

LOOE TOWN COUNCIL

MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, East Looe
on Monday 15th June 2009 at 7.00pm.

REPORT TO COUNCIL

PRESENT

Chairman – Cllr C Rose
Cllrs M Joy, Mrs B King, K Smith, A Toms
and D Welch

IN ATTENDANCE

Town Clerk – Mrs A Frith

13. **APOLOGIES** Apologies for absence were received from
Councillors. D J Bryan and J R B Dingle

TO RECEIVE DECLARATIONS OF INTEREST

Cllr Smith declared an interest in any matter raised concerning East Looe Town Trust.

Cllr Toms declared an interest in any matter raised concerning Looe Development Trust, Cornwall Council, Looe Harbour Commission and Looe Festive Lighting Group.

14. **TO DISCUSS DONATION REQUESTS**

The Chairman informed the Committee that a previous letter from Looe Town Forum requesting a donation for the Christmas lights had raised queries regarding the accounts and the demise of the Town Forum.

At the Clerk's request a statement of accounts had been received and clarification that the Christmas lights now come under the umbrella of Looe Development Trust.

After discussion the Committee agreed that, as all the requested information had been provided, the £1200 donation request should be referred to Full Council for approval, proposed by Cllr Joy, seconded by Cllr Rose it was agreed with a vote of 5/1 abstention.

15. **TO DISCUSS A TOWN CRIER**

A letter received from Mr Neil Lancaster offering his services as a Town Crier was read to the Committee. After discussion it was agreed that some members of the Committee should interview and "try out" Mr Lancaster before any decision is made. The remuneration will also be discussed after the interview.

16. **TO DISCUSS THE PUBLIC WORKS APPLICATION**

Although this application had been partially filled in Cllr Joy expressed the view that there is the possibility of financial involvement with the

Skateboard Park and the Bowling Club and suggested that this matter be deferred to the next meeting.
This was unanimously agreed.

17. TO DISCUSS A FIVE YEAR FINANCIAL PLAN

The Chairman had provided some ideas and explained how he has worked out the projected forecast over five years for the Council and the Tourist Information Centre.

Cllr Joy stated that other Council's make substantial donations to community projects which in turn helps them obtain further funding and feels that this should be built into the precept.

Cllr Toms stated that the Council needs to generate more income and this could be done by taking on services devolved from Cornwall Council with the appropriate financial assistance.

The Clerk suggested that the financial plan could be done in conjunction with the Town Plan.

The Clerk was asked to write to Cornwall Council to express an interest in taking on such services as public conveniences, grass cutting etc and to ask for the interest to be registered.

18. TO DISCUSS THE CCTV

The Chairman explained to the Committee that, after a meeting with Perspective CCTV, a partial response has been received. An instruction manual has been received and training is being organised.

Mr Oakes has agreed to hold two spare cameras in stock to reduce the time it takes to repair/replace damaged ones.

Cllr Welch stated that, although it would be possible to make the system work as one, it would be better to stabilise the current system first. It was unanimously agreed to conduct a bi-monthly efficiency audit on the system.

19. TO DISCUSS THE RISK ASSESSMENT PROCEDURE

The Chairman explained that current procedures are inadequate as the risk assessment is only done every 6, 12 or 24 months and he suggested it should be done every 3 months. This was unanimously agreed, Cllrs Rose and Joy will implement this procedure.

20. TO DISCUSS THE CURRENT CASH FLOW

The Clerk had provided the information which was discussed. There were no issues raised.

21. TO APPROVE INVOICES FOR PAYMENT

·1 Continental Engravers

An invoice for £756.13 for the provision of 50 lugger plaques has been received.

Cllr Joy proposed the invoice be paid, seconded by Cllr Smith it was unanimously agreed.

22. MATTERS FOR FURTHER DISCUSSION

•1 H & A Waste

A waste transfer agreement for 2009/10 had been received and requires signing to continue Looe Town Council refuse collection. It was agreed the Chairman should sign.

•2 Mrs S Petipher

Cllr Joy explained that Mrs Petipher had rung him on 8th June 09 to explain that due to her husband's continued illness she did not feel able to work the rest of the notice given on 31st March 2009 and asked to be released from her employment immediately. Cllr Joy had agreed to this request.

The Clerk had asked for clarification regarding Mrs Petipher's final salary. Cllr Joy proposed that she should be paid up to 12th June 09. Cllr Toms requested that advice be taken from CALC and the Clerk was given the brief to follow that advice.

•3 Skateboard Park

An e-mail had been received from Mrs Hannaford on behalf of Looe Development Trust asking the Council to re-affirm its original commitment to the skateboard park, which was to submit and pay for a new planning application, maintain and insure the park.

After discussion it was unanimously agreed that the Council should re-affirm its commitment as requested.

The Meeting closed at 8pm