

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 22nd August 2011 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Councillor K Smith
Councillors D J Bryan, P Crossley, E B Galipeau,
M Gregory, W Martin and D Welch

IN ATTENDANCE

Town Clerk – Mrs A Frith

34. APOLOGIES

Apologies for absence was received from Councillor J Hoskin.

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

There were no members present.

36. TO RECEIVE DECLARATIONS OF INTEREST

.1 Personal Interest

Councillors Bryan and Galipeau declared an interest in any matter
raised concerning East Looe Town Trust.

37. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF
28th JULY 2011

There were no matters raised.

38. TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE

.1 Street Pastor Handsets

Further information, as requested, had been received regarding the
efficiency of the handsets and ability to receive a signal all over the
town, the only area that is troublesome is on the seafront near the
Boscarn.

The Committee discussed this matter at length, some members having
the opinion that less expensive ones would work just as well.

Councillor Smith proposed that a formal application form be sent to the
Street Pastors and the matter be discussed again at the next meeting,
seconded by Councillor Gregory it was unanimously agreed.

39. CORRESPONDENCE

No correspondence had been received.

40. TO DISCUSS QUOTATIONS

.1 Axis Telephones

A quotation for telephone, line rental and broadband had been
received. As the current charges with BT had not been available it was
agreed to defer this matter to the next meeting.

.2 Making Waves – Sponsorship Banner

Mr Hipkiss, Making Waves Committee, has offered Looe Town Council the opportunity to have a sponsorship banner placed in the town.

The cost of the banners are:-

Full Colour

11' x 3' - £50 plus VAT

11' x 4' - £60 plus VAT

2 Colour on White

11' x 3' - £45 plus VAT

11' x 4' - £50 plus VAT

The Chairman stated that this could also be used for promotions and would raise the profile of the Council, the Committee were in agreement.

Councillor Gregory proposed that an 11' x 3' Full Colour banner be purchased, seconded by Councillor Galipeau it was:

RESOLVED

Unanimously to order an 11' x 3' full colour banner.

The Clerk was asked to organise this with the wording "sponsored by Looe Town Council and Tourist Information Centre".

.3 Refurbishment/Replacement of Seats

Councillor Galipeau explained that he and Councillor Welch had held discussions with the Clerk and the initial agreement had been reached to identify five seats most in need of repair and get quotes for their repair. It has also been determined that some of the outlying seats ("breather" seats) could be replaced with granite benches.

After much discussion it was agreed that quotes for replacement with granite benches in the following locations be sought:

- a) Shutta – opposite Chapel Court
- b) Top of 78 steps
- c) West Looe Hill – opposite West Looe Town Trust car park
- d) Darloe Lane

Those seats to be repaired and treated are:

- a) Station Road – adjacent to the Health Centre x 2
- b) Seat named "Parr" – Marine Drive
- c) Opposite "Pentreath" – Marine Drive
- d) Adjacent to the Coastguard Station "Simmons"
- e) Seat named "Roberts" – Marine Drive
- f) Opposite the Bowling Green – "Gus and Hilda" and "Griffiths"

These are all in poor condition, it was suggested that a package of five most in need of attention be put together and tenders invited for replacement of wood, bolts and coated with sadolin or similar.

At the Clerk's request it was agreed that one of the seats by the Health Centre receive immediate attention as the wooden slats are broken, the Clerk was given permission to approach Looe Harbour Commission to ask them to repair this one immediately.

The Clerk was asked to write to Cornwall Council for confirmation of which seats they own.

.4 Town Crier Robes

Councillor Bryan reported that he had sourced a possible supplier for a robe and tri-con hat, the cost of which would be approx £250.

The Clerk reported that the Town Crier had received a quote from a local dress-maker for a robe and cape at a cost of approximately £400. The Committee discussed the matter and Councillor Smith proposed that the dress-makers quote be accepted subject to sight of the design and the quality of the material, seconded by Councillor Gregory it was:

RESOLVED

With a vote of 6/1 abstention to accept the proposal.

.5 CCTV

Councillor Welch explained that quotations from CDA solutions and Securiguard had been received for the up-grading of the cameras. CDA solutions quote is for £5,000 approximately and Securiguard is £16,000.

Councillor Gregory stated that the camera specification is needed from CDA. Councillor Welch agreed to get this information and the matter was referred to the CCTV Sub-Committee to make a recommendation to this Committee for a final decision.

Councillor Welch asked permission to e-mail all the information to David George at Cornwall Council for his opinion, Councillor Smith proposed that this request be approved, seconded by Councillor Martin it was unanimously agreed.

41. TO APPROVE A FORMAL PROPOSAL FROM COUNCLLOR TOMS REGARDING THE TOWN SEATS

Councillor Toms had withdrawn the proposal as the issue is now being dealt with.

42. TO DISCUSS THE RATIONALISATION OF STAFF TERMS, CONDITIONS AND SALARIES

The Chairman explained that this matter had been going on for some time, we have now reached the point where professional advice is needed.

The suggestion is that all staff are put on NALC recommended pay scales which will mean an increase in costs. It was also suggested that roles and responsibilities of all staff be reviewed.

It was agreed that Councillor Smith and the Clerk work on this and report back to the next meeting.

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Councillor Galipeau stated that no report of the Council's expenditure is provided and asked that a monthly report be supplied. After much discussion about the Clerk's workload Councillor Crossley proposed that a quarterly report be provided, seconded by Councillor Gregory it was unanimously agreed.

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43. TO DISCUSS THE PRELIMINARY BUDGET/PRECEPT PROPOSALS

The Clerk had provided a draft proposal after discussions with Councillors Bryan and Crossley.

There was much discussion and explanation of the draft, the Clerk agreed that all members could take the draft away for perusal and reminded all that, at this stage, the document is highly confidential. Further discussions will take place at the next meeting.

44. TO DISCUSS THE FINANCIAL IMPLICATIONS OF THE ACTIVE PARTNERING PROPOSALS

Councillor Bryan stated that a Neighbourhood/Development plan will be needed and this will involve a lot of expense. The Plan will need to be templated by Spatial Planning worked out by Cornwall Council. The Chairman stated that it is becoming very clear that services will be devolved through partnership with Cornwall Council but there will be no financial support.

45. MATTERS FOR FURTHER DISCUSSION

.1 Bowling Club – Referred from Full Council Meeting of 15th August 2011

Councillor Bryan stated that Looe Town Council can only afford to take up the lease option if the usage is expanded.

Councillor Galipeau raised concerns that there is no management plan in place and not all the expenditure costs are up to date.

The Chairman explained that the figures provided are the latest available, obtaining this information from Cornwall Council has been very difficult as it seems their records are minimal. He also stated that, in his opinion, a management plan can be put in place once a final decision is made about the lease.

Councillor Smith proposed that the Terms and Conditions in the lease document provided by Cornwall Council are accepted subject to a Management Committee, consisting of Councillors and Bowling Club Members, being set up and a meeting held followed by a Special Full Council Meeting to make a final decision, seconded by Councillor Gregory it was agreed with a vote of 6/1 abstention.

At this point (9.25pm) Councillor Martin left the meeting.

.2 Media Training

This can now be done on 29th September if anyone wishes to take up the offer.

.3 Tourism Committee Budget – Referred from Full Council

A request from the Town Tourism Committee for a budget of £20,000, had been received. This matter was referred to the Procedures Committee for discussion when reviewing the Council's Standing Orders.

.4 Provision of a Community Pride Officer – Referred from Full Council

This matter was referred to the Environment and Public Protection Committee for discussion and recommendation.

.5 Town Crier Honorarium

This matter was deferred to the next meeting.

.6 Public Works Loan

This matter was deferred to the next meeting.

The Meeting closed at 9.55pm