



MINUTES OF THE FINANCE COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Tuesday 4th December 2018 at 7.00pm

PRESENT:

Chairman Cllr R Hendy
Councillors D J Bryan, J Dingle, M Gregory and D Welch,

IN ATTENDANCE

Cllr P Penhaligan

OFFICERS

Town Clerk - Mrs Anne Frith

49.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs C Rose, Mrs V Sullivan and A Toms.	
50.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
51.	<u>TO ELECT A NEW VICE CHAIRMAN</u> Cllr Hendy explained that Cllr Rose had resigned as Vice Chairman. Cllr Dingle proposed Cllr Gregory to be the new Vice Chairman, seconded by Cllr Bryan it was: <u>RESOLVED</u> Unanimously to elect Cllr Gregory as the new Vice Chairman.	
52.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust and Looe Lions. Cllr Dingle declared an interest in any matter raised concerning West Looe Town Trust.	
53.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 5th NOVEMBER 2018</u> Cllr Hendy proposed that the Minutes of the Meeting of 5 th November 2018 be approved, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the 5 th November 2018.	

54.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 5th NOVEMBER 2018</u> .1 <u>Ref Min No: 43 – Draft Budget Proposals.</u> The Clerk has still to obtain Band B and D costs.</p>	Clerk to obtain costs.
55.	<p><u>TO REVIEW THE PROFIT/LOSS AND CULMULATIVE BUDGET UP TO OCTOBER 2018</u> The Profit and Loss and Cumulative Budget were discussed and it was noted that the income for tickets is due to not selling Looe Music Festival tickets this year. Cllr Dingle stated that we need to get to grips with accommodation income. The Clerk was asked to amalgamate the Community Chest and Donation headings for clarity.</p>	Clerk to amend.
56.	<p><u>TO REVIEW THE DRAFT BUDGET AND MAKE RECOMMENDATION TO FULL COUNCIL</u> The draft 0% budget and precept proposals were discussed at length and amendments made which resulted in a negative budget. Percentage increases were discussed taking into consideration the upcoming expense of the Devolution package including the rebuilding of Sonia’s cafe for commercial use. Cllr Penhaligan informed that the Community Nurses are in negotiations with another organisation as they urgently need to move. After much further discussion Cllr Hendy proposed a 5% increase, Cllr Dingle proposed an Amendment that the Recommendation to Full Council should be to increase the Precept by 10%, seconded by Cllr Bryan it was: <u>RESOLVED</u> With a vote of 4/1 against to recommend to Full Council a Precept increase of 10%. There was no vote taken on Cllr Hendy’s proposal.</p>	
57.	<p><u>TO DISCUSS RESERVES AND RESERVE SETTING</u> Cllr Hendy’s circulated draft document was discussed. The Committee asked for a couple of amendments which Cllr Hendy agreed to do and it was then unanimously agreed to refer to Full Council with the Recommendation to approve.</p>	
58.	<p><u>TO DISCUSS QUICKBOOKS ACCOUNTS AND MANNER OF MAKING CHANGES TO ENTRIES</u> Cllr Hendy raised concern that errors can be too easily deleted at the moment and they should be journaled out. The Clerk informed that she had contacted the Accountants as recommended by Cllr Hendy and they can offer training on Quickbooks but only on the online (cloud) version not the desktop which we currently have. The Clerk suggested that they be invited to the next meeting to explain the difference it will make to our current system.</p>	Clerk to invite

59.	<p><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u> No applications had been received.</p>	
60.	<p><u>CORRESPONDENCE</u> .1 <u>Hugh Hedderley – Re Looe Music Festival</u> Mr Hedderley had written asking for confirmation that Looe Town Council would investigate the failure of the music festival. The Committee agreed that, at the moment, that guarantee cannot be given as we do not know any more than anyone else. The Clerk was asked to write to Mr Hedderly stating that it is down to the Liquidator/Administrator. They also suggested that Mr Hedderly looked at Companies House to see if there is any information on there. .2 <u>East Looe Town Trust – New Tractor</u> A letter had been received from East Looe Town Trust explaining that a new tractor is needed for the beach and asking for financial assistance. The Committee discussed this request and asked the Clerk to write back asking various questions to enable a decision to be made. .3 <u>Cornwall Air Ambulance</u> Cllr Hendy read out a letter of thanks for our recent donation. .4 <u>Looe Development Trust – Youth Project.</u> Cllr Hendy read out a letter of thanks for our recent donation. .5 <u>Allotment Association – Extension of lease.</u> A request had been received from the Allotment Association to extend their sub-lease to the full length of our lease with The Glebe, this being due to expire in 2034, this would enable them to have more opportunity for grant funding. The current lease with the Allotment Association runs until 2021. The Committee discussed this matter at length and it was: <u>RECOMMENDED</u> Unanimously that this request be referred to Full Council to agree to an extension of the Allotment Association lease until 2034 subject to them paying our legal costs.</p>	<p>Clerk to write to Mr Hedderly.</p> <p>Clerk to write to ELTT.</p>
61.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u> .1 <u>Referred from the Tourism and Amenities Committee</u> a) <u>Cllr Mrs Hannaford – 2019 Music Event</u> An email was received from Cllr Mrs Hannaford regarding funding towards next year’s music event, agreement for herself and Cllr Toms to be Directors and for this Council to act as the Caretaker Organisation until a CIO can be set up. This was discussed at length and all Members agreed that a full business case should be made available to enable this request to be discussed at the next Full Council meeting. The request was referred to Full Council.</p>	

<p>62.</p>	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Proposal to bring the Procedures back under the Umbrella of this Committee</u> Cllr Hendy explained the reason behind this proposal, this was discussed and Cllr Dingle proposed that this Committee take back the Procedures, seconded by Cllr Gregory it was Unanimously agreed.</p> <p><u>.2 Looe Guide 2019</u> The Clerk informed that three expressions of interest had been received and asked for an interview date. Cllr Bryan and Dingle volunteered to undertake the interviews with Cllr Toms if he is available. The date was set for Thursday 13th December from 2pm. The Clerk also asked what package would be offered, the commission was agreed and the Clerk was asked to send all applicants a copy of the current Looe Guide and provide the footfall numbers for the Councillors.</p> <p>The Meeting closed at 8.40pm.</p>	
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Signed

Date