



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Tuesday 1<sup>st</sup> December 2015 at 7.00pm

**PRESENT**

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

**OFFICERS**

Town Clerk - Mrs Anne Frith

<b>75.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllr Mrs M Powell. <b><u>ABSENT</u></b> Cllr J R B Dingle.	<b><u>ACTIONS</u></b>
<b>76.</b>	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no Members of the Public present.	
<b>77.</b>	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust. Cllr Toms declared an interest in any matter raised concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust.	
<b>78.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 2<sup>ND</sup> NOVEMBER 2015</u></b> Cllr Hendy proposed that the Minutes of the Meeting, duly amended, of 2 <sup>nd</sup> November 2015 be approved, seconded by Cllr Rose it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 2 <sup>nd</sup> November 2015 as proposed. .1 <u>Ref Min No: 74b – Pension Advisor</u> The Clerk informed the Committee that Cllr Miss Bishop is happy to accept the quotation from John Smith to be appointed the Council’s Pension Advisor for the Workplace Pension Scheme and she asked permission to inform John Smith formally, this permission was unanimously given.	Clerk to send a formal letter of appointment to John Smith

79.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> NOVEMBER 2015</u></b></p> <p>.1 <u>Ref Min No: 57– Upgrade of PC’s and Monitors</u>  Cllr Rose gave his report (as attached) of his investigations. Cllr Hendy stated that there are various issues to resolve: Expense, practicality and phone lines.  There was much discussion regarding the internet signal and how to resolve the problems, it was acknowledged that the phone lines needed to be looked at as having only one line sometimes hinders urgent action.  The PC’s were discussed with the suggestion that laptops may be a better option and therefore purchase one PC and review laptops.  After much further discussion Cllr Gregory proposed that four new PC’s be purchased (Lenovo C40 All in One) at a cost of £399.00 each from PC World to include the replacement of the Tourist Information Centre Manager’s PC, seconded by Cllr Miss Bishop it was:</p> <p><b><u>RESOLVED</u></b>  Unanimously to purchase 4 PC’s as proposed above.  <b><u>NOTE: The Clerk has purchased 4 PC’s as above direct from Lenovo at a cost of £316.66 each (ex VAT).</u></b></p> <p>Cllr Miss Bishop proposed that a price comparison is undertaken for an extra phone line from Plusnet and Talktalk and bring the findings back to the next meeting, seconded by Cllr Hendy it was unanimously agreed.</p> <p>.2 <u>Ref Min No: 68 – Hudson Accounting Report</u>  The Clerk reported she had not yet contacted Mr Hudson regarding the query raised but will do so before the next Meeting.</p>	<p>Clerk to order from PC World</p> <p>Clerk to contact Hudson Accounting</p>
80.	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b></p> <p>a) <u>Accounts for Payment</u></p> <p>.1 <u>Invoice from Nick Clowes</u>  The Clerk explained that this invoice is for plans that have been drawn up for the refurbishment of the seafront public convenience facility as part of the tendering process for the work but if Mr Clowes was successful with his tender he would deduct the invoice value from the final invoice for the work.  Cllr Hendy reminded the Committee that Mr Clowes had been awarded the contract last evening at Full Council. There was much discussion, particularly as we had not asked for plans to be drawn up as part of the tendering process.  Cllr Crossley proposed that Mr Clowes be asked to cancel this invoice, seconded by Cllr Rose it was unanimously agreed.</p> <p>.2 <u>Invoice from Grant Thornton</u>  Cllr Hendy informed the Committee that this invoice is for the completion of our Annual Audit, the total being £1320.00  Cllr Miss Bishop proposed that the invoice be authorised for</p>	<p>Clerk to speak to Mr Clowes</p>

	<p>payment, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the invoice amounting to £1320 for payment.</p> <p>b) <u>To Review the Monthly Profit and Loss Statement</u>  The Committee reviewed the statements as attached.</p> <p>c) <u>To Approve Draft Member Internal Audit Guidance</u>  The draft guidance (as attached) was reviewed by the Committee and Cllr Hendy proposed that the draft guidance be approved, seconded by Cllr Bryan it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the draft guidance. This will now be built into general procedures.  Cllr Rose agreed to undertake the internal audit and he was asked to liaise with Mr Hudson and Lynda Sandford.</p> <p>d) <u>To Review Grant Thornton Audit Report</u>  Cllr Hendy read out the report to the Committee and commented that we will face heavy scrutiny next year.  Cllr Hendy agreed to pick up any actions from the report.  It was agreed that the report should be put onto the website with an explanatory narrative.</p> <p>Cllr Crossley left the meeting at 8.20pm.</p> <p>e) <u>To Review the Budget/Precept Proposals for 2016/17 and make Recommendation to Full Council</u>  The draft proposals were reviewed and some minor amendments made.  After some discussion Cllr Gregory proposed that a Recommendation be made to Full Council to approve a 0% increase in the budget/precept for 2016/17, seconded by Cllr Welch it was:  <b><u>RESOLVED</u></b>  With a vote of 6/1 against to Recommend approval of 0% increase for 2016/17 to Full Council.</p>	
81.	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b>  There were no requests.</p>	
82.	<p><b><u>CORRESPONDENCE</u></b>  None received.</p>	
83.	<p><b><u>TO REVIEW KEY SYSTEMS MANAGEMENT MANUAL</u></b>  Cllr Hendy explained that the Clerk had prepared the attached draft manual to provide continuation of business for the Council should she be off work long term.  The Committee reviewed the manual and agreed that there were no amendments to be made.  Cllr Rose proposed that the Draft Manual be adopted, seconded by Cllr Hendy it was:  <b><u>RESOLVED</u></b>  Unanimously to adopt the Draft Manual as presented.</p>	

84.	<p><b><u>TO DISCUSS AND AGREE STANDING ORDER AMENDMENTS, SPECIFICALLY PROCEDURES REGARDING NON COMMITTEE MEMBER COUNCILLORS ATTENDANCE AT COMMITTEE MEETINGS AND EMAIL DECISIONS</u></b></p> <p>Cllr Hendy explained that the amendments relate to sections 6.2, 6.3 and 7.3(i) and these were reviewed by the Committee. The Clerk asked for further amendments to section 7.3(i) to decision making to be quorate of Committee or a minimum of 8 Councillors of Council. The Clerk also asked for the issue of co-opting to Committee to be addressed as the correct procedure if a meeting is not quorate is to cancel the Meeting and re-schedule. Cllr Toms proposed that the amended Standing Orders be approved with the inclusion of the amendments requested by the Clerk, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal.</p>	
85.	<p><b><u>TO REVIEW AND DISCUSS MEMBER EMAIL SECURITY</u></b></p> <p>Cllr Hendy explained that this matter relates to Council emails being sent to Councillors, some of whom have business email addresses. This matter was discussed at length and it was agreed that the Clerk contact the webmaster to ascertain whether the office is able to issue Council email addresses and passwords to keep control, especially where confidential issues are to be emailed. Cllr Rose proposed that no further “Part Two” emails be sent to Councillors with business email addresses with immediate effect, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal.</p>	Clerk to contact the webmaster.
86.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b></p> <p>There were no matters referred.</p>	
87.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p>.1 <u>Cornwall Council Charge for Provision of Free Parking on 19/20<sup>th</sup> December</u>  Following the decision made by Full Council the previous evening the Clerk had ascertained the revised cost to this Council to provide free car parking in the Millpool and Riverbank car parks on 19<sup>th</sup>/20<sup>th</sup> December which amounted to £656.00 and asked for Committee’s approval of this charge.  The Committee unanimously agreed to the charge of £656.</p> <p>.2 <u>TIC Refurbishment – Karol Nachilo</u>  The Clerk asked the Committee to consider offering Mr Nachilo a bonus for his excellent standard of work and commitment during the refurbishment, it could not have</p>	

	<p>been completed so professionally without him.  The Committee discussed this request and Cllr Toms offered to purchase a “thank you” from the Mayor’s Allowance.  Cllr Miss Bishop proposed that this expenditure from the Mayor’s Allowance be approved, seconded by Cllr Bryan it was unanimously agreed.</p>	
88.	<p><b><u>TO MOVE THE MEETING TO PART TWO TO REVIEW AND APPROVE THE TENDERS FOR INCLUSION ON THE AUTHORISED CONTRACTOR LIST</u></b>  Cllr Hendy proposed that the Meeting now move to Part Two, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to move the Meeting to Part Two.</p>	