointment of a new external Auditor had been received and Cllr Hendy informed the Committee that as from 2017/18 for five financial years our External Auditor will be PKF Litteljohn LLP. Grant Thornton will carry out the Annual Audit for 2016/17.</p>	
<p>85.</p>	<p><b><u>PROCEDURES</u></b>  a) <u>To Discuss and Formulate a Safeguarding Policy</u>  Cllr Hendy will produce a draft policy and circulate to Members.</p>	

	<p>b) <u>To Discuss and Formulate a Write-off Policy</u> Cllr Hendy will produce a draft policy and circulate to Members.</p> <p>c) <u>To Arrange a Review of All Policies.</u> Cllr Hendy circulated a list of all Policies and asked the Committee to review them all. It was also suggested that Mr Steve Morton, as a non Council Member, may wish to review them also and make any recommendations that he considers necessary. Cllr Hendy proposed that all Policies be referred to Full Council for approval, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> Unanimously to make Recommendation to Full Council to re-adopt all current policies.</p> <p>d) <u>Amendments to the Model Standing Orders</u> Cllr Hendy informed that CALC had sent out notification that the Model Standing Orders have been amended, combining Standing Orders 13 and 14 into one. Cllr Hendy agreed to make the necessary amendment and circulate to Committee Members and proposed that the amended Standing Orders be referred to Full Council with the Recommendation that they be Approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to make Recommendation to Full Council to approve the Amended Model Standing Orders. Cllr Hendy will re-visit the Looe Town Council Specific Standing Orders and make necessary amendments.</p> <p>e) <u>Risk Assessment</u> Cllr Hendy circulated the Risk Assessment and informed the Committee that the only amendment that needs to be made is the Tourist Information Centre, this to be reduced from high to medium risk following last year's decisions. He will amend this and proposed that it then be referred to Full Council for approval, seconded by Cllr Toms it was: <b><u>RESOLVED</u></b> Unanimously to accept the above proposal.</p>	
86.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b> No matters referred.</p>	
87.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b> .1 <u>East Looe Post Office</u> Cllr Toms informed the Committee that the Post Office in the town will be closing on 22<sup>nd</sup> February and we had only discovered this today. He has taken this matter up with the Post Office and our MP but in the meantime suggested that space could be made in the Tourist Information Centre as a temporary measure to keep the service going, the Committee agreed in principal but raised concern regarding security, opening hours etc.</p>	

	<p>Cllr Toms informed that he had sent out an email to all Councillors and asked the Committee to read it and respond with their thoughts.</p> <p><u>.2 West Looe Town Trust Planning Application</u></p> <p>Cllr Toms explained that the Planning Committee had recommended refusal of this application as West Looe Town Trust had not addressed the issues raised from their last application. As a result of this Colin Crabb (a WLTT Trustee) has withdrawn his help with the repair of the Mariners Garden wall and from the Looe Public Schools &amp; Exhibition Foundation (run by Looe Town Council). This will result in James Lockyer Associates have to project manage the repair and could incur extra cost.</p>	
88.	<p><b><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS TENDERS RECEIVED FOR BOOK-KEEPING SERVICES</u></b></p> <p>Cllr Bryan proposed that the Meeting now move to Part Two, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to move the Meeting to Part Two.</p>	