



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Monday 5<sup>th</sup> February 2018 at 7.00pm

**PRESENT**

Chairman - Cllr R Hendy  
Councillors M Gregory, C Rose  
and A Toms (Ex Officio)

**OFFICERS**

Town Clerk - Mrs Anne Frith

57.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs D Bryan, J Dingle and D Welch.	
58.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.	
59.	<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. Cllr Hendy declared an interest in the Lions Club of Looe. Cllr Toms declared an interest in any matter raised concerning Looe Harbour Commission, Looe Development Trust and Cornwall Council.	
60.	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 6<sup>th</sup> NOVEMBER 2017</u></b> Cllr Hendy proposed that the Minutes of the Meeting of 6 <sup>th</sup> November 2017 be approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 6 <sup>th</sup> November 2017.	
61.	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> NOVEMBER 2017</u></b> .1 <b><u>Ref Min No 56.3 – Cornish Riviera Box Office Tickets</u></b> The Clerk advised that she had contacted the CRBO and invoices had now been received for the years 2015, 2016 and 2017 amounting to £1256.64. The Clerk queried how the invoices for 2015 and 2016 should be accounted for on the Quickbooks system and the Committee suggested that the Clerk should speak to Steve Hudson, our Internal Auditor.	Clerk to speak to Steve Hudson
62.	<b><u>TO REVIEW FINANCIAL ISSUES</u></b> .1 <b><u>Profit and Loss to 31<sup>st</sup> January 2018 and the Culminative Budget</u></b> The TIC Profit and Loss was discussed and there is still confusion over the commission received for ticket sales. The	

	<p>Clerk was asked to pull out all the invoices and TIC sales records for 2016/17 and create a spreadsheet so that the commission earned is easier to understand.</p> <p>With regard to the general Profit and Loss the only issue raised was the cost of the Amenities Manager's mobile phone, Cllr Gregory proposed that, at the end of the current mobile phone contract, the contract should be converted to a SIM only, seconded by Cllr Hendy it was:</p> <p><b><u>RESOLVED</u></b> Unanimously to approve this proposal.</p>	<p>Clerk to create a spreadsheet for tickets for 16/17</p>
63.	<p><b><u>TO DISCUSS ALTERNATIVE BANKING ARRANGEMENTS AS REFERRED FROM FULL COUNCIL</u></b></p> <p>It had been agreed at the last meeting to review this matter in May 2018.</p> <p>Cllr Hendy explained the problems we are experiencing with internet banking and it was suggested that the current account be moved to an alternative bank, leaving the Investment account with Lloyds. The Clerk was asked to get quotes from Barclays, HSBC, Co-op, TSB and Santander and put them on the Agenda for the next meeting.</p>	<p>Clerk to get quotes from Banks</p> <p>Agenda for next meeting</p>
64.	<p><b><u>TO REVIEW THE FINANCIAL AND GENERAL RISK ASSESSMENT 2018 AND MAKE RECOMMENDATION TO FULL COUNCIL</u></b></p> <p>The Committee reviewed the Risk Assessment which has recently been updated by Cllrs Hendy and Rose.</p> <p>Cllr Hendy proposed that a Recommendation be made to Full Council to approve the document, seconded by Cllr Rose it was:</p> <p><b><u>RESOLVED</u></b> Unanimously to accept the above proposal.</p> <p>The Fire Risk Assessment also undertaken by Councillors Hendy and Rose was referred to the Tourism and Amenities Committee.</p>	<p>Fire Risk Assessment to be put on T&amp;A Agenda</p>
65.	<p><b><u>TO REVIEW INTERNAL MEMBER AUDIT</u></b></p> <p>The Committee reviewed the quarterly audit undertaken by Cllr Trevor Crane on 23<sup>rd</sup> November 2017.</p> <p>A couple of issues were raised as follows:</p> <p>.1 Ref: b) Invoice date and number to be noted against the payment</p> <p>.2 Ref c) Bank statement Number to be noted against payments</p> <p>.3 Ref f) Bank statement and Reconciliation Number need to be recorded for reconciliation check.</p> <p>The Committee asked that their thanks be forwarded to Cllr Crane.</p> <p>The Clerk was asked to speak to our book-keeper to discuss the budget headings on the Quickbooks system.</p>	<p>Clerk to write to Cllr Crane</p> <p>Clerk to speak to Lynda Sandford</p>
66.	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b></p> <p>.1 <u>Lions Club of Looe</u></p> <p>Cllr Hendy left the room whilst this application was discussed. Cllr Rose informed the Committee that the Lions Club were</p>	

	<p>looking for a donation of £200 towards the cost of staging the Coast to Cove challenge in aid of the Cornwall Air Ambulance to enable all entry fees to be donated. The Committee discussed this request and Cllr Toms proposed that a donation of £200 be made as the Cornwall Air Ambulance is a needed service for Looe residents, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b> Unanimously to donate £200 as requested. Cllr Hendy returned to the meeting.</p>	
67.	<p><b><u>CORRESPONDENCE</u></b></p> <p>.1 <u>External Auditor Appointment</u> Notification of the External Auditor for 2017/18 financial year had been received and our Auditors will be PKF Littlejohn LLP. The cost of the audit will be £1300 which was duly noted.</p> <p>.2 <u>CALC – Statement of Safety Policy – Driving at Work</u> This information was reviewed and Cllr Hendy volunteered to create a Policy. Mrs Kellaway was asked to check the Public Convenience Operatives Insurance and driving licence.</p> <p>.3 <u>Cornwall Council – Peter Hockin – Town Council Precepts</u> An email had been received from Mr Hockin informing that the Government has said it will defer the setting of referendum principles for Town and Parish Councils for three years. This was duly noted by the Committee.</p> <p>.4 <u>NALC – General Data Protection Regulations.</u> The information received was noted and the matter was deferred until training had been undertaken by the Clerk and Cllrs Hendy and Rose.</p> <p>.5 <u>Public Contracts 2015</u> Cllr Hendy agreed to amend the Standing Orders to incorporate the requirements of this legislation.</p>	<p>LK to check Insurance and driving licences. RH to create a Policy</p> <p>Agenda item for next meeting.</p> <p>RH to amend Standing Orders</p>
68.	<p><b><u>PROCEDURES</u></b></p> <p>.1 <u>To Review the Write Off Policy</u> This matter was deferred to the next Meeting.</p> <p>.2 <u>Divisional Boundaries</u> Cllr Toms explained that the boundaries around South East Cornwall are at the top end of the recommended 5,000 residents for each Cornwall Councillor and, due to all development projects particularly around Liskeard, it has been suggested that there be 88 Cornwall Councillors instead of 87 to ease the burden. This was duly noted.</p>	
69.	<p><b><u>TO DISCUSS ALL MATTERS REFERRED FROM OTHER COMMITTEES</u></b></p> <p>.1 <u>Devolution Working Group</u> Cllr Gregory suggested that this Group report to the Finance &amp; General Purposes Committee for Recommendations to Full Council, this was unanimously agreed.</p>	
70.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></b> There were no matters to discuss.</p>	

71.	<p><b><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS RENT REVIEWS.</u></b></p> <p>Cllr Hendy proposed that the Meeting now move to Part Two, seconded by Cllr Rose it was</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to move the Meeting to Part Two.</p>	