



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Monday 4<sup>th</sup> June 2018 at 7.00pm

**PRESENT:** Councillors R Hendy, D Bryan, J Dingle, M Gregory,  
C Rose, Mrs V Sullivan, D Welch and A Toms (Ex Officio)

**OFFICERS**

Town Clerk - Mrs Anne Frith

<b>1.</b>	<b><u>TO ELECT A CHAIRMAN</u></b> Cllr Rose proposed that Cllr Hendy be re-elected as Chairman for the coming year, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Hendy as Chairman for the coming year.	
<b>2.</b>	<b><u>TO ELECT A VICE CHAIRMAN</u></b> Cllr Hendy proposed that Cllr Rose be re-elected as Vice Chairman for the coming year, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Rose as Vice Chairman for the coming year.	
<b>3.</b>	<b><u>APOLOGIES</u></b> Cllr Toms apologised for late arrival.	
<b>4.</b>	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.	
<b>5.</b>	<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 Dingle declared an interest in any matter raised concerning West Looe Town Trust. Cllr Toms declared an interest in any matter raised concerning Looe Harbour Commission, Looe Development Trust and Cornwall Council.	
<b>6.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 30<sup>TH</sup> APRIL 2018</u></b> Cllr Hendy proposed that the Minutes of the Meeting of 30 <sup>th</sup> April 2018 be approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the 30 <sup>th</sup> April 2018.	
<b>7.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30<sup>TH</sup> APRIL 2018</u></b> .1 <u>Minute No: 93.1 – Back office costs for TIC Work</u> The Clerk had provided the estimated hours spent on behalf of the	

	<p>TIC to produce the Looe Guide previously. Cllr Gregory thanked the Clerk but stated that he would still 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 had been discussed by the Tourism &amp; Amenities Committee and it had been suggested that individual time and motion studies were carried out, however, Cllr Gregory stated that this would involve a lot of work and he suggested that instead the Clerk produce a “best estimate” of time spent assisting the TIC in all matters on a monthly basis initially and provide this for the next meeting.</p>	Clerk to provide figures
8.	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b>  <u>.1 Profit and Loss for April 2018 and the Cumulative Budget</u>  The TIC Profit and Loss was discussed and no problems were raised. The Cumulative Budget was discussed and Cllr Rose volunteered to amend the figures in the left hand column to reflect a comparison between 2016/17 income and expenditure against 2018/19.</p>	
9.	<p><b><u>TO DISCUSS ALTERNATIVE BANKNG ARRANGEMENTS AS REFERRED FROM FULL COUNCIL</u></b>  Cllr Hendy reported that internet banking is progressing and should be up and running shortly following the submission of new applications for Cllrs Rose and Welch.  The alternative banking arrangements has been deferred for the time being.</p>	
10.	<p><b><u>TO REVIEW AND APPROVE THE ANNUAL INTERNAL AUDITOR’S REPORT FOR 2017/18</u></b>  The report was discussed briefly as it had only been received this morning. Some initial recommendations were discussed and it has identified that there are some issues with the Quickbooks system. Mr Hudson had recommended the use of a Sector Specific system. The Clerk was asked to go back to Mr Hudson and ask for details of suppliers.  The issue of the need for a book-keeper was also discussed and it was suggested that the Clerk undertake a Quickbooks training course.  Cllr Hendy suggested that the Members take the report home for perusal and bring this back to the next meeting.  Cllr Hendy proposed that we employ a qualified accountant to check the accounts on a quarterly basis and end of year close down, seconded by Cllr Rose it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the employment of a qualified accountant subject to advice from Cornwall Council and CALC regarding the tendering process.</p>	Clerk to contact CALC and CC
11.	<p><b><u>TO REVIEW THE COUNCILLOR INTERNAL AUDIT REPORT</u></b>  Cllr Crane had undertaken an internal audit on the 8<sup>th</sup> May 2018 and produced a report which was reviewed by the Committee. The Committee conveyed their thanks to Cllr Crane.</p>	
12.	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b>  <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 at the last meeting and</p>	

	<p>had asked for evidence of match funding which had now been received.</p> <p>The Committee reviewed the application and, after some discussion, Cllr Rose proposed a donation of £100 be made on condition that their end of year accounts are made available to us when ready, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal.</p> <p><b><u>.2 Burial Ground Annual Donation</u></b></p> <p>A letter had been received from the PCC requesting the annual donation towards the upkeep of the burial ground.</p> <p>Cllr Dingle proposed that the annual donation of £700 be made, seconded by Cllr Rose it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal.</p> <p><b><u>.3 Looe in Bloom</u></b></p> <p>Looe in Bloom have requested our confirmation that we will provide our annual donation of £5000 plus VAT and provided a copy of their latest accounts.</p> <p>It was explained that the supplier of the plants invoice us direct to enable us to reclaim the VAT and give Looe in Bloom a bit more spending power.</p> <p>Cllr Hendy proposed that confirmation is given to Looe in Bloom, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to send a letter of confirmation to Looe in Bloom.</p>	<p>Clerk to write to Looe in Bloom and confirm</p>
<p>12.</p>	<p><b><u>CORRESPONDENCE</u></b></p> <p>None received.</p>	
<p>13.</p>	<p><b><u>PROCEDURES</u></b></p> <p><b><u>.1 To Review the Write Off Policy</u></b></p> <p>Cllr Hendy reported that this matter is ongoing.</p> <p><b><u>.2 New Data Protection Legislation &amp; Privacy Policy.</u></b></p> <p>Cllr Hendy is working on the GDPR requirement. A draft Privacy Policy had been circulated which the Committee reviewed.</p> <p>Cllr Hendy proposed that this Policy be referred to Full Council with the Recommendation to adopt, seconded by Cllr Bryan it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal.</p> <p>All other Policies etc were referred to the new Procedures Committee. Cllr Hendy will supply all the necessary paperwork that he holds for the Chairman of the Procedures Committee.</p> <p><b><u>.3 Statement of Safety Policy – Driving at Work.</u></b></p> <p><b><u>.4 To Review the Draft Amended Standing Orders.</u></b></p> <p><b><u>5. Policies in General</u></b></p> <p>Points 3, 4 &amp; 5 were referred to the Procedures Committee.</p>	
<p>14.</p>	<p><b><u>TO DISCUSS ALL MATTERS REFERRED FROM OTHER COMMITTEES OR FULL COUNCIL</u></b></p> <p><b><u>.1 To agree how this Committee should be split as per Resolution of Full Council on 21<sup>st</sup> May 2018.</u></b></p> <p>Cllr Gregory proposed that all procedural matters, staffing etc should be in the remit of the new Procedures Committee, seconded by Cllr Welch it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously agreed to approve the above proposal.</p> <p>The Clerk informed that the first meeting of this new Committee will take place on Wednesday 4<sup>th</sup> July 2018.</p>	

<p>15.</p>	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p><u>.1 Annual Accounts Return 2017/18</u>  The Clerk explained that since the Annual Return had been approved by Full Council on 21<sup>st</sup> May there had been amendments made to the asset register figure due to the value of public seats being removed as these have been sold and asked for permission to circulate the amended Annual Return for email approval. This permission was given to enable the Annual Return to be submitted in the timescale given by the External Auditor.  The Committee were of the opinion that, although sold and invoiced accordingly, the seats should still remain on the asset register, the Clerk was asked to clarify this matter with the Internal Auditor and CALC.</p> <p><u>.2 Rental Valuation – 2 Polkirt Arcade</u>  Cllr Dingle stated that he was disappointed that, in his opinion, the Committee had ignored the professional valuers report and not increased the rental as given.  The Committee explained the reasoning behind this and stated that the recommendation of the valuer had not been ignored, but the increase will take place over the next three years.</p> <p>The Meeting closed at 8.15pm.</p>	<p>Clerk to clarify the removal of the seats from the Asset Register</p>
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Signed .....

Date .....