

LOOE TOWN COUNCIL

FINANCE AND WORKS COMMITTEE MEETING

held in the Committee Room, The Guildhall, East Looe
on Thursday 15th May 2008 at 7.00pm.

REPORT TO COUNCIL

PRESENT

Chairman – Cllr. K. Smith
Cllrs. J.R.B. Dingle,
M. Joy and R. J. Overd

IN ATTENDANCE

The Clerk – Mrs A Frith.

1. **APOLOGIES** Apologies for absence were received from
Cllrs. D. J. Bryan and Mrs. N. Tagholm

ABSENT

Cllr. Mrs. E. Arkell

2. **TO ELECT A CHAIRMAN AND VICE CHAIRMAN**

.1 Chairman

Councillor Joy proposed that Councillor Smith be re-elected as
Chairman for the coming year, seconded by Councillor Overd it was:

RESOLVED

Unanimously that Councillor Smith be elected as Chairman.

.2 Vice Chairman

Councillor Joy proposed that Councillor Bryan be re-elected as Vice
Chairman, seconded by Councillor Smith it was:

RESOLVED

Unanimously that Councillor Bryan be elected as Vice Chairman

3. **DECLARATIONS OF INTEREST**

Councillor Overd and Councillor Dingle declared an interest in any
matter raised concerning West Looe Town Trust.

4. **TO DISCUSS THE QUOTATIONS FOR NOTICE BOARDS**

A quotation received from Eric Taylor to provide two notice boards was
read to the Committee. The quotation of £920 was considered to be
excessive and the boards were not being made by Mr. Taylor but being
bought in. Councillor Dingle suggested that we source boards
ourselves. It was agreed that Councillors Dingle, Joy and Smith carry
out this task.

5. **TO DISCUSS PERSPECTIVE CCTV FINAL INVOICE**

The Chairman informed the Committee that a second part-payment
had been made (£4,000.00) at the beginning of May, however, the
remote camera on the Buller car park is no longer working and cannot
be rectified.

Councillor Joy explained that it had been suggested that a pan-tilt-zoom camera be installed on the Health Centre building (subject to their approval) to obtain better quality pictures.

A quote had been received for this which was for £2,260 plus VAT less £500 plus VAT for the remote camera that no longer works.

Councillor Joy expressed the opinion that Perspective brief was to provide us with a fully operational system and this should be done before any further payment is made.

The Clerk was asked to write to Perspective CCTV stating the above.

6. TO APPROVE THE ACCOUNTS FOR 2007/08

Councillor Joy thanked the Clerk for the clear presentation of the accounts.

After discussion Councillor Overd proposed that the Accounts be referred to Full Council with the recommendation for approval, seconded by Councillor Joy it was unanimously agreed.

7. TO DISCUSS APPLICATIONS FOR DONATIONS

.1 Cornwall Playing Fields Association

The letter received was read to the Committee.

It was considered that, as this is out of our area of benefit, no donation should be made.

.2 Caradon Neighbourhood Watch Forum

The letter received was read to the Committee.

It was suggested by Councillor Joy that this be referred to the Environment and Public Protection Committee.

.3 Looe Town Forum

A request for a donation towards the cost of the Christmas Lights was read to the Committee and then discussed and it was considered that the Forum should be more pro-active in raising funds.

Councillor Joy proposed that £1,200 be pledged, seconded by Councillor Overd it was unanimously agreed.

The Clerk was asked to write to Looe Town Forum to ascertain where other funds come from and ask if the Forum have themselves actively raised any funds.

.4 Shelter

A letter received requesting financial assistance was read to the Committee.

After discussion Councillor Joy proposed that no donation should be made, seconded by Councillor Overd it was unanimously agreed.

.5 Dehwelans

Councillor Overd declared an interest.

A letter received from Mrs. Arkell requesting £300 toward the cost of the Dehwelans website was read to the Committee.

Councillor Overd explained that this will be an on-going benefit to Looe, the Committee were in agreement and Councillor Dingle proposed that £300 be donated, seconded by Councillor Joy it was unanimously agreed.

8. CORRESPONDENCE

.1 Pennon Shares

Notification of a dividend of 75p is due for our holding 12 shares has been received.

9. TO DISCUSS QUOTATIONS

.1 Gynn Construction – Tourist Information Centre porch

An amended quote to construct an inner porch for the Tourist Information Centre with 8mm toughened glass has been received, this being £2,037.00 plus VAT.

It was unanimously agreed that this quote be accepted.

.2 Artworks – Town Maps

This quotation was read to the Committee. After discussion the Clerk was asked to write to Mrs. Arkell for her VAT registration number and to ascertain who owns the copyright to the maps.

10. TO APPROVE INVOICES AND PLEDGES FOR PAYMENT

.1 Looe-in-Bloom

A letter received requesting our usual donation towards the cost of providing flower boxes for the Town was discussed at length, there was some disagreement as to the amount to be donated.

Councillor Dingle proposed that £4,000 be donated as it had been included in the Budget set for 2008/09, Councillor Joy seconded the proposal and it was agreed with a vote of 3/1.

The Clerk was asked to obtain a copy of their last full audited set of accounts.

.2 The Nelson Project

A letter requesting our previous pledge of £300 was read to the Committee.

It was unanimously agreed to honour the pledge. Proposed by Councillor Overd and seconded by Councillor Dingle.

.3 Royal British Legion – “Building Poppy”

Councillor Overd declared an interest.

A letter asking if Looe Town Council would like to consider displaying a “Building Poppy” on the Guild Hall at a cost of £400 was read to the Committee.

Councillor Overd expressed the opinion that this would set a precedent and is really a step too far.

Councillor Dingle proposed that the Council refuse the offer, seconded by Councillor Overd it was unanimously agreed.

The Clerk was asked to ascertain the legality of making a small donation instead.

.4 Time and Motion

An invoice received for the valuation of all the Mayoral chains and ribbons and for providing boxes, bars and ribbons was discussed.

The Clerk informed the Committee that the two ribbons invoiced are being returned as unsuitable and queried the provision of the name bars.

Councillor Joy proposed that the invoice be paid subject to verification of the provision of the name bars, seconded by Councillor Overd it was agreed.

.5 John Trethewey

An invoice received for £1,633.25 for extra work carried out last year and for completing this years accounts was discussed.

It was agreed that the amount charged for last year's extra work was acceptable but the Clerk was asked to negotiate the hourly rate charged for this year which had gone up 25%.

.6 Caradon District Council – New Vision System.

An e-mail asking of a contribution towards the cost of the New Vision System for the Tourist Information Centre was read to the Committee. The total cost to Caradon District Council is £7,439.00 they are asking for a contribution of £265 taking into account the unpaid work done by our Tourist Information Centre Manager as Data Manager for the system.

Councillor Dingle proposed that £265 be paid, seconded by Councillor Joy it was unanimously agreed.

11 . MATTERS FOR FURTHER DISCUSSION

.1 Website

Councillor Joy expressed concern that the new website is not yet completed. This is due to the office staff being stretched and not having the time to do it. He suggested extra hours be paid to complete the website.

After discussion Councillor Dingle proposed that the Clerk be paid 10 hours overtime to complete the website, seconded by Councillor Joy it was unanimously agreed.

.2 Harbour Car Park Charges

Councillor Dingle reported that he had received a lot of complaints about the increase in car parking charges on Buller Quay, particularly the overnight charge which has increased by 100%.

Councillor Dingle proposed that the Clerk write to the Harbour Commission to ask if they would consider reducing the charges or if there are any plans to review the charges.

The Meeting closed at 8.25 pm.