

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 10th October 2011 at 7.00pm

REPORT TO COUNCIL

PRESENT

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

IN ATTENDANCE

Town Clerk – Mrs A Frith
Councillors Mrs M Powell and A Toms

46. APOLOGIES

Apologies for absence were received from Councillors P Crossley and D Welch.

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

There were no members present.

48. TO RECEIVE DECLARATIONS OF INTEREST

.1 Personal Interest

Councillors Bryan and Galipeau declared an interest in any matter relating to East Looe Town Trust.

.2 Prejudicial Interest

Councillor Martin declared a prejudicial interest in the Box Office invoice for the Making Waves Festival tickets.

49. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 22nd AUGUST 2011

.1 Reference Minute No: 44: Active Partnering

Councillor Bryan is at the moment reading through documents relating to this and will take them to the next Planning Committee meeting.

50. TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE

.1 Street Pastors

An application was received requesting funding to purchase hand sets. Councillor Gregory explained how these handsets work and stated that, as they do not have trackers on them, it is difficult to locate where an emergency call has come from.

There was discussion regarding the cost, usage and benefit.

Councillor Toms suggested that Mr Chase, on behalf of the Street Pastors, be invited to the next meeting to answer all queries. This was unanimously agreed.

.2 Spectrum

An application for funding had been received. Councillor Smith explained that this charity help those with autism.

After discussion Councillor Martin proposed that £100 be donated, seconded by Councillor Smith it was:

RESOLVED

Unanimously to donate £100.

51. CORRESPONDENCE

.1 NALC – Localism of Business Rates

The Chairman explained that at the moment all business rates go to Central Government.

Documentation had been received together with a suggested letter to be sent to local MP's to lobby for some of the business rates to be returned to Town and Parish Councils.

Councillor Gregory proposed that the letter be sent in support of this, seconded by Councillor Bryan it was:

RESOLVED

Unanimously to send the letter of support to Sheryll Murray MP.

.2 Election Charges

A table of election charges had been received from Cornwall Council. There was some confusion as the document did not state whether these charges related to general bi-elections or the elections coming up in 2013. The Clerk will clarify.

.3 Looe in Bloom

The Chairman read out a letter received from Looe in Bloom with the return of our cheque for £750. The letter stated that Looe in Bloom were not willing to accept the conditions that the Council had stipulated when sending the cheque.

This matter was discussed at length and it was eventually agreed that a meeting be set up with Looe in Bloom and Councillors Smith, Bryan and Dingle to resolve the matter.

At this point Councillor Martin left the meeting.

52. TO DISCUSS QUOTATIONS

.1 Gifts to Impress

A quotation for 250 coins to commemorate the Diamond Jubilee had been received (see attached Appendix 'A') Councillor Bryan explained that these coins would be presented to all children under 16 whose parents had registered their names. At the moment, despite continuous advertising, only about 100 children had been registered. Councillor Bryan also reported that 31 designs had been received from the Community School but nothing from the Junior School or playgroups.

East Looe Town Trust, West Looe Town Trust and Looe Harbour Commission have shown interest in helping with the cost but cannot make a decision until the final cost is known.

The Clerk was asked to contact CALC to ascertain whether we can legally give coins to all children at both schools even if they live outside our area of benefit.

.2 CCTV

Councillor Gregory requested that this matter be deferred to the next meeting.

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

Councillor Smith suggested that the matter of Terms and Conditions be referred to the Procedures Committee for discussion. With reference to the salaries Councillor Smith explained that all staff should be on a

standardised scale as recommended by NALC. A draft document had been prepared and was discussed.

Councillor Gregory proposed that the draft proposals for all staff be accepted and recommended to Full Council for approval, seconded by Councillor Bryan it was unanimously agreed. (See attached Appendix 'B') – summary – the full draft document will be held in the office for perusal).

54. TO DISCUSS THE PRELIMINARY BUDGET/PRECEPT PROPOSALS

This matter was deferred to the next meeting to allow the Clerk time to make amendments relating to staff salaries.

55. TO DISCUSS AND MAKE RECOMMENDATION FOR ANOTHER MEMBER OF OFFICE STAFF

The Chairman explained that the workload in the office has already increased considerably and there is likely to be more work with devolution of services. An additional member of staff would need to be flexible and willing to stand in for Clerk when necessary.

Councillor Gregory proposed that an extra member of office staff be appointed, seconded by Councillor Bryan it was:

RESOLVED

Unanimously to make recommendation to Full Council to appoint another member of office staff.

At this point Councillor Hoskin left the meeting.

56. TO APPROVE IN PRINCIPAL THE APPOINTMENT OF A COMMUNITY PROTECTION OFFICER

Councillor Gregory explained the costs involved as follows:

Basic salary – £16,967 and on costs of £4,552 = £21,519

Up to: - £21,717 and on costs of £5,827 = £27,544

In response to Councillor Galipeau's statement that now is not the right time to be taking on such a person Councillor Gregory stated that this cost was agreed by Full Council some time ago and the funds are ring fenced in the precept.

Councillor Bryan proposed that the appointment of a Community Protection Officer be approved in principal, seconded by Councillor Smith it was:

RESOLVED

With a vote of 3/1 against (Councillor Galipeau).

The matter was referred back to the Environment and Public Protection Committee for formulation of the job description.

57. TO APPROVE PART PAYMENT OF THE BOX OFFICE INVOICE FOR MAKING WAVES TICKETS AND REFERRAL OF THE BALANCE OF FULL COUNCIL

Councillor Smith explained that the full invoice is for £6,637 for the sale of Making Waves tickets.

This amount is above the delegated authority of this Committee, who can authorise payments up to £2,000.

Councillor Gregory proposed that a £2,000 part payment be made now with the balance referred to Full Council for approval, seconded by Councillor Smith it was unanimously agreed.

58. TO APPROVE THE CANCELLATION OF THE PUBLIC WORKS LOAN APPROVAL

Councillor Smith explained that the Public Works Loan Board require written confirmation that the Council does not wish to proceed with a loan.

Councillor Gregory proposed that a letter confirming cancellation be sent, seconded by Councillor Smith it was:

RESOLVED

Unanimously to write confirming cancellation of our approval.

59. MATTERS FOR FURTHER DISCUSSION

.1 Accountancy Package

The Clerk asked the Committee to look at the "Quickbooks" website to enable discussion at a future meeting.

The Meeting closed at 9.05pm.