

LOOE TOWN COUNCIL

MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING

held in the Tourist Information Centre,
The Guildhall, East Looe on Tuesday 23rd March 2010 at 7pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr C Rose
Cllrs D J Bryan, J R B Dingle
and D Welch

IN ATTENDANCE

Town Clerk – Mrs A Frith
Cllr E B Galipeau

90. APOLOGIES

Apologies for absence were received from Cllrs Mrs B King,
M Gregory, M Joy, C Lambert and K Smith

91. TO RECEIVE DECLARATIONS OF INTEREST

Councillor Bryan declared an interest in any matter raised concerning
East Looe Town Trust.

Councillor Dingle declared an interest in any matter raised concerning
East Looe Town Trust and West Looe Town Trust.

Councillor Galipeau declared an interest in any matter raised
concerning East Looe Town Trust.

92. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

There were none raised.

93. TO DISCUSS THE CURRENT CASHFLOW

The Chairman explained that, as we are nearing the end of the
financial year, this will be discussed at the next meeting when the
actual figures are available.

94. TO DISCUSS DONATION APPLICATIONS

.1 Reverend Brian McQuillen – The Overd Oak

A request for a donation towards the cost of a stainless steel plaque for
the “Overd Oak” planted by Ron Overd at St Martins Church last year
was read to the Committee. After discussion Councillor Bryan
proposed that a donation of £150 be made towards the cost of
£211.37, seconded by Councillor Dingle it was:

RESOLVED

Unanimously to make a donation of £150.

.2 Shelter – Cornwall

An application for funding assistance was read to the Committee but,
after discussion, it was agreed unanimously that no donation should be
made as it does not directly benefit the area of Looe.

95. CORRESPONDENCE

.1 WRVS

A letter of thanks for our recent donation was read to the Committee.

.2 Cornwall Council – Precept Confirmation

A letter of confirmation of our precept request (less £125.00 for the burial ground payment) was read to the Committee. Councillor Bryan asked how long our contribution to the Burial Ground (£500 per year) would continue, as no-one could answer this question the Clerk was asked to find out.

.3 Cornwall Council - Procurement through Cornwall Council Contracts

A letter offering Looe Town Council to join with Cornwall Council for the purchase of office stationery was read to the Committee.

After much discussion it was unanimously agreed not to take up the offer.

.4 Pennon Shares

A divided notice had been received giving the option of cash or shares, Councillor Rose proposed that we add to the shares, seconded by Councillor Bryan it was unanimously agreed.

96. TO DISCUSS THE COUNCIL INSURANCE

The Chairman explained that the cover and service we currently receive from Zurich has been reviewed and, as Zurich will not send a representative to talk to us or give us any advice, a quotation has been sought and received from Aviva through WPS in Plymouth as recommended by CALC.

This quotation was discussed at length, the cost of insurance with Aviva with the extra cover we required is £2259.56 in comparison to the cost of insurance with Zurich without the extra cover of £2193.11.

The Chairman proposed that we accept the quotation from Aviva, seconded by Councillor Bryan it was:

RESOLVED

To accept the quote of £2259.56 from Aviva.

The Clerk was asked to cancel the existing policy with Zurich and the monthly direct debit payment, arrange for the new cover with Aviva and set up a direct debit monthly payment.

97. TO DISCUSS THE FUTURE OF THE WEST LOOE DOWNS STORE

The Chairman explained that the non-domestic rates bill for the West Looe Downs store has been received and the cost is £710.12.

The Chairman expressed the opinion that this cost is not acceptable as the building is only used for storage. The Committee discussed this at length and Councillor Dingle proposed that Looe Town Council relinquish the lease which still has nine years to go, seconded by Councillor Rose it was:

RESOLVED

Unanimously to relinquish the lease on this building.

98. TO DISCUSS ADVERTISING IN DRAKE'S CIRCUS

The Chairman explained that an offer to advertise on a big screen in Drake's Circus, Plymouth had been received. The cost being £25 per week for a ten second advert or £30 per week for a twenty second advert contracted for two years with the option to change the advert quarterly.

The Chairman considered that this could work well with the proposed promotion in Plymouth being organised by the Tourism Committee. Councillor Bryan offered to assess the location and size of the screen. Councillor Dingle proposed that we take up the offer of £30 for 20 seconds subject to Councillor Bryan's investigations, seconded by Councillor Bryan it was:

RESOLVED

Unanimously to take up the offer of a twenty second advert at the cost of £30 per week over two years subject to Councillor Bryan's findings.

99. TO DISCUSS THE STAKEHOLDER PENSION SCHEME

The Chairman reported that letters will be sent to eligible staff shortly.

100. MATTERS FOR FURTHER DISCUSSION

.1 Clerk's Salary

The Chairman explained that our Auditor had requested that the current salary scale of LC3 (SCP44) be formalised, to comply with Audit Commission regulations, as this has not been done since 2005. The Clerk's salary is based on town profiles, prepared by NALC, numbered 1-4. The Chairman explained that Looe Town Council falls mainly into profile 3(LC3) overlapping slightly into profile 4 (LC4). The spinal column points (SCP's) relate to qualifications and legal responsibilities of the Clerk, the number of meetings etc.

The Committee considered that the Clerk's salary is appropriate and Councillor Rose proposed that the Clerk's salary scale should be approved as it stands – LC3 SCP44, seconded by Councillor Dingle it was:

RESOLVED

Unanimously to approve the current salary scale for the Clerk. Councillor Rose also proposed that the Clerk's and Deputy Clerk's contract of employment be reviewed and also the salary scale for both be reviewed annually. This was unanimously agreed.

The Meeting closed at 7.55pm