



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

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Tuesday 12<sup>th</sup> January 2016 at 7.00pm

**PRESENT**

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

**OFFICERS**

Town Clerk - Mrs Anne Frith

90.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs M Gregory, D J Bryan and C Rose. <b><u>ABSENT</u></b> Cllr J R B Dingle and Mrs M Powell.	<b><u>ACTIONS</u></b>
91.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no Members of the Public present.	
92.	<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.	
93.	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 1<sup>st</sup> DECEMBER 2015</u></b> Cllr Hendy proposed that the Minutes of the Meeting, of 1 <sup>st</sup> December 2015 be approved, seconded by Cllr Miss Bishop it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 1 <sup>st</sup> December 2015 as proposed.	
94.	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1<sup>st</sup> DECEMBER 2015</u></b> .1 <u>Ref Min No: 79.1 –Upgrade of PC's and Monitors</u> Cllr Rose had provided a report (as attached) which the Chairman read out.	

	<p><u>.2 Hudsons Accounting</u> The Clerk reported that she had not as yet contacted Mr Hudson but would do so before the next Meeting.</p> <p><u>.3 Ref Min No: 85 - Email Security</u> The Clerk was asked to investigate alternative Council specific email addresses for all Councillors having ascertained that a .gov.uk email address would be expensive and difficult to set up. The Chairman suggested looking at “freezone”.</p> <p><u>.4 Min No: 89 – Authorised Contractor List</u> Cllr Welch asked if other Contractors could be added to the approved list, the Committee agreed that this is possible but a tender would have to be submitted meeting the criteria specified and approved by this Committee. It was suggested that a link to the criteria be put on the website as this list is an ongoing document. This was unanimously agreed.</p>	<p>Clerk to contact Mr Hudson</p> <p>Clerk to source specific email accounts for Councillors</p>
<p><b>95.</b></p>	<p><b><u>TO REVIEW FINANCIAL ISSUES</u></b></p> <p><u>a) To Review the Monthly Profit and Loss Statement</u> The Committee reviewed the statements as attached. Cllr Hendy stated that there are still quite a few queries and he would like to arrange to discuss these with Lynda Sandford and the Clerk to enable better clarification.</p> <p><u>b) To Discuss a 5 Year Budget Forecast</u> Cllr Hendy explained that in order to comply with the Financial Regulations a forecast has to be produced and suggested that this be done based on a projected income and opening/closing balances to keep it simple. There was some discussion with Cllr Miss Bishop having concern that it may not be possible to produce a forecast as there are potentially unknown elements. Cllr Hendy suggested that the forecast be produced assuming a 2% precept increase year on year (which can be amended annually), this was unanimously agreed. Cllr Miss Bishop asked that the current budget proposals are made available for each Meeting of this Committee.</p>	
<p><b>96.</b></p>	<p><b><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u></b></p> <p><u>.1 Looe Development Trust (Looe Valley Trail)</u> An application has been received for funding towards the cost of a feasibility study for the provision of a Looe Valley cycle trail the total cost of the study being £55,000. The Committee raised concern about the legality of donating to something that could fail and therefore the money would be lost. Liskeard Town Council have pledged the sum of £5000 and it was suggested that the Clerk contacted Liskeard to see what legal power they used to enable them to contribute and then take the matter to the next Full Council meeting.</p>	<p>Clerk to contact Liskeard TC</p>

97.	<p><b><u>CORRESPONDENCE</u></b> None received.</p>	
98.	<p><b><u>PROCEDURES</u></b></p> <p>a) <u>To discuss approval of Committee Meeting Minutes</u> The Clerk explained that this matter is on the Agenda because some Councillors are confused as to when Committee Minutes are approved, the confusion being that all meeting Minutes are provided in Full Council packs for information but are not approved until the next Meeting of the relevant Committee. After a short discussion it was agreed to deal with this matter during the review which is to be carried out as agreed at the previous evening's Full Council meeting.</p> <p>b) <u>To Discuss and Agree the length of time that emails are kept</u> The Clerk had asked for this matter to be discussed due to the amount of current stored emails on the office PC. Cllr Hendy stated that this issue is much bigger than just emails and surrounds all storage of all documentation. Cllr Hendy will put together a Policy to deal with this issue. Cllr Toms suggested that NALC/CALC be contacted for the recommended criteria. Cllr Miss Bishop suggested that a Records Management Policy is needed.</p> <p>c) <u>To set up a Working Group for Library/One Stop Shop discussions.</u> Cllr Hendy explained that this is to look at all options available for future accommodation. Cllr Miss Bishop suggested that this group should include Members of other Committees and possibly Mr Morton if he is interested and that the Working Group should be titled the Accommodation Working Group. After some discussion Cllr Hendy proposed that a Recommendation be made to Council to set up a Working Group to look at future accommodation for Council Offices and work up the necessary business cases, to include Members of other Committees and Members of the public but not to include Cornwall Councillors, seconded by Cllr Crossley it was: <b><u>RESOLVED</u></b> Unanimously to make the above Recommendation to Full Council.</p>	The Clerk was asked to obtain the necessary information.
99.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b> There were no matters referred.</p>	
100.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p><u>.1 Internal Member Audit Report</u> Cllr Rose had undertaken an internal audit and provided a report of his findings, as attached, which was circulated for</p>	

	<p>Members.  All agreed that this is a very valuable undertaking as it identifies issues that require action, the Clerk was asked to ask Cllr Rose to look at the cash handling process and also the Tourist Information Centre procedures for monitoring and dealing with takings from sales/banking procedure etc. The Committee asked that a letter of thanks be sent to Cllr Rose for his work.</p> <p><u>.2 First Aid and Defibrulator Training</u>  The Clerk asked for permission to enrol interested staff and Councillors onto a course which costs £25.00 plus VAT for each person, this training is part of the Building Community Capacity project and also the Draft Community Emergency Plan, some Councillors and staff have already expressed an interest in undertaking this training.  The Committee authorised payment of this training for all Councillors and staff.</p>	<p>Clerk to speak to Cllr Rose</p>
--	---	------------------------------------

**The Meeting closed at 8.40pm.**

Signed .....

Date .....