



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 8th April 2019 at 7.00pm

PRESENT:

Vice Chairman – Cllr M Gregory
Councillors D J Bryan, C Rose, Mrs V Sullivan
and Cllr A Toms

IN ATTENDANCE

Mr Hugh Hedderly and Representative – Looe Allotment Association
Cllr Mrs E Hannaford

OFFICERS

Town Clerk - Mrs Anne Frith

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

78.	<u>APOLOGIES</u> Apologies for absence were received from Cllr J Dingle.	
79.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> .1 <u>Looe Allotment Association – Extension of Lease</u> This matter was to be discussed in Part Two as it contained financial information relating to the Allotment Association but, with Mr Hedderly's permission it was discussed at this time. Mr Hedderly explained that absorbing the legal costs to extend the lease for both Looe Town Council and the Glebe was not possible for the Association as their current funds would be completely gone. The reason for this request is to allow the Association to apply for grant funding. He explained that he thought this would be a simple process to extend the lease but it appears not to be. The Committee discussed this at length, looking at all options. Cllr Mrs Sullivan proposed that Looe Town Council pay 50% of the costs through the community chest and spread the remaining 50% over the remaining 13 years of the lease added to the Allotment Associations annual rental charge, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the above proposal. Mr Hedderly will take this offer back to his Committee for discussion and inform of their decision.	

	<p>The Clerk was asked to write to the Glebe to ascertain their legal costs for extension of the lease. Mr Hedderly and Representative left the meeting at this stage.</p>	Clerk to write to the Glebe
80.	<p><u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no declarations made.</p>	
81.	<p><u>TO APPROVE THE MINUTES OF THE MEETING OF 11th FEBRUARY 2019</u> Cllr Gregory proposed that the Minutes of the Meeting of 11th February 2019 be approved, seconded by Cllr Bryan it was: <u>RESOLVED</u> With a vote of 3/1 abstention to approve the Minutes of the 11th February 2019.</p>	
82.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 11th FEBRUARY 2019</u> There were no matters raised, all actions completed.</p>	
83.	<p><u>TO REVIEW THE PROFIT/LOSS AND CUMULATIVE BUDGET UP TO FEBRUARY 2019</u> The Profit and Loss and Cumulative Budget were discussed and there were no matters raised.</p>	.
84.	<p><u>TO REVIEW THE INTERIM AUDIT REPORT & INTERNAL MEMBER REPORT</u> .1 <u>Hudson Accounting – Internal Interim Report</u> See attached “A”. The report supplied by Hudson Accounting was reviewed and no issues were raised. Cllr Mrs Hannaford queried the progress of the 4 year budget which had been agreed, she was informed that this will be available when the precept discussions for 2020/2021 are done in September. .2 <u>Member Internal Audit Report.</u> See Attached Appendix “B”. Cllr Crane had undertaken the Member Audit and had raised no concerns, the Committee reviewed the report and no issues were raised. The Committee thanked Cllr Crane for his report.</p>	
85.	<p><u>TO APPROVE THE DRAFT CONTINUITY PLAN</u> See attached Appendix “C”. The Committee reviewed the draft plan submitted by the Clerk and requested one amendment to clarify that both the Finance & General Purposes and the Tourism and Amenities Committee have delegated powers to authorise expenditure up to £2000. The Clerk was asked to amend the document. Cllr Gregory proposed that the draft Business Continuity Plan be approved subject to the requested amendment, seconded by Cllr Bryan it was:</p>	Clerk to amend

	<p>that they also apply to East Looe and West Looe Town Trusts.</p> <p><u>.4 4th Looe Rainbows</u> Cllr Gregory declared an interest in this matter. An application had been received requesting funding towards the cost of providing book, badges and invoices for the Rainbows. This request was discussed and Cllr Mrs Sullivan proposed that a donation of £200 is made, seconded by Cllr Toms it was:</p> <p><u>RESOLVED</u> With a vote of 4/1 abstention to approve the above proposal.</p> <p><u>.5 St Martins Community Hall</u> An application had been received requesting a donation towards the cost of providing a hearing loop for the Community Hall. The Committee discussed this request and Cllr Mrs Sullivan proposed that a donation of £200 is made, seconded by Cllr Rose it was:</p> <p><u>RESOLVED</u> Unanimously to approve the above proposal.</p> <p><u>.6 Ms L Smith</u> A letter had been received from Ms Smith requesting the £100 pledged to her at the meeting of 5th November 2018 Min No: 46.1. The Committee approved payment.</p>	
88.	<p><u>PROCEDURES</u></p> <p><u>.1 Policies and Staff Handbook</u> The Clerk informed that all Policies have been done by Cllr Mrs Sullivan and now need approval. As there are numerous policies to be approved they will be provided for the next meeting. The Staff handbook was deferred until the new staffing restructure is in place. The Clerk asked for a room rental policy to enable charging for use of the meeting room in the Library once the refurbishment has been done. Cllr Mrs Sullivan agreed to work on this policy and to contact Falmouth, Torpoint and Liskeard Town Councils to ascertain their charges and bring this back to the next meeting.</p>	VS to action
89.	<p><u>CORRESPONDENCE</u> No correspondence had been received.</p>	
90.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u> There had been no matters referred.</p>	
91.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Ron Overd's Portal in TIC</u> Cllr Toms voiced his concerns regarding the portal which was installed by Cllr Ron Overd which should be safeguarded when we move to the Library.</p>	

	<p>The was lengthy discussion regarding this and it was eventually agreed that a letter be sent to East Looe Town Trust asking them to inform us of their intentions for our current premises once vacated and to make sure the portal is safeguarded.</p> <p><u>.2 Ipads, tablets etc.</u></p> <p>The Clerk stated that, as the Council is to go paperless, it would be necessary for all Councillors to have ipads or tablets or similar to access all Agenda items and associated documents during meetings and she asked for permission to provide these.</p> <p>The Committee discussed this matter and all agreed that it would be necessary to provide this IT equipment, the funds could come from Councillors Allowance in the budget as none of it has been claimed.</p> <p>Cllr Gregory agreed to research the best value for money and most appropriate equipment including the surface Pro as suggested by Cllr Mrs Hannaford.</p> <p>This matter is to be brought back to the next meeting.</p> <p><u>.3 Town Wide Wi-Fi</u></p> <p>Cllr Mrs Sullivan suggested that a town wide wi-fi system may be beneficial, there was a short discussion informing Cllr Mrs Sullivan that this had been previously discussed and discounted for the time being.</p>	
92.	<p><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS QUOTATIONS, SALARIES AND RENT REVIEW</u></p> <p>Cllr Gregory proposed that the meeting move to Part Two, seconded by Cllr Mrs Hannaford it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to move the meeting to Part Two.</p>	