

LOOE TOWN COUNCIL

MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, East Looe
on Monday 10th August 2009 at 7.00pm.

REPORT TO COUNCIL

PRESENT

Chairman – Cllr C Rose
Cllrs D J Bryan, M Joy, J R B Dingle,
D Welch and Mrs B King

IN ATTENDANCE

Town Clerk – Mrs A Frith

31. **APOLOGIES** Apologies for absence were received from
Cllr K Smith
32. **TO RECEIVE DECLARATIONS OF INTEREST**
Cllr D Bryan declared an interest in any matter raised concerning East Looe Town Trust.
Cllr J Dingle declared an interest in any matter raised concerning West Looe Town Trust and East Looe Town Trust.
33. **CORRESPONDENCE**
.1 **Looe in Bloom**
A letter received was read to the Committee – Looe in Bloom had expressed disappointment at receiving our donation of £1,000 less than they were expecting and have asked for a meeting.
The letter was discussed and the Clerk was asked to write to Looe in Bloom to arrange a meeting and request that their last financial year's accounts are made available to us.
.2 **Looe Festivals**
A letter received thanking Looe Town Council for the donation towards the Christmas lights was read to the Committee.
34. **TO DISCUSS FORTHCOMING EXPENDITURE**
.1 **Election – 13th August 2009**
As this has not been budgeted for, and will cost Looe Town Council approximately £4,300, the Committee were asked to consider where this cost will come from.
The Chairman will discuss this with the Clerk.
35. **TO REVIEW THE RISK ASSESSMENT AND ASSET REGISTER**
The Chairman is in the process of reviewing the Risk Assessment and updating the Asset Register. There are some items which both East Looe Town Trust and Looe Town Council are claiming ownership and

the Chairman will resolve this issue with the Trust Manager before completing the Register.

The Chairman will report back to the next meeting.

36. TO DISCUSS DONATION REQUESTS

.1 St Martins Churchyard

A letter received requesting the Council's donation of £500 towards the Burial Ground was read to the Committee.

Councillor Joy proposed that this be paid, seconded by Councillor Welch it was unanimously agreed.

.2 Westcountry Watersports

A letter from Alistair Pearn regarding the Power Boat Race 2010 was read to the Committee.

This was discussed at length by the Committee and it was agreed that Looe Town Council should help where possible with licensing issues and support the event in principal. However, as there are no funds available in this year's budget, we cannot make a financial contribution at the moment. It was unanimously agreed that provision be made for this event, Festival of the Sea and the Lugger Race in future budgets.

.3 Vitalise

A request for Grant Aid had been received. As Looe Town Council do not operate a Grant Aid Scheme it was suggested that Vitalise write to Cornwall Council.

.4 Looe Kernow Chess Club

An e-mail had been received from Mr Lancaster which outlined his intention to start up a Chess Club and asked for financial assistance for the equipment.

The Committee decided that encouragement should be given but no financial assistance at the moment, but to keep us up-dated on the progress of the Club.

37. TO DISCUSS QUOTATIONS RECEIVED

.1 Zurich Insurance

The Clerk had requested a quotation for legal cover which works out at an extra £245.02 per annum. However, the Committee felt that the cover offered would not protect Council or Councillors against legal action.

The Clerk was asked to contact the Society of Local Council Clerks and the East Looe Town Trust Manager to try and obtain quotes for Indemnity Insurance for Councillors. The Chairman will look at the current policy.

38. TO REVIEW THE CURRENT CASHFLOW

The Clerk had produced a cash flow statement which was discussed by the Committee. At the moment the cash flow appears to be on target but the Tourist Information Centre winter opening needs to be reviewed.

39. MATTERS FOR URGENT OR FURTHER DISCUSSION

.1 Town Crier Remuneration

The Clerk had requested authorisation to pay the agreed sum of £650 to Mr Lancaster to assist with the costs he has already incurred obtaining the Town Crier regalia.

Councillor Rose proposed that this be paid, seconded by Councillor Joy, it was unanimously agreed.

.2 East Looe Town Trust

The Clerk explained that repairs or replacement of the Tourist Information Centre front door is needed urgently as it is now difficult to lock securely and rainwater is coming into the Tourist Information Centre.

The Clerk was asked to write to East Looe Town Trust asking for these repairs to be done along with the repairs needed to the outside of the windows.

.3 Budget, Precept and Salary Review 2010/11

The Clerk had prepared the preliminary proposals which were presented to the Committee by the Chairman. It was agreed that the proposals be studied carefully and recommendations be made at the next meeting on 30th September 2009.

The Meeting closed at 8.05 pm.