



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 30th April 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.

89.	<u>APOLOGIES</u> None.	
90.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
91.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> 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.	
92.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 12th MARCH 2018</u> Cllr Hendy proposed that the Minutes of the Meeting of 12 th March 2018 be approved, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the 12 th March 2018.	
93.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 12th MARCH 2018</u> .1 <u>Minute No:78.1 – Back office costs for TIC Work</u> The Clerk had provided the estimated hours spent on behalf of the TIC to produce the Looe Guide (as attached). Cllr Gregory thanked the Clerk but stated that he would like to see the complete figures for back office support for the TIC ie during the winter months and assistance during the summer months when the TIC is staffed. This matter was referred back to the next meeting and also to the Tourism and Amenities Committee.	Clerk to provide figures.

	<p><u>.2 Minute No: 84.5 – Telephone Recordings</u> The Clerk informed the Committee that investigations are still ongoing. This matter is to be put on the Agenda for the next meeting.</p> <p><u>.3 Devolution Business Case.</u> The Clerk informed that we still need to provide information to complete the Business case for approval at Full Council. The Clerk agreed to provide draft reports to be discussed at a Devolution Working Group Meeting to be arranged. Cllr Toms explained that he had met with an interested party to discuss their requirements to rent space in the library building and it looks positive.</p>	Clerk to provide draft documents
94.	<p><u>TO REVIEW FINANCIAL ISSUES</u> <u>.1 Profit and Loss for year ending 31st March 2018 and the Cumulative Budget</u> The TIC Profit and Loss was discussed and no problems were raised. The Cumulative Budget was discussed and the Clerk was asked to correct a couple of errors in the budgeted figures. It was noted that the income was slightly up on the budgeted figures and that expenses had come in approximately £20K under budget.</p>	
95.	<p><u>TO DISCUSS ALTERNATIVE BANKING ARRANGEMENTS AS REFERRED FROM FULL COUNCIL</u> The Clerk explained that this work is ongoing. The Chairman requested this matter be put on the next Agenda. The Clerk was asked to re-start the internet banking with Cllrs Rose and Welch re-doing their application forms which Lloyds Bank had not previously actioned.</p>	Clerk to action
96.	<p><u>TO REVIEW AND APPROVE THE ANNUAL STATEMENT OF INTERNAL CONTROL</u> The Clerk had supplied the Annual Statement of Internal Control (as attached) which had been circulated to Members. The Committee reviewed the document and Cllr Hendy proposed that the Statement of Internal Control be referred to Full Council with the Recommendation that it be approved, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to approve the above proposal.</p>	
97.	<p><u>TO DISCUSS THE QUOTE FOR TIC CREDIT CARD FACILITY AND EPOS/SALES SYSTEM.</u> This matter was deferred to Part Two.</p>	
98.	<p><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u> <u>.1 Friends of Special Guardians</u> An application had been received for funding towards fun day events being organised for children who are in care. The Committee discussed this application and asked for evidence of match funding from other organisations in Looe. This application was deferred to the next meeting. <u>.2 Caroline Foster – Re Monthly Tea Dance</u> An application had been received requesting funding to set up a monthly tea dance in the Millpool Centre.</p>	

	<p>The Application was discussed and Cllr Hendy proposed that £200 be donated, seconded by Cllr Sullivan it was: <u>RESOLVED</u> Unanimously to approve the above proposal to donate £200.00. .3 <u>Christmas Lights</u> A request for our annual donation of £1500 had been received. The Committee discussed this request at length, raising some concerns about value for money. Cllr Gregory proposed that we request copies of the last three years audited accounts and on receipt arrange a meeting with the Harbour Commission and the Christmas Lighting Team, seconded by Cllr Hendy it was: <u>RESOLVED</u> Unanimously to approve the above proposal. .4 <u>Merlin MS Centre</u> Cllrs Toms and Bryan declared an interest in this application. An application for funding to continue the service had been received. After discussion Cllr Mrs Sullivan proposed a donation of £300, seconded by Cllr Rose it was: <u>RESOLVED</u> With a vote of 5/2 abstentions to approve the above proposal. .5 <u>Looe Development Trust – Skateboard Park Planning Application.</u> A request had been received for Looe Town Council to pay for submission of the Planning Application for the Skateboard Park. The Clerk informed the Committee that the Council can submit the application for a 50% discounted fee, the cost for submitting the application on behalf of Looe Development Trust would therefore be £231 instead of the usual fee of £462. Cllr Gregory proposed that the Council submit the application on behalf of Looe Development Trust, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to approve the above proposal.</p>	<p>Clerk to request 3 years audited accounts.</p>
<p>99.</p>	<p><u>CORRESPONDENCE</u> .1 <u>Pennon Dividend Payment</u> This was duly noted by the Committee.</p>	
<p>100.</p>	<p><u>PROCEDURES</u> .1 <u>To Review the Write Off Policy</u> This matter was deferred to the next Meeting. The stock to be written from the TIC is valued at £362.92 cost price ex VAT (as per attached list) was agreed and Cllr Toms volunteered to be responsible for disposal of the goods. The Clerk was given authority by the Committee to approve write off stock up to the value of £500.00 .2 <u>New Data Protection Legislation.</u> This matter was deferred to the next meeting after training has been undertaken. .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 informed that there are still minor amendments to be done to the Looe Town Council specific Standing Orders, this matter was deferred to the next meeting. 4. <u>Policies in General</u> This matter was deferred to the next meeting.</p>	

101.	<p><u>TO DISCUSS ALL MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>There were no matters referred.</p>	
102.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></p> <p><u>.1 New Hand Dryers for the Seafront and Guildhall Public Conveniences.</u></p> <p>The Clerk had provided examples of high usage, vandal proof hand dryers for the Committee to discuss and approve. The Committee discussed this matter and Cllr Gregory offered to undertake some research and inform the Clerk of his opinion of the best options.</p> <p>The Committee agreed in principal to the purchase of new hand dryers and unanimously gave approval for an amount of £150 plus or minus 10% per hand dryer to be spent.</p> <p><u>.2 To Determine the maximum number of Members of Committees.</u></p> <p>The Clerk explained that the number of Members wishing to join the Planning Committee will be 10 including the Mayor as Ex Officio which would cause problems with the space required in the TIC and would mean that all Planning meetings would have to be held in the Council Chamber at a cost of £35 per meeting. The Committee discussed this issue and unanimously agreed that Members of Committees cannot be limited and they accepted the cost of holding Planning meetings in the Council Chamber.</p>	
103.	<p><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS RENT VALUATION</u></p> <p>Cllr Hendy proposed that the Meeting now move to Part Two, seconded by Cllr Gregory it was</p> <p><u>RESOLVED</u></p> <p>Unanimously to move the Meeting to Part Two.</p>	