



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Tuesday 8th September 2015 at 7.00pm

PRESENT

Chairman: Cllr R Hendy
Miss K Bishop, P Crossley, M Gregory
C Rose, D Welch and A Toms (Ex-officio)

OFFICERS

Town Clerk - Mrs Anne Frith

In Attendance

Cllr Mrs H Hannaford
Mr C Clements and Mr Morton

	<u>APOLOGIES</u>	<u>ACTIONS</u>
37.	Apologies for absence were received from Cllrs D J Bryan, J R B Dingle and Mrs M Powell.	
38.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no questions or statements.	
39.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust Cllr Toms declared an interest in any matter concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust.	
40.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 13TH JULY 2015</u> Cllr Gregory proposed that the Minutes of the Meeting of 13 th July 2015 be approved, seconded by Cllr Crossley it was: <u>RESOLVED</u> With a vote of 6/1 abstention to approve the Minutes of the Meeting of 13 th July 2015.	

41.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13th JULY 2015</u> There were no matters raised.</p>	
42.	<p><u>CORRESPONDENCE</u> None received.</p>	
43.	<p><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></p> <p>.1 <u>Chicks</u> An application for a donation of £898 had been received which was discussed by the Committee, Cllr Gregory proposed that the sum of £100 be donated due to the minimal benefit to residents of Looe, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to donate £100.</p> <p>.2 <u>Literary Festival</u> A request for £1500 toward the cost of staging the festival, this has been match funded by West Looe Town Trust. The Committee queried why the festival is not self-funded and considered it should be, they agreed to support the request subject to sight of the accounts for 2014 and monies obtained or pledged so far for this year.</p> <p>.3 <u>Burial Ground</u> A request for the annual Council donation of £600 towards the cost of the upkeep of the burial ground had been received. Cllr Gregory proposed that the payment of £600 be made, seconded by Cllr Miss Bishop it was: <u>RESOLVED</u> Unanimously to make the payment of £600.</p> <p>.4 <u>Christmas Lights Team</u> A request for payment of the pledged amount of £6500 had been received as the amount has now been match funded by the Coastal Communities Fund. The request had come from Mr Deakin and the Committee requested that the request be formally made from the correct organisation, they also requested an update of the five year plan for the Christmas lights via a presentation to either Council or this Committee and information as to what the £6500 will be spent on.</p> <p>.5 <u>Defibrulator</u> Cllr Toms explained that Fleet have donated two defibrulators for the Barbican shops area and the Fire Station, the Londis have given permission for one to be fitted to their building. Cllr Toms informed that the annual maintenance cost for each defibrulator is £300, he intends to match fund this amount to meet the criteria of our Community Chest. Cllr Toms proposed that the amount of £300 be pledged subject to match funding, seconded by Cllr Gregory it was:</p>	

	<p><u>RESOLVED</u> Unanimously to pledge the sum of £300 for one year's maintenance subject to match funding. Mr Clements suggested that Cllr Mrs Hannaford asks the accommodations contribute and Cllr Hendy suggested the businesses could also contribute.</p>	
44.	<p><u>TO DISCUSS FINANCIAL ISSUES</u></p> <p>a) <u>Approve Accounts for Payment</u> It was agreed that all accounts for payment be approved by this Committee.</p> <p>b) <u>Approve Monthly Account Reconciliation</u> It was agreed that this Committee need to see the bank statements as well as the reconciliations.</p> <p>c) <u>Review Monthly Profit and Loss statements</u> The profit and loss statements for June and July were reviewed and Cllr Hendy confirmed that all Members understood the information. The Clerk was asked to check the date on the June reconciliation.</p> <p>d) <u>To Review the Budget Spend to Date</u> Cllr Hendy explained that he is trying to drill down expense against budget, the Committee stated that previous year comparisons are needed and the profiling needs to be correct which could be done through the Quickbooks system. It was also suggested that the Council works from one bank account and not the current four. Cllr Hendy asked the Members to think about what information they need to enable informed decisions to be made and to bring their suggestions back to the next meeting.</p> <p>e) <u>Initial Discussions and Review of the 2016/17 Budget Proposals</u> This information is not yet available.</p> <p>f) <u>Discuss of Vehicle for Maintenance and General Use.</u> The need for a vehicle for transportation of public convenience stock amongst uses has been identified, at the moment this is being undertaken by a member of staff which is not ideal. The Committee discussed this matter at length with not all Members being in agreement over the need for a vehicle and, if so, should it be a new one or second hand. Eventually it was suggested that a letter be sent to other organisations to explore the possibility of vehicle sharing and bring the findings back to the next meeting.</p> <p>g) <u>S W Water – Health Centre Patients Car Park</u> The Clerk explained that the outstanding monies of £5897.50 (exc VAT) owing to the Council for relocation of our permit holders and the barrier repairs, removal and re-instatement had not yet been paid. South West Water are claiming that Cornwall Council have been paid as spaces were provided in the Riverside Car Park during the tank works in our car park, however these could not be used</p>	

	<p>as Cornwall Council would not designate spaces and our permit holders found they could not park resulting in an arrangement being made with Looe Harbour Commission and subsequently paid for by this Council.</p> <p>The Committee agreed that this cost should not be written off. Cllr Mrs Hannaford and Toms agreed to try to resolve this matter with Cornwall Council and the Clerk was asked to provide them with all the relevant information.</p> <p>Cllr Gregory proposed that, if Cllrs Mrs Hannaford and Toms were unsuccessful in obtaining a refund, a claim through the small claims court should be made, seconded by Cllr Crossley it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to progress the matter through the small claims court if no refund received.</p>	
45.	<p><u>POLICIES AND PROCEDURES</u></p> <p>a) <u>Social Media Policy</u></p> <p>Cllr Hendy presented the draft Social Media Policy as provided by the Procedures Working Group and stated that if and when the policy is approved the Council facebook and twitter pages can be activated.</p> <p>Cllr Rose informed that Mrs Kellaway will be administering and monitoring the facebook and twitter pages and all posts will be approved by the Clerk before submission.</p> <p>There was much discussion and it was eventually agreed that Cllr Mrs Hannaford would make a few minor amendments and circulate to all Members for approval.</p> <p>Cllr Gregory proposed that the draft Policy be approved subject to approval of the above minor amendments, seconded by Cllr Miss Bishop it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to accept the above proposal.</p> <p>The Committee also agreed that the Tourist Information Centre will require a separate policy as the information submitted on these pages differs to that of the Council.</p> <p>b) <u>To Appoint an Auto-enrol Pension Advisor</u></p> <p>Cllr Hendy informed that we need to get this underway as it is a legal requirement and the consensus was to appoint a Pension Advisor to guide us through the process with the appropriate pension fund.</p> <p>Cllr Toms suggested that the Clerk ask Looe Harbour Commission who they use and Cllr Gregory will supply the contact details of another provider, Mr J Smith.</p>	Cllr Gregory to supply details of Mr J Smith
46.	<p><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>.1 <u>Procedures Working Group</u></p> <p>Cllr Hendy stated that the Working Group had reviewed the criteria for renewing the Local Council Award Scheme, which has superseded the Quality Status Award, due by January 2016 and recommended that, as the time scale is very tight, renewal is not undertaken straight away. An</p>	

	<p>application can be submitted at any time after expiry. Cllr Hendy recommended that Council do apply for renewal at some stage in the future as this is a very good checklist for good governance.</p>	
47.	<p><u>TO REVIEW THE HUDSON ACCOUNTING REPORT ON THE REVIEW OF ACCOUNTS 2012 – 2015 AND LYNDA SANDFORD BOOKEEPING REPORT AND MAKE RECOMMENDATION TO FULL COUNCIL</u></p> <p>The Committee reviewed both reports (as attached) and there followed much discussion, it was agreed that numerous issues have come out of the investigations which need addressing.</p> <p>Cllr Hendy pointed out that no money is missing, it appears to be a date/time issue and some amendments to coding of some monies that is required.</p> <p>Cllr Hendy put forward recommendations for consideration:</p> <ul style="list-style-type: none"> a) Appoint new Auditor – agreed by Full Council on 7th September 2015 b) Employ an Independent accountant as recommended by Mr Hudson c) Lynda Sandford to take over entire accounting process d) Monthly reconciliations including bank account statements for each meeting e) Corresponding Profit and Loss sheets to be provided for each meeting f) Monthly approval of payment of invoices not compliant with Financial Regulations, these should be approved by Full Council. Quickbooks can provide a monthly payment sheet g) Internet banking should be set up and used for all payments, where possible h) Reduce number of Bank Accounts, all receipts go into the Investment Account and all payments go out of the current account. It was suggested that the Tourist Information Centre and Wages accounts be closed. i) Obtain a new PC and larger monitor for the Clerk's office. The Clerk was asked to speak to Lynda Sandford and ascertain what her requirements are. <p>Cllr Gregory proposed that all above recommendations be accepted, seconded by Cllr Toms it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to accept all above Recommendations as proposed.</p>	
48.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Hannafore Public Conveniences</u></p> <p>The Clerk asked for the Committee to consider the complete refurbishment of this toilet facility as the electrics are in a dangerous state and the floor requires digging up to repair the drains underneath.</p>	

	<p>The Committee discussed this matter and considered that a complete refurbishment is unnecessary and asked for quotes to be obtained for the works required. It was suggested that a counter be put into the toilets to ascertain usage.</p> <p>.2 <u>Millpool Car Park</u></p> <p>Cllr Gregory asked for this matter to be put on the Agenda for the next Meeting.</p>	
49.	<p><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS THE CONTRACT WITH POWELL'S GARDEN MAINTENANCE</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> <p>Mr Clements and Mr Morton left the Meeting.</p>	