

LOOE TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND WORKS
COMMITTEE

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 18th April 2011 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr K Smith
Cllrs M Gregory, D Welch and
J R B Dingle (ex-officio)

IN ATTENDANCE

Town Clerk – Mrs A Frith
Cllrs P Crossley, E B Galipeau, W Martin and J Hoskin, T Stacey and A Toms
Mr M Camp – Tourist Information Centre Manager

98. APOLOGIES

Apologies for absence were received from Councillor D Bryan.

99. TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF
THE PUBLIC

There were no members of the public present. The Chairman
reminded all non-committee members of the procedure regarding input
to the meeting and voting.

100. TO RECEIVE DECLARATIONS OF INTEREST

.1 Personal

Councillors 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

Councillor Martin declared an interest in the Making Waves donation
request.

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The Chairman asked Committee members for permission to alter the order of
the Agenda to allow Mr Camp to explain the Integrated Online Booking
System and then leave. This was unanimously approved.

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101. TO APPROVE THE EXPENDITURE FOR AN ONLINE BOOKING SYSTEM FOR THE TOURIST INFORMATION CENTRE

Mr Camp explained the benefits and costs of this system which is done through Visit Cornwall. (See attached Appendix 'A').

The Committee discussed this at length and all considered this to be a good opportunity to increase the income of the Tourist Information Centre. Questions were raised regarding credit card charges and Mr Camp was asked to ascertain whether these could be passed on to the customer and if so, how.

The Chairman proposed that we should commence with this subject to covering our charges, seconded by Councillor Dingle it was unanimously agreed.

Councillor Galipeau suggested that this is run as a pilot scheme for this year and look at all charges for membership etc in November.

Mr Camp left the meeting.

102. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

.1 Ref Minute No: 97.2 – SEC- Bridge Lights

Cllr Welch informed the Committee that this matter is still pending.

103. TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE

.1 Looe In Bloom

The Chairman explained that a £3,000 donation had been budgeted for which is £1,500 less than last year.

Councillor Dingle expressed the opinion that, as Looe In Bloom are all volunteers who work very hard for the town, the donation should at least match last years.

The Committee discussed this matter and Councillor Dingle proposed that the £3,000 should be donated and a letter from Looe In Bloom requesting the extra £1,500 should be sent to us for this Committee's consideration, seconded by Councillor Gregory it was unanimously agreed.

.2 Making Waves

Councillor Martin requested permission to update the Committee on the progress of this music festival which was given.

Councillor Martin then left the room whilst the request for a donation of £3,000 was discussed.

The Chairman reminded members that two town Councillors are involved with this festival and the request should be considered carefully.

After discussion Councillor Smith proposed that a recommendation should be made to Full Council to donate £3,000 towards the cost of the festival, seconded by Councillor Gregory it was:

RESOLVED

Unanimously to make recommendation to Full Council to donate £3,000 as permitted under the Local Government Act 1972 s145.

Councillor Martin returned to the meeting.

104. CORRESPONDENCE

.1 Barbican Pre-School

A thank you letter received was read to the Committee.

.2 Great Tree Allotment Society

An e-mail received thanking Looe Town Council for providing the hard core required was read to the Committee.

105. QUOTATIONS

.1 Continental Engravers – Luggier Plaques

A letter had been received from the Luggier Association asking if Looe Town Council would consider providing the plaques for 60 boats as in previous years.

Quotations for plaques had been received from Continental Engravers as follows:

- a) Oval – 170 x 85mm at £14.86 plus VAT each (£891.60 plus VAT)
- b) Rectangular – 145mm x 65mm at £11.56 plus VAT each (£693 plus VAT)
- c) Rectangular – 100mm x 50mm at £9.80 each plus VAT (£588 plus VAT).

The Committee discussed these quotations and Councillor Gregory proposed that we accept Option B, seconded by Councillor Smith it was:

RESOLVED

Unanimously to accept the quotation for Option B.

The Clerk was asked to order 60 plaques as requested.

106. TO REVIEW THE INTERNAL AUDIT REPORT

Copies of this report were circulated to members (see attached Appendix 'B' and 'C'). The Chairman stated that he had spoken to the Auditor regarding recording of our accounts and the possibility of having an accounting package.

The Clerk explained that an accounting package should be set up for 2012/13 and that the Auditor will discuss this with us in October.

Councillor Smith asked for acknowledgement of the hard work of the Clerk and Deputy Clerk to be put on record, seconded by Councillor Gregory.

107. TO DISCUSS INTEREST RATES (INVESTMENT FUNDS)

The Chairman informed the Committee that the Lloyds Bank Business Manager has suggested diverting some of the funds in our Investment Account to a special account to gain more interest. The current rate received is 0.5% (see attached Appendix 'D').

The Committee discussed this matter and Councillor Dingle suggested that he, the Chairman and the Clerk meet to discuss how much should be transferred, if any, and to discuss the interest rates offered.

108. MATTERS FOR FURTHER DISCUSSION

.1 Draft Programme for Seat Maintenance

Councillor Dingle stated that nearly all the seats need sanding down and treating, with some of them requiring repairs. Councillor Galipeau had supplied a draft programme with photos of each seat.

The Clerk was asked to ascertain exactly which seats belong to Cornwall Council, especially the ones along Marine Drive. This matter is to be put on the Agenda for the next meeting.

.2 Town Warden

Councillor Gregory informed the Committee that the funding for the PCSO's will be ending in May.

Various job descriptions for Town Warden have been obtained and Councillor Gregory will put together a job description relative to Looe.

Councillors Smith and Toms will look at the legislation for Civil Enforcement.

.3 Town Crier

The Clerk explained that a Mr Roger Bennett had expressed an interest in becoming our Town Crier and asked permission to "cry" at the Mayfair and borrow the town bell.

The Clerk was asked to contact Mr Bennett.

.4 Draft Business Plan

Councillor Gregory had provided a draft business plan for the acquisition of property.

All Councillors present were reminded that, for the moment, this information is confidential and provided for Councillors only.

The Meeting closed at 8.45pm.

Signed Date
Chairman of the Finance & Works Committee

Appendices 'A', 'B' 'C' and 'D' can be viewed in the Council office.