

**LOOE TOWN COUNCIL**

**MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING**

held in the Tourist Information Centre,  
The Guildhall, East Looe on Monday 25<sup>th</sup> January 2010 at 7pm

**REPORT TO COUNCIL**

**PRESENT**

Cllrs D Bryan, M Joy, J R B Dingle,  
M Gregory, C Rose, K Smith and D Welch

**IN ATTENDANCE**

Town Clerk – Mrs A Frith  
Cllrs E B Galipeau

72. **APOLOGIES** Apologies for absence were received from  
Cllrs C Lambert and Mrs B King
73. **TO APPROVE THE RE-ELECTION OF COUNCILLOR ROSE AS CHAIRMAN**  
The Clerk asked for a proposer to approve the re-election of Councillor Rose as Chairman of this Committee after his recent resignation due to illness explaining that Councillor Rose is now fully recovered. Councillor Bryan proposed that Councillor Rose be re-elected, seconded by Councillor Joy it was:  
**RESOLVED**  
Unanimously to re-elect Councillor Rose as Chairman of this Committee.  
Councillor Rose then started the meeting.
74. **TO RECEIVE DECLARATIONS OF INTEREST**  
.1 **Personal Interests**  
Councillors Bryan, Dingle and Galipeau declared an interest in any matter raised concerning East Looe Town Trust.  
Councillor Dingle declared an interest in any matter raised concerning West Looe Town Trust.  
.2 **Prejudicial Interests**  
There were none declared.
75. **TO DISCUSS THE TOURIST INFORMATION CENTRE ACCOUNTING PROCEDURE**  
The Chairman explained that, at the moment, the Tourist Information Centre accounting period runs from 1<sup>st</sup> January – 31<sup>st</sup> December and that the Clerk has requested permission to bring this in line with the Council accounting period (1<sup>st</sup> April – 31<sup>st</sup> March) which will result in a 15 month accounting period for this year.  
This matter was discussed and it was agreed that it would streamline the accounting process.  
Councillor Joy proposed that the Tourist Information Centre accounting period be brought into line with the Council's accounting period, seconded by Councillor Bryan it was:

RESOLVED

Unanimously to bring the Tourist Information Centre accounting period into line with the Council's accounting period.

**76. TO DISCUSS THE CURRENT CASHFLOW AND FORECAST TO 31 MARCH 2010**

The Chairman drew the Committees attention to the income/expenditure forecast up to 31.3.2010 which had been prepared by the Clerk (see attached Appendix 'A'). This was discussed and it was agreed that the Council reserves at the end of March were on track with the projected figure discussed when setting the Precept for 2009/10.

The Chairman then drew the Committee's attention to a five year forecast that he had prepared which indicates that the Council will have the required reserve fund at the end of this period with minimal increases in the Precept. (See Attached Appendix 'B').

The Chairman drew the Committee's attention to the items bracketed on the forecast and stated that these needed to be monitored.

**77. TO DISCUSS DONATION REQUESTS**

.1 Looe Town Council Donation Policy and Application Form

As discussed at the last meeting Councillor Rose had produced a draft application form and donation policy. This was discussed at length and various amendments made.

Councillor Joy proposed that the amended draft documents be approved subject to the approval of CALC, seconded by Councillor Bryan it was:

RESOLVED

Unanimously to approved the amended documents subject to CALC approval. (Final documents attached).

.2 Donation Requests

The Chairman proposed that the four requests for financial assistance received be sent the application forms to be returned in time for the next meeting on 22<sup>nd</sup> February 2010, seconded by Councillor Dingle it was unanimously agreed.

**78. CORRESPONDENCE**

.1 Jelf Group PLC

A letter received regarding the Council's Insurance was read to the Committee. The Clerk was asked to arrange a meeting with Mr Cooper to discuss our insurance requirements as the insurance is due for renewal at the end of March.

**79. TO DISCUSS THE 2010 RECOMMENDED MILEAGE ALLOWANCE**

The Chairman explained that the new recommended mileage allowance (as per NALC) for casual users ie Councillors and the Clerk, is 60p per mile up to 8,500 miles per year based on a vehicle 1200cc to 1450cc and at 86.88p per litre. This would be an increase of 15p per mile on the current rate.

There was much discussion on this subject and Councillor Joy suggested that the other Town Clerks in the Caradon area be contacted to ascertain their intentions, but stated that, in his opinion, the new recommended rates should be accepted.

**80. TO DISCUSS A STAFF PENSION SCHEME**

The Chairman explained that he has contacted Legal & General and a follow up letter is to be sent requesting the necessary information. Eligible staff can then be asked if they would like to join a pension scheme and applications can be made on line. A report will be given at the next meeting.

**81. TO DISCUSS QUOTATIONS FOR SEAGULL CONTROL 2010**

The Chairman explained that the two quotes received from Kernow Aerials and MITIE Pest Control had been discussed by the Environment and Public Protection Committee and referred to this Committee with the recommendations that the Kernow Aerials quotation be accepted at the cost of £1178 plus VAT (the same as 2009). Councillor Gregory proposed that Kernow Aerials quotation be accepted, seconded by Councillor Joy it was:

**RESOLVED**

Unanimously to accept the quotation of £1178 plus VAT from Kernow Aerials.

**82. MATTERS FOR FURTHER DISCUSSION**

**.1 Perspective CCTV**

Councillor Joy expressed the opinion that legal action be taken against Perspective CCTV for supplying a system not fit for purpose to endeavour to recover some of the costs incurred.

The Committee discussed this matter and it was agreed that a case should be put together and engage the services of Foot Anstey Solicitors in Plymouth to act on our behalf.

**The Meeting closed at 8.10pm**