



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Monday 12<sup>th</sup> March 2018 at 7.00pm

**PRESENT**

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

**OFFICERS**

Town Clerk - Mrs Anne Frith

**IN ATTENDANCE**

Cllr Mrs V Sullivan

Cllr Hendy proposed that Cllr Mrs Sullivan be co-opted for this meeting only, seconded by Cllr Rose it was Unanimously agreed.

73.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs J Dingle.	
74.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.	
75.	<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.	
76.	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 5<sup>TH</sup> FEBRUARY 2018</u></b> Cllr Hendy proposed that the Minutes of the Meeting of 5 <sup>TH</sup> February 2018 be approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> With a vote of 4/3 abstentions to approve the Minutes of the 5 <sup>th</sup> February 2018.	
77.	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> FEBRUARY 2018</u></b> .1 Minute No: 65 – Budget Headings on Quickbooks The Clerk was asked if she had spoken to Lynda Sandford regarding the budget headings on the Quickbooks accounting	

	<p>system, the Clerk informed that she had and in order to bring the budget headings in line with our budget proposal sheets we will have to close down all previous accounting and start afresh. The Committee discussed this and all agreed that we should commence the new financial year with the correct budget headings on Quickbooks.</p> <p>The Clerk was asked to speak to Steve Hudson and Lynda Sandford to implement this.</p>	Clerk to speak to SH and LS
78.	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b></p> <p><b><u>.1 Profit and Loss to 28<sup>th</sup> February 2018 and the Culmulative Budget</u></b></p> <p>The TIC Profit and Loss was discussed and no problems raised. Cllr Gregory asked for the cost of the back office work for the Looe Guide.</p> <p>The Culmulative Budget sheet was not available.</p>	Clerk to provide back office costs
79.	<p><b><u>TO DISCUSS ALTERNATIVE BANKNG ARRANGEMENTS AS REFERRED FROM FULL COUNCIL</u></b></p> <p>Cllr Hendy explained the problems we are having with internet banking due to the bank not having actioned Cllr Rose and Welch's applications. The Clerk was asked to obtain more forms and start the process again, she was also asked to arrange a meeting with the Business Relationship Manager.</p>	Clerk to action
80.	<p><b><u>TO MAKE RECOMMENDATION TO FULL COUNCIL TO APPROVE PAYMENT OF £2560 TO SOUTH WEST AMBULANCE SERVICE FOR THE PURCHASE OF TWO DEFIBRILLATORS</u></b></p> <p>Cllr Hendy informed the Committee that, at a previous meeting, it had been agreed in principle to purchase defibrillators but no Resolution was made as further information was needed. The proposed locations would be Riverside, Station Road and the Railway Station. However, this information had not been forthcoming and we have received an invoice for £2560. The defibrillators have not yet been installed. Cllr Bryan proposed that this matter be taken to Full Council for Resolution, seconded by Cllr Welch it was: <b><u>RESOLVED</u></b></p> <p>Unanimously to refer the matter to Full Council for Resolution.</p>	
81.	<p><b><u>TO DISCUSS TIC CREDIT CARD FACILITY, EPOS/SALES SYSTEM, TICKETS AND FLOW CHART (AS ATTACHED)</u></b></p> <p>Cllr Hendy informed the Committee that he has been working on the Music Festival ticket income, expenditure and commission to try to make all available figures agree, which they now do. Some of the invoices received from LMF included merchandise which had not been separated from the ticket sales and this caused confusion. The Clerk was asked to request that LMF invoices for merchandise and tickets are separate.</p> <p>The Flow chart, which shows the current process for dealing</p>	Clerk to speak to LMF

	<p>with TIC takings, is very convoluted and needs to be simplified, he suggested that an EPOS system would make the whole process, including stock records, much easier. With regard to an EPOS system, Cllr Hendy stated that the system should be provided by a local company with local back-up and should include a credit card reader. The Committee discussed this matter and Cllr Gregory proposed that an EPOS system should be installed as soon as possible subject to acceptable quotes, seconded by Cllr Hendy it was:</p> <p><b><u>RESOLVED</u></b>  Unanimously to accept the above proposal.  The Clerk was asked to obtain quotes for installation of and EPOS system and arrange, if possible, a demonstration of the system.</p>	<p>Clerk to obtain quotes</p>
<p>82.</p>	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b>  No requests had been received.</p>	
<p>83.</p>	<p><b><u>CORRESPONDENCE</u></b>  .1 <u>Looe Lions – Coast and Cove Challenge 2018.</u>  A letter of thanks for our recent donation was read out to the Committee.</p>	
<p>84.</p>	<p><b><u>PROCEDURES</u></b>  .1 <u>To Review the Write Off Policy</u>  This matter was deferred to the next Meeting once the Clerk has made a list of stock to be written off.  .2 <u>New Data Protection Legislation.</u>  Cllr Rose and the Clerk are due to attend a training session on 2<sup>nd</sup> May, therefore this matter was deferred until after that training has taken place. Information provided by CALC was passed to Cllr Rose for perusal.  .3 <u>Statement of Safety Policy – Driving at Work.</u>  Cllr Hendy is still working on this policy, the matter was deferred until the document is ready.  .4 <u>To Review the Draft Amended Standing Orders.</u>  Cllr Hendy explained that the Model Standing Orders issued by CALC had been adopted by Council, however with all the amendments it was becoming rather convoluted so he has taken it back to basics but has aligned everything as it should be.  Cllr Hendy proposed to take to Full Council for approval the following:  1. To Adopt the Model Standing Orders as issued by CALC  2. To Adopt the Amended Broadcasting Policy  3. To Adopt the Financial Regulations  Seconded by Cllr Bryan it was:  <b><u>RESOLVED</u></b>  Unanimously to Recommend to Full Council the approval of the above.  Cllr Hendy informed that there are minor adjustments needed to the LTC Standing Orders, these will be done and</p>	

	<p>circulated for approval at Full Council as will the list of current policies.</p> <p>4. <u>Policies in General</u>  Most policies are done and up to date.  The Draft Fire Evacuation Procedure produced by the Clerk was approved with a minor amendment.</p> <p>.5 <u>Telephone Recordings</u>  The Clerk explained that the Council had recently been subject to an attempted financial scam by a supposed bailiff, Cllrs Toms and Hendy had been called to the office and Cllr Toms had been the subject of abuse on the telephone by this person. It is therefore suggested that the Council invest in a telephone call recording system in the event of anything like this happening again. Cllr Gregory suggested that we look into the costs of provision of such a system but unanimously agreed in principle that it is needed.</p>	<p>Clerk to investigate costs</p>
<p>85.</p>	<p><b><u>TO DISCUSS ALL MATTERS REFERRED FROM OTHER COMMITTEES</u></b>  There were no matters referred.</p>	
<p>86.</p>	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></b>  .1 <u>Devolution Business Case</u>  The Clerk explained that a meeting had been held with two Cornwall Council officers last week to go through the draft business case for the library, which had been produced by them.  There are various requirements needed from this Council such as risk assessment, governance and income/expenditure forecast.  The Committee discussed this matter and agreed that a Devolution Working Group meeting be held as soon as possible. The date has been set for Wednesday 21<sup>st</sup> March at 7pm.</p>	
<p>87.</p>	<p><b><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS RENT REVIEWS.</u></b>  Cllr Hendy proposed that the Meeting now move to Part Two, seconded by Cllr Gregory it was  <b><u>RESOLVED</u></b>  Unanimously to move the Meeting to Part Two.</p>	