

LOOE TOWN COUNCIL

FINANCE AND WORKS COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, East Looe
on Monday 20th April 2009 at 7.00pm.

REPORT TO COUNCIL

PRESENT

Chairman – Cllr. K. Smith
Cllrs. D. J. Bryan, J.R.B. Dingle,
M. Joy and D. Welch

IN ATTENDANCE

The Clerk – Mrs A Frith.
Cllrs. J. Hoskin and A. Toms

68. **APOLOGIES** Apologies for absence were received from
Councillor R. J. Overd and C. Rose.
69. **DECLARATIONS OF INTEREST**
Councillors D. Bryan and K. Smith declared an interest in any matters
raised concerning East Looe Town Trust.
Councillor Toms declared an interest in any matters raised concerning
Cornwall Council, Looe Harbour Commission and Lugger Association.
Councillor J. R. B. Dingle declared an interest in any matters raised
concerning West Looe Town Trust.
70. **TO REVIEW THE CASH FLOW**
The Chairman explained, for the benefit of Councillor Hoskin the way
the budget and precept work.
A cash flow chart for the year so far was discussed and Councillor Joy
stated that we need to bear in mind the costs that may be incurred if
the threatened legal action against us proceeds.
It was decided that separate accounts need to be kept for the Tourist
Information Centre income and expenditure to enable profit or loss to
be worked out.
71. **TO DISCUSS THE CAR PARK**
.1 **Management**
The Chairman explained that Cornwall Council will not increase the
terms of the existing lease and therefore the original proposals for
managing the car park would prove too costly.
It was agreed that a gate should be purchased, with a lock fitted, with
keys provided for permit holders.
The Clerk was asked to source a suitable gate once Councillor Toms
had measure the opening.

.2 Signage

The Clerk had received a quotation from Chatom Signs for £688.00 plus VAT, including fitting for an appropriate sign. After discussion the Clerk was asked to ascertain whether the sign is vandal proof and if the lettering is embossed or painted and to obtain two further quotes from other companies, possibly the Harbour Commission or Cornwall Council.

.3 Car park permit

This matter was discussed at length and it was recommended as follows:

- a) Out of hours permits at a cost of £150 per annum.
- b) Two spaces for Health Centre staff during working hours at a cost of £150 per annum

It was agreed that these payments can be made monthly @ £15 per month, quarterly or annually. Each space to be numbered and a deposit taken for the keys. The Clerk was asked to liaise with East Looe Town Trust regarding the Terms and Conditions.

72. TO DISCUSS THE LEGAL COVER INSURANCE

The Chairman explained that the Council is not covered for any legal expenses incurred for legal action taken against the Council by the public. The Clerk had received the necessary paperwork from Zurich Insurance and she was asked to contact CALC regarding the level of insurance recommended.

NOTE

The Clerk has ascertained that the recommended level should be £250,000.00 which will cost an extra £123.00 per year. This has now been applied for.

73. FOOT ANSTEY – SOLICITORS

The Clerk presented a letter which outlined Foot Anstey's Terms of Reference and required signing. It was agreed that the Clerk, as Proper Officer, should sign and return the Terms of Reference on behalf of the Council. This was proposed by Councillor Smith, seconded by Councillor Joy and unanimously agreed.

74. DONATION REQUESTS

.1 Luggar Association

This request for provision of 50 plaques had been deferred at the last meeting.

After discussion it was agreed that, as the Council had provided the plaques for several years, we should continue.

Councillor Joy proposed that the plaques be ordered, seconded by Councillor Bryan it was agreed with one abstention.

.2 Looe in Bloom

A letter received requesting their usual donation was read to the Committee.

Much consideration was given to this matter as some Committee members feel that Looe-in-Bloom is being run as a business and also the Council has not received proper audited accounts for some years.

Dale Measures had been asked to ascertain certain facts but as he is no longer a Councillor this has not been done.

It was finally proposed by Councillor Joy that the budgeted donation of £3,000 be paid this year but will not be paid in future without receipt of proper accounts, seconded by Councillor Dingle it was agreed with one abstention.

75. TO DISCUSS THE ANNUAL ACCOUNTS SUMMARY 2008/09

The Clerk had prepared a summary of the income and expenditure for 2008/09.

The negative equity of £17,000 needs to be recouped during this financial year. There are areas of the current budget where expenditure can be saved, such as not staffing the Tourist Information Centre during the winter months, and it was agreed that careful monitoring of expenditure is needed.

76. TO DISCUSS HIGH VALUE CONTRACTS

The Chairman explained that procedures need to be tightened up when entering into high value contracts. It was agreed that all contracts should initially be discussed by the Procedures Committee to make any recommendations to the Finance & Works Committee who in turn would make their recommendations to Full Council.

Councillor Smith proposed that this procedure be followed, seconded by Councillor Joy it was unanimously agreed.

The Meeting closed at 8.15pm.