

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 Tuesday 22nd May 2012 at 7.00pm

REPORT TO COUNCIL

PRESENT

Cllrs D J Bryan, P Crossley, E B Galipeau,
M Gregory and D Welch

IN ATTENDANCE

Town Clerk – Mrs A Frith

1. APOLOGIES

Apologies for absence were received from Councillors J R B Dingle,
J Hoskin, W Martin, Mrs M Powell and K Smith.

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

There were no members of the public present.

3. TO ELECT A CHAIRMAN TO SERVE 2012/13

The Clerk asked for nominations for Chairman for the coming year.
Councillor Bryan proposed that Councillor Crossley be elected to serve
as Chairman, seconded by Councillor Gregory the Clerk asked for a
vote.

Councillor Galipeau asked Councillor Crossley, before the vote was
taken, how he envisaged this Committee dealing with the financial
issues, did he expect all financial matters to be dealt with through this
Committee? Councillor Crossley answered that this would be the case.
In response to Councillor Galipeau's question regarding the delegated
authority of the Chairman and Vice-Chairman, Councillor Crossley
stated that the delegated authority would very rarely need to be used
but if it was it would be within the remit of this Committee.

The vote was then taken and it was:

RESOLVED

With a unanimous vote that Councillor Crossley be elected to serve as
Chairman for 2012/13.

4. TO ELECT A VICE-CHAIRMAN TO SERVE FOR 2012/13

Councillor Bryan proposed that Councillor Gregory be elected to serve
as Vice-Chairman for the coming year, seconded by Councillor Welch it
was:

RESOLVED

With a vote of 4/1 against to elect Councillor Gregory to serve as Vice-
Chairman for 2012/13.

5. **TO RECEIVE DECLARATIONS OF INTEREST**

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

6. **MATTERS ARISING FROM THE MINUTES OF 1st MAY 2012**

.1 Reference Minute No: 102: Health Centre Car Park

The Chairman requested a full breakdown of income and expenditure for the car park be supplied for the next meeting.

Councillor Gregory requested a copy of the Minute when the Car Park agreement was made.

.2 Reference Minute No: 103: Looe In Bloom

This matter was deferred to the next meeting.

7. **TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE**

.1 West Looe Playgroup

The Chairman briefly explained what the donation request is for.

The Clerk informed the Committee that the playgroup building is owned by West Looe Town Trust.

Councillor Gregory expressed the view that, before this request is considered, we need to ascertain the length and terms of the Playgroup lease and what other funding is being sought.

After much discussion Councillor Bryan proposed that West Looe Playgroup be asked to attend the next meeting to answer questions, seconded by Councillor Gregory it was:

RESOLVED

Unanimously to invite West Looe Playgroup to attend the next meeting.

The Clerk was asked to write to West Looe Playgroup. The Chairman also requested that the Clerk provided an ongoing balance sheet for donations for all future meetings.

8. **TO DISCUSS QUOTATIONS**

.1 St John Ambulance – Cover for the Diamond Jubilee Events

Three separate quotations had been received for medical cover for Saturday 2nd June, Sunday 3rd June and Monday 4th June amounting to £515.95 plus VAT. This matter was discussed at length, Councillor Galipeau stated that it comes down to mitigating risks and, in his opinion, the Lighting of the Beacon event on 4th June would be the only one requiring medical cover. Councillor Gregory agreed that cover can be reduced to Monday 4th June and the prohibitive cost of engaging the services of St John Ambulance requires serious consideration for future use.

As a donation of £150 had been given to St John Ambulance at the last meeting Councillor Crossley proposed that a donation of £100 be made for medical cover on Monday 4th June only, seconded by Councillor Gregory it was:

RESOLVED

Unanimously to donate £100 to St John Ambulance for the provision of medical cover for Monday 4th June.

9. **TO DISCUSS CONTINUED SUPPORT FOR THE SEASONAL EVENING BUS**

The Chairman explained that this matter had been deferred from the last meeting pending receipt of the usage figures which have now been received.

The proposed cost to Looe Town Council for the 2012 season is £1,620, the usage figures supplied indicate that Looe benefits from the service more than Polperro (see attached Appendix 'A'). Councillor Galipeau suggested that this matter be referred to Full Council on 28th May 2012 for full discussion and resolution, this was unanimously agreed.

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At this point (7.45pm) Councillor Gregory left the meeting, the Clerk informed the Chairman that this meeting was now inquorate and no further Resolutions could be made however, recommendations to Full Council could.

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10. CORRESPONDENCE

.1 Cornwall Air Ambulance

The Chairman read out a letter of thanks for our recent donation.

.2 Looe Development Trust

The Chairman read out a letter of thanks for our recent donation.

.3 Penhaligon's Friends

The Chairman read out a letter of thanks for our recent donation.

11. TO REVIEW THE ANNUAL INTERNAL AUDIT 2011/12

At the Chairman's request the Clerk explained the Audited figures to the Committee.

Councillor Galipeau's requested that this information be circulated to all Councillors and that the actual income/expenditure breakdown be provided for the next meeting of this Committee.

12. TO APPROVE THE CONTRACT FOR FUTURE INTERNAL AUDITS

A quotation had been received from our current Internal Auditor, Ken Abrahams. The Clerk explained that the costs are determined by the turnover.

The Clerk was asked to obtain a further quotation and the matter was deferred to the next meeting.

13. TO DISCUSS THE BOWLING CLUB/PUTTING GREEN EXPENDITURE

A structural survey of the Clubhouse had been done, as requested at the last meeting, which indicates that there are no immediate repairs needed but there will be in the next five years.

The Clerk was asked to obtain a "ball-park" estimate of the likely cost of these repairs and to chase up the response from Cornwall Council regarding the already identified cost of repairs to the boundary walls. The matter was deferred to the next meeting.

14. TO REVIEW THE DIAMOND JUBILEE EXPENDITURE

The Clerk had provided a balance sheet which was reviewed. (See attached Appendix 'B').

The Chairman requested that this matter be deferred to the next meeting when the actual expenditure and income has been determined.

15. MATTERS FOR FURTHER DISCUSSION

.1 Consultation on appointment of External Auditor 2012/13 and onwards

The Audit Commission had sent out this information with the suggestion that Grant Thornton be appointed to carry out our Annual External Audit.

The Clerk was asked to ascertain whether this is the only option from both the Audit Commission and CALC.

The matter was deferred until this information is available.

.2 To discuss Cheque Signatories

The Committee recommended that this matter be referred to Full Council for Resolution with the Recommendation that Councillor Smith be replaced as a signatory with Councillor Crossley as the new Chairman of the Finance and Works Committee.

.3 To discuss the New Year's Eve Firework Display

The Clerk explained that Mrs Powell can no longer organise the event due to her health.

Councillor Crossley stated that, from his point of view, it was a very profitable evening.

Councillor Bryan stated that he cannot recommend that this Council become involved with the fireworks again and that an organised group needs to take this on.

Councillor Crossley stated that he will talk to the business and obtain feedback and report back to the next meeting.

The matter was also referred to the Events and Festivals Sub-Committee.

The Meeting closed at 8.40pm