



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Monday 26<sup>th</sup> June 2017 at 7.00pm

**PRESENT**

Chairman - Cllr R Hendy  
Councillors D J Bryan, M Gregory,  
C Rose, D Welch and  
A Toms (Ex Officio) – arrived at 7.45pm

**OFFICERS**

Town Clerk - Mrs Anne Frith

14.	<p><b><u>APOLOGIES</u></b> Apologies for absence were received from Cllr J Dingle and Cllr A Toms for late arrival.</p>	
15.	<p><b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.</p>	
16.	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllrs Hendy and Rose declared an interest in any matter raised concerning East Looe Town Trust.</p>	
17.	<p><b><u>TO APPROVE THE MINUTES OF THE MEETING OF 23<sup>rd</sup> MAY 2017</u></b> Cllr Hendy proposed that the Minutes of the Meeting of 23<sup>rd</sup> May 2017 be approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 23<sup>rd</sup> May 2017.</p>	
18.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> MAY 2017</u></b> .1 <u>Ref Min. No. 8.4 – Banking Arrangements</u> The Clerk informed the Committee that she had spoken to Bodmin Town Council and they hold all their funds with the same bank. The Committee discussed this and agreed that they would prefer some of our funds being placed with another bank to reduce the risks. The Clerk was asked to investigate other saving opportunities and the matter was deferred to the next meeting. .2 <u>Ref Min No: 8.5 – Internet Banking</u> As the Bank have not yet made the changes to signatories for the account the Clerk was asked to chase this up to</p>	<p>Clerk to investigate investment opportunities  Clerk to chase</p>

	<p>enable us to implement internet banking.</p> <p>.3 <u>Ref Min No: 8.2 – Culmulative Budget</u> Cllr Rose asked the Clerk to forward the cumulative budget sheet to him as an excel sheet to enable him to add the columns agreed.</p> <p>.4 <u>Ref Min No: 13.2 – CCTV Storage</u> The Clerk was asked to arrange for the extra storage for the CCTV.</p>	<p>Clerk to email information</p> <p>Clerk to arrange</p>
19.	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b></p> <p>.1 <u>Profit and Loss, Culmulative Budget and Internal Auditor's Report For Year Ended 31<sup>st</sup> March 2017</u> Cllr Hendy raised a few queries and suggested that he and the Clerk meet to discuss the way forward for reporting purposes and clarity. The Committee unanimously agreed.</p>	
20.	<p><b><u>TO REVIEW THE MILEAGE ALLOWANCE</u></b></p> <p>Cllr Hendy reported that the internal Auditor's report had highlighted that the Council is paying .55p per mile when the non taxable allowance is .45p resulting in 10p per mile subject to tax and stated that we need to be compliant without disadvantaging our public convenience operative. Cllr Gregory suggested checking the NALC recommended tax free mileage allowance and also the possibility of purchasing a tricycle for the distribution of supplies. Cllr Hendy proposed that the mileage allowance be reduced to .45p per mile for employees and Councillors and then look at alternative transport, seconded by Cllr Rose it was:</p> <p><b><u>RESOLVED</u></b> Unanimously to approve the above proposal. The investigation of alternative transport was referred to the Tourism &amp; Amenities Committee. Cllr Gregory proposed that Mr Sheffield be paid an annual allowance of £100 on top of the .45p per mile for wear and tear on his vehicle to be paid monthly through the payroll, seconded by Cllr Welch it was:</p> <p><b><u>RESOLVED</u></b> To approve the above proposal.</p>	<p>Clerk to inform all concerned</p> <p>Referred to T &amp; A Committee</p>
21.	<p><b><u>TO DISCUSS LOOE MUSIC FESTIVAL ISSUES</u></b></p> <p>Cllr Gregory declared a conflict of interest and did not take part in any discussions. Cllr Hendy reported that, following the last meeting, he and Cllr Rose had met with LMF to discuss the terms of the offer made to us to sell tickets. They reached an agreement that we would sell the tickets on a sale or return basis with 10% commission subject to longer opening hours of the Tourist Information Centre (which Looe Music Festival would be willing to cover) with the Tourist Information Centre having exclusivity for ticket sales in Looe. Ms Brittain also showed an interest in becoming a stakeholder in the Tourist Information Centre in the future, this matter will be discussed with LMF and was referred to the Tourism &amp; Amenities Committee for discussion.</p>	<p>To be put on the T &amp; A Agenda</p>

	<p>The Committee asked if we could advertise the tickets on the TIC website stating that we are happy to take telephone orders.</p> <p>It was also agreed that the Guildhall and Seafront toilets would be kept open as usual and LMF have requested that the Millpool toilets are also kept open, the Committee asked that the Millpool toilets be manned by LMF volunteers.</p> <p><b>Cllr Toms arrived at 7.45pm.</b></p>	<p>Ticket sales to be advertised on TIC website</p> <p>LMF Volunteers to man the Millpool toilets</p>
22.	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b></p> <p>There were no applications received.</p>	
23.	<p><b><u>CORRESPONDENCE</u></b></p> <p>None received.</p>	
24.	<p><b><u>PROCEDURES</u></b></p> <p><b><u>.1 Safeguarding Policy</u></b> Cllr Hendy circulated the Draft Policy for comment and informed the Committee that the guidelines and procedures still need to be written up. The Committee reviewed the Draft Policy and there were no queries raised. Cllr Toms stated that he would be willing to be the designated person mentioned in the Policy. Cllr Hendy proposed that the Draft Safeguarding Policy be referred to Full Council for approval and adoption, seconded by Cllr Toms it was: <b><u>RESOLVED</u></b> To refer the Draft Policy to Full Council for approval and adoption.</p> <p><b><u>.2 Write-off Policy</u></b> Cllr Hendy informed that this Policy is still being worked on.</p> <p><b><u>.3 Donations Policy</u></b> The Draft document had previously been circulated and Cllr Hendy explained the reasoning behind the Policy, this being to support local Charities rather than Regional or National Charities. Cllr Hendy proposed that the Donations Policy be referred to Full Council for Adoption, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to approve the above proposal.</p> <p><b><u>.4 Standing Orders</u></b> Cllr Hendy explained that the main amendments have been made to reflect the changes made by East Looe Town Trust when they became a CIO and he proposed that the Standing Orders be referred to Full Council for adoption, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> Unanimously to refer the Standing Orders to Full Council for adoption.</p> <p><b><u>.5 Financial Regulations</u></b> Cllr Hendy explained that the Financial Regulations have been updated to comply with the 2016 Regulations and he</p>	<p>Refer to Full Council</p> <p>Refer to Full Council</p> <p>Refer to Full Council</p>

	<p>proposed that the amended Financial Regulations be referred to Full Council for adoption, seconded by Cllr Toms it was:  <b><u>RESOLVED</u></b>  Unanimously to refer the Financial Regulations to Full Council for adoption.</p>	Refer to Full Council
25.	<p><b><u>TO REVIEW THE 2017/18 BUDGET</u></b>  It was agreed that Cllr Hendy and the Clerk go through the budget and report back to the next meeting.</p>	To go on next Agenda
26.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b>  No matters referred.</p>	
27.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b>  .1 <u>Charging for use of toilets</u>  Cllr Toms reported that Cornwall Council are providing charging mechanisms at a reduced rate at the moment and this should be considered. The matter was referred to the Tourism and Amenities Committee.  .2 <u>Weed Killing</u>  Cllr Toms reported that he has asked for a daily rate charge for the use of a mechanical brush and the scarab to clear the weeds.  This matter was referred to the Tourism and Amenities Committee.  .3 <u>Work Plan and Timelines for all Projects/Devolution</u>  At the request of the Mayor the Clerk provided a work plan with timelines to bring to a close all current devolution offers to enable other decisions to be made. A draft plan had been produced and the Clerk circulated the document to the Committee for their perusal and bring any comments/amendments back to the next meeting.  Cllr Gregory agreed to check with Legal and Members Services whether he has a conflict of interest regarding devolution, it was agreed that this Committee carry out the work required.</p> <p><b>The Meeting closed at 8.15pm.</b></p>	<p>Referred to T &amp; A Committee</p> <p>Referred to the T &amp; A Committee</p> <p>Agenda item for next Meeting</p>

Signed .....

Date .....