

**LOOE TOWN COUNCIL**

**FINANCE AND WORKS COMMITTEE MEETING**

held in the Tourist Information Centre, The Guildhall, East Looe  
on Monday 18<sup>th</sup> May 2009 at 7.00pm.

**REPORT TO COUNCIL**

**PRESENT**

Cllrs. D. J. Bryan, C. Rose,  
K. Smith, A. Toms and D. Welch

**IN ATTENDANCE**

The Clerk – Mrs A Frith.

1. **APOLOGIES** Apologies for absence were received from Councillors. J.R.B. Dingle and M. Joy.
  
2. **TO APPOINT A CHAIRMAN AND VICE-CHAIRMAN**
  - .1 To elect a Chairman

The Clerk asked for nominations to elect a Chairman for 2009/10. Councillor Bryan proposed that Councillor Rose be elected to serve as Chairman, seconded by Councillor Smith it was:  
**RESOLVED**  
Unanimously that Councillor Rose be elected as Chairman for the coming year.
  - .2 To elect a Vice Chairman

Councillor Rose proposed that Councillor Dingle be elected as Vice-Chairman, seconded by Councillor Bryan it was:  
**RESOLVED**  
Unanimously to elect Councillor Dingle as Vice-Chairman for the coming year.
  
3. **DECLARATIONS OF INTEREST**

Councillors D. Bryan, C. Rose 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 Looe Harbour Commission, Looe Development Trust and Cornwall Council.
  
4. **TO APPROVE AND SIGN THE WEST LOOE DOWNS PUBLIC CONVENIENCE BUILDING LEASE**

The Chairman reported that the lease for the above building had been received.  
After discussion the Committee agreed the terms of the lease.  
The Chairman and the Clerk will sign the lease and return it to Cornwall Council with the cheque for £10.00, this being full payment for the 10 year lease.

5. **TO DISCUSS THE INTERNAL AUDITOR'S REPORT**  
The Chairman reported that the Internal Auditor had identified various issues which the Council had already recognised and were addressing. It was agreed that part of this report be used as the Financial Statement required by the Audit Commission.
6. **TO APPROVE THE INTERNAL AUDITOR'S ACCOUNT FOR PAYMENT**  
The Chairman informed the Committee that the cost of the Internal Audit is £325.00, £1,000 less than last year.  
Councillor Bryan proposed that the invoice be paid, seconded by Councillor Smith it was unanimously agreed.
7. **TO RECOMMEND APPROVAL OF THE ANNUAL ACCOUNTS 2008/09**  
The Committee discussed the Annual accounts as presented by the Internal Auditor and recognised that the precept increase for next year must take into account the level of the Council's bank balances as at 31<sup>st</sup> March 2009.  
The Chairman proposed that the Annual Accounts be referred to Full Council with the recommendation for approval, seconded by Councillor Smith it was unanimously agreed.
8. **TO DISCUSS FUTURE CCTV MAINTENANCE AND REPAIR**  
The Chairman read a letter received from Andrew Oakes, Perspective CCTV which outlined his proposals for the length of call-out time and repairs.  
The Committee discussed these proposals and decided that the proposed timescales were not acceptable and neither was the way in which the system works at the moment or the lack of training.  
It was considered that there should be a "flag" facility for faults and software to monitor the working of the system.  
Councillor Welch expressed the opinion that some Councillors should be more involved with the CCTV to relieve the pressure on the office staff and agreed, at the request of the Committee, to learn the system.  
The Clerk was asked to arrange a meeting for early next week with Perspective which the Chairman, Councillor Welch and the Clerk will attend.
9. **TO REVIEW THE ONGOING FINANCES**  
The Committee discussed the cash flow as provided by the Clerk. A close eye will be kept on the cash flow throughout the year.
10. **DONATIONS**  
.1 Looe Town Forum  
The Chairman read out a request for the Council's annual donation towards the cost of Christmas lights.  
This request was discussed at length and various issues were raised:  
.1 We need to see a copy of Looe Town Forum's accounts.  
.2 How can we donate to an organisation which no longer exists?

.3 The normal donation of £1200 does not appear to be represented as value for money.

The Clerk was asked to write to Mr. Holford.

**11. CORRESPONDENCE**

**.1 Pennon Shares**

A dividend certificate for 81p has been received.

**12. MATTERS FOR FURTHER DISCUSSION**

**.1 To review the Mayoral Allowance**

Councillor Bryan stated that, although previous Mayor's had not taken the full allowance, consideration should be given to future Mayor's as the allowance at present does not cover all expenses incurred for Civic duties.

After discussion Councillor Rose proposed that the allowance be increased to £6,000 per year, to commence immediately, and to be increase annually, seconded by Councillor Bryan it was unanimously agreed.

**.2 To discuss the employment of a Car Park Attendant**

After discussion it was agreed that a car-park attendant should be employed by the Council at an hourly rate of £7.00 for 21 hours a week.

The Clerk was asked to contact Central Ticketing Ltd and to push Cornwall Council for an extension of the five year lease that we have now.

**.3 P.C.S.O**

The Clerk explained that Councillor Joy had asked for a meeting to be set up with some members of this Committee, Inspector Turner and PC Libby to discuss the provision of a dedicated PCSO for Looe.

Councillors Rose, Byran and Smith agreed to attend and the Clerk was asked to arrange the Meeting.

The Meeting closed at 8.15pm.