LOOE TOWN COUNCIL

MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING

held in the Tourist Information Centre,
The Guildhall, East Looe on Tuesday 27th July 2010 at 7pm

REPORT TO COUNCIL

PRESENT Cllrs D J Bryan, K Smith and C Lambert

IN ATTENDANCE

Town Clerk – Mrs A Frith
Cllrs J R B Dingle and E B Galipeau
Mrs Elaine Warne

23. APOLOGIES

Apologies for absence were received from Councillors M Gregory and D Welch.

24. TO ELECT A CHAIRMAN

The Vice-Chairman Councillor D Bryan opened the Meeting and proposed that Councillor Smith be elected to serve as Chairman for the remainder of this year, seconded by Councillor Dingle (as ex-officio Committee Member) it was:

RESOLVED

Unanimously to elect Councillor Smith to serve as Chairman for the remainder of this year.

25. TO RECEIVE DECLARATIONS OF INTEREST

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.

Councillors Lambert and Galipeau declared an interest in any matter raised concerning Looe Development Trust.

Councillor Galipeau declared an interest in any matter raised concerning St Martins Parochial Council.

26. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

.1 Ref Minute No: 18.1 – Looe Development Trust

Councillor Galipeau asked when the promised payment of £3,000 is to be made, Councillor Lambert, as Looe Development Trust Treasurer, responded that it will be posted out on 30th July.

Councillor Galipeau requested statistical details of useage, courses offered etc.

.2 Ref Minute No: 22.3 – Public Footpaths

Councillor Smith reported that this matter is ongoing.

27. TO DISCUSS THE PUTTING GREEN

The Clerk reported that the putting green is working well with the volunteers and is being used by the public. The income for the whole

of the period that Looe Town Council have been responsible for is £947, £450 of which has been in the last two weeks.
Councillor Dingle reported that he and Councillor Galipeau had attended an Extra-Ordinary Meeting of the Bowling Club members and updated them on the progress so far with the Council's proposals regarding the lease. He also encouraged the bowling members to volunteer to become involved with the putting green and generally become more pro-active.
Councillor Galipeau expressed concerns about the financial aspects of taking over this facility and stated that the best possible deal should be sought.

28. TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE

.1 St Martins Church – Burial Ground Donation

This request had been deferred from the last meeting subject to further information being received. As this had not been forthcoming the Clerk requested permission to make the payment as we have an obligation to donate this money.
Councillor Dingle proposed that the payment of £500 be made, seconded by Councillor Bryan it was:
RESOLVED
Unanimously to authorise payment of £500.
The Clerk was asked to chase the information previously requested.

29. CORRESPONDENCE

.1 Cornwall Council – War Memorial

The Chairman read a letter received which offered the responsibility of the War Memorial back to Looe Town Council at no cost.
As Looe Town Council already maintain the railings and have arrangements in place with Looe Harbour Commission and Looe In Bloom Councillor Smith proposed that the offer be accepted, seconded by Councillor Dingle it was:
RESOLVED
Unanimously to accept the offer made by Cornwall Council.

.2 Mr Neville Upton

The Clerk reported that Mr Upton is not now resigning and will continue to open and close the car park and monitor when possible.

.3 Pennon Group

The Annual Report had been received and will be kept in the office.

.4 Audit Commission

Notification of successful completion of the Council's accounts 2009/10 had been received.

.5 Looefestival.com(Dehwelans) Website

An e-mail had been received from Councillor Mrs Hannaford asking if Looe Town Council would like to take over the above website.
Councillor Galipeau reported that he had investigated this website and a lot of the information and photos are very generic and he could see no value in taking this on, if the domain name lapses it could be purchased at the normal price. This site is run by Herodsfoot Webworks who are also actively using another website called looe festivals.com. Councillor Lambert proposed that Looe Town Council do not pursue this matter, seconded by Councillor Dingle it was:
RESOLVED
Unanimously not to take this matter any further.

.6 WRVS

A letter received thanking Looe Town Council for their donation and apologising for the delay in responding was read to the Committee.

.7 Zurich Insurance – Local Council Advisory Service

A subscription reminder had been received but as the Council is no longer insured with Zurich Councillor Dingle proposed that the subscription should not be renewed, seconded by Councillor Lambert it was:

RESOLVED

Unanimously not to renew the subscription.

30. TO REVIEW THE TOURIST INFORMATION PURCHASING PROCEDURES.

Councillor Dingle raised concerns that there are currently no purchasing procedures in place for the Tourist Information stock and costly mistakes have been made.

It would appear that best value is not being applied and opportunities missed for income.

The Clerk reported that she has concerns about the whole Tourist Information Centre, lack of management and attitude of the staff are giving cause for concern.

This matter was discussed at length and it was proposed by Councillor Bryan that a special meeting be held to discuss this issue, seconded by Councillor Dingle it was unanimously agreed.

Councillor Smith asked the Committee if they considered that a temporary measure be implemented for the purchasing of stock. After discussion Councillor Dingle proposed that any purchase above the value of £50 should be authorised by the Clerk, seconded by Councillor Smith it was:

RESOLVED

Unanimously that no purchase above £50 be made without the authorisation of the Clerk as a temporary measure until procedures are put in place.

It was agreed that the Tourist Information Manager is a very knowledgeable and perceptive person and an asset to the Tourist Information Centre.

Councillor Smith asked the Committee to identify short falls within the Tourist Information Centre and hand them, in writing, to the Clerk.

31. TO DISCUSS THE FINANCIAL IMPLICATIONS OF THE GOVERNMENT BUDGET 2010

As requested at the last meeting the Clerk had written to CALC to ask about the likelihood of Town and Parish precepts being capped, to date no response has been received.

Councillor Galipeau asked for the precept setting programme, the Clerk informed him.

Councillor Smith pointed out that all Councillors would have the opportunity for input but no Committee had a set budget.

The Chairman asked for any information received from CALC to be circulated.

NOTE: The Clerk attended a CALC meeting on 28th July 2010 and it has been ascertained that Town and Parish Councils Precepts for this year will not be capped but there is a possibility that, in the future, they

will be asked to do a three year budget/precept which will, in effect, be a form of capping.

32. TO REVIEW THE WEST LOOE DOWNS STORE COSTS

The Clerk reported that, due to re-valuation of the building, a rates refund of £197 had been received. As reported by Councillor Welch the roof of the building requires attention and a quotation of £300 had been received to carry out the repairs.

Councillor Smith proposed that the quotation of £300 be accepted, seconded by Councillor Dingle it was:

RESOLVED

Unanimously to accept the quotation of £300 from Mr J Doyle.

The Clerk was asked to contact Mr Doyle.

33. TO DISCUSS THE PURCHASE OF A MEMORIAL SEAT (FOR EX MAYOR RON OVERD)

The Clerk had received quotations from H G Stacey and Columbaria for granite memorial seats.

It was agreed that a memorial seat for Mr Overd should be made of Cornish granite which would be obtainable from H G Stacey at a cost of £1,543 plus VAT.

The Chairman informed the Committee that Mr Overd's family wished to pay half the cost of the seat which would be placed adjacent to the War Memorial.

Councillor Dingle stated that Mr Overd had been one of the best Mayors and was well-loved and appreciated and proposed that the seat be purchased from H G Stacey at the cost of £1543 plus VAT, seconded by Councillor Bryan it was:

RESOLVED

Unanimously that the memorial seat be purchased from H G Stacey, Liskeard.

Councillor Bryan asked the Committee to consider the cheaper granite seats from Columbaria when discussing replacement of the town seats owned by Looe Town Council.

A survey of all these seats is ongoing and this matter will be put on the Agenda for the next meeting.

34. MATTERS FOR FURTHER DISCUSSION

.1 Monkey Sanctuary Ticket Sales

The Clerk reported that an approach had been made to sell tickets in the Tourist Information Centre on a commission basis, the Tourist Information Centre to receive 5% of all sales.

The Committee considered this proposal and unanimously agreed that this should be implemented.

.2 East Looe Town Trust – Museum Tickets Sales

Councillor Galipeau reported that a similar proposal to the Monkey Sanctuary will be forthcoming from East Looe Town Trust with the suggested commission of 20p on a single ticket and 30p on a family ticket.

The Chairman expressed the view that by facilitating this a better working relationship could be built with East Looe Town Trust. The Chairman asked for the Committee's permission to deal with this matter under

delegated powers when the proposal came in, this was unanimously given.

.3 Skateboard Park

The Clerk informed the Committee that, due to incorrect plans submitted to the architects by the equipment suppliers, the planning application has had to be withdrawn and, in her opinion, all costs for re-submission should be borne by the supplier. The Committee agreed with the Clerk.

.4 Local Government Law and Administration Books – Council Chamber

Councillor Bryan asked if these books, now out of date, could be valued for either sale or archiving. The Clerk was asked to arrange.

The Meeting closed at 8.41pm

Signed ..... Date .....
Chairman of Finance and Works Committee