

**LOOE TOWN COUNCIL**

**MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING**

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe,  
on Monday 7<sup>th</sup> January 2013 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Chairman – Cllr M Gregory  
Cllrs D J Bryan, P Crossley,  
B Galipeau, W Martin, Mrs M Powell,  
C Rose and D Welch

**IN ATTENDANCE**

Cllr A Toms

**OFFICERS**

Town Clerk – Mrs A Frith

**81. APOLOGIES**

Apologies for absence were received from Councillor J R B Dingle.

**82. TO RECEIVE DECLARATIONS OF INTEREST**

**.1 Personal Interest**

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

**83. TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**84. TO DISCUSS THE FINANCIAL IMPLICATIONS OF THE PUBLIC CONVENIENCES**

The Chairman informed the Committee that information had been received outlining the refurbishment work and the costs involved which total £185,750 which will be covered by Cornwall Council. The proposals do not appear to cover the conversion of the West Looe and Guildhall gents.

Concern was raised that the refurbishments proposed are very basic and will not bring the facilities up to a standard acceptable to Looe Town Council, the suggestion was that Cornwall Council give the funds to Looe Town Council who could then contract the work required out through a tendering process and using local tradesmen.

Councillor Crossley asked if it is intended to charge for usage of the toilets, it was considered that this would not be cost effective.

After much further discussion Councillor Gregory proposed that the recommendation to Full Council be that we accept responsibility for the Public

Conveniences in Looe subject to confirmation that the conversion of the West Looe and Guildhall gents to unisex will be paid for by Cornwall Council as well as the refurbishment for all the toilets and confirmation of the £56,000 contribution towards the running costs for 2013/14 will be paid to Looe Town Council, also to ask whether the capital fund of £187,750 could be paid to Looe Town Council, seconded by Councillor Mrs Powell it was:

RESOLVED

Unanimously to accept the above proposal.

**85. TO DETERMINE THE PRECEPT REQUIREMENT, AGREE THE BUDGET FOR 2013/14 AND MAKE RECOMMENDATION TO FULL COUNCIL**

The Chairman explained that the proposals for the budget and precept for 2013/14 had been amended to include all ring-fenced funds in the proposed expenditure as it is expected these funds will be spent, the Chairman explained all the amendments to the Committee (see attached Appendices). Councillor Galipeau stated that, in his opinion, not a lot of in-depth work had gone into the proposals and had not been gone through critically, he considered that a £30,000 saving could be found and proposed a 10% decrease in the precept requirement. Councillor Galipeau also considered that the building fund and six months running costs is excessive.

The Chairman explained that to reduce the building fund would result in a larger public works loan which in turn would cost the Council more on repayments.

Councillor Bryan explained that the six months running costs reserve is on the advice given by CALC in 2009 when the Council was in financial difficulties and he is very pleased that, through good management, we are where we are now.

Councillor Galipeau requested this advice in writing and the source of the advice as he disputes the requirement.

Councillor Gregory proposed that the recommendation to Full Council should be to accept the proposals as they stand, representing a 0% increase in the Precept requirement, seconded by Councillor Mrs Powell it was:

RESOLVED

With a vote of 7/1 abstention (Councillor Galipeau) to accept the above proposal.

**The Meeting closed at 7.40pm.**

## **BUDGET/PRECEPT PROPOSALS 2013/14 ANALYSIS REPORT**

### **EXPENDITURE**

**Rent:** The current lease with East Looe Town Trust is due for renewal during 2013 and I have anticipated a maximum 10% increase in the current rental and room hire charges.

**Repairs & Renewals:** All previous ring-fenced funds are now included in the expenditure and listed on the budget sheet.

**Insurance:** Our current insurance costs are £2748, I have increased the cost of insurance to cover the Bowling Club/Putting Green and the Allotment site.

**Salaries:** There is no increase anticipated, the proposed £110,000 is to take into consideration the increase in the LCO salary, the increased working hours of the Assistant Clerk and the potential employment of Public Convenience operatives. (TUPE implication for these operatives not catered for in the proposal)

**Cost of Sales:** This year there has been an increase of sales of tickets (Eden, National Express and Looe Music Festival in particular) which in turn results in higher expenditure.

**Postage:** This is an increase in anticipation of higher postal costs to distribute the Looe Guide and tourist information.

**Telephone/internet:** The reduction is due to re-negotiation of the BT contract.

**Office expenditure:** Due to the increase of administration the cost of office supplies has increased considerably.

**Travel:** An increase has been anticipated for new Councillor training following the elections in May.

**Civic Expense:** There has been a reduction in the actual costs of Civic events due to donations received for the Lantern Procession and a new contract for provision of food for Civic Sunday.

**Donations:** Extra funds have been added to the budget due to the number of application for assistance received this year over and above the budgeted amount.

**Miscellaneous Expense:** An extra provision has been made for unforeseen "one-off" expenses such as the collation of the Tesco questionnaire.

**Burial Ground:** We have increased our donation towards the upkeep of the open burial ground for the first time in numerous years.

**Contingency:** A reduction of this fund has been made but it is necessary to have some funds available for un-budgeted expenditure.

**Looe in Bloom:** For the last two years the budget has been £3000 but the actual amount donated each year has been £4750 (2011/12) and £4500 (2012/13), therefore the budget has been increased to £4500 to enable us to remain within our budgeted amount.

**Asset Transfer:** This is for the legal fees which will be incurred for the lease of the Bowling Club/Putting Green and the provision of allotments.

**CCTV:** Increase of maintenance costs for the two extra cameras to be installed on the Doctor's surgery building to monitor the car park and Bridgend.

**Capital Works Fund:** This includes work required to bring the allotment site up to workable standard.

**Localism Bill:** It is anticipated that this will be spent during 2013 for the production of a Neighbourhood and Local Plan.

**Community Chest:** A donation towards the cost of replacement Christmas lights of £2000, the remainder of this fund (which includes provision for the seasonal evening bus service) should be for projects being undertaken by other organisations and match-funded by applicants. (£27,000 has been included for the provision of match-funded monies for the development of the West Looe Shelter being undertaken by Looe Harbour Commission.

**Community Officer budget:** For the provision of equipment/tools to carry out the duties required.

**Allotments:** The annual rental for this land is £2000, it has also been agreed that Looe Town Council will initially cover the capital expenditure for provision of hardcore on the access track to the land, a car parking area and perimeter fencing and posts estimated at an approximate cost of £8000.(See Capital Works Fund) This cost may be less if the potential site is re-configured and will be un-budgeted expenditure for this financial year. I have put in an extra £1000 contingency for the next financial year on top of the annual rental for ongoing maintenance.

**Public Conveniences:** The £56,000 expenditure is half the costs (information supplied by Cornwall Council) of running the facilities in Looe.

**Bowling Club/Putting Green:** The cost of maintaining the whole facility is estimated to be in the region of £12,000 - £15,000 (grass and hedge cutting, building and seat maintenance etc for the year, on top of this is the cost of the utilities, business rates and insurance.

**Buildings Fund:** This fund is for the potential alternative accommodation for the Tourist Information Centre and Council offices and the potential public convenience repairs and renewals.

**Stakeholder Pensions:** It is legal requirement to offer our staff the option of taking up a pension – 60% of the staff are eligible, the costs are based on all eligible staff taking up a pension and a contribution from Looe Town Council of 2% of their salary.

## **INCOME**

**TIC Registration:** This income has dropped due to the high cost of Quality in Tourism Accreditation which has subsequently reduced advertising through the TIC. The recent Quality in Cornwall Accreditation initiative by SECTA may encourage more advertising as it is much cheaper. The use of the internet has had an adverse effect on advertising through the TIC as it enables accommodation providers to advertise free of charge with no accreditation needed.

**New Map Pad:** It is estimated that this new in-house production will generate in the region of £1500-£2000 net dependant on all available advertising space being taken up.

**Other income:** This comes from the car park spaces and putting green together with donations received for the lantern procession, grants and bank interest.

**Allotments:** It is estimated that 50 plots will be taken up at an annual rental of £50.00 which is equal to £2500, the remainder is calculated at 50 x £10.00 (to repay the capital costs incurred by LTC over the 20 year lease period) which equals £500.00

**Toilets:** This amount is Cornwall Council's financial input to the running costs and does not negate our expenditure

**Ring-fenced funds:** These are amounts put into previous budgets for repairs and Council projects are expected to be spent in 2013 and have been included in the expenditure for 013/14.. **2011/12**

**Bowling Club:** The income is based on a £1500 annual rental plus £72 per playing member (36 members as at 31<sup>st</sup> October 2012). Further income from rental of the clubhouse may be possible but cannot be budgeted at this time.

**Putting Green:** The income from this is included in "other income" – an average of £4000 per year.

**Mrs Anne Frith  
Town Clerk and RFO  
Looe Town Council**

BUDGET PROPOSALS 2013/14 ESTIMATED AT 0% INCREASE

| EXPENDITURE                | 2012/13 BUDGET | ESTIMATED COSTS | 2013/14 BUDGET | INCOME                           | 2012/13 BUDGET | ESTIMATED INCOME | 2013/14 BUDGET |
|----------------------------|----------------|-----------------|----------------|----------------------------------|----------------|------------------|----------------|
| RENT AND RATES *           | 13640          | 13100           | 14410          | TIC SALES                        |                |                  | 15000          |
| **REPAIRS & RENEWALS       | 15000          | 2000            | 19800          | TIC REGISTRATION                 | 14,000         | 15000            | 12000          |
| LIGHT, HEAT & POWER *      | 2000           | 1024            | 1200           | LOOE GUIDE                       | 11000          | 10000            | 8000           |
| INSURANCE *                | 4000           | 2424            | 4000           | MAP PAD ADVERTISING              | 0              | 0                | 1750           |
| SALARIES & NI *            | 110,000        | 95000           | 110000         | STOCK IN HAND                    | 4000           | 5000             | 5000           |
| TIC SALARIES *             | 31,000         | 36000           | 36000          | OTHER INCOME                     | 10000          | 11000            | 10000          |
| TIC COST OF SALES *        | 12,000         | 17000           | 19000          | INTEREST ON BANK A/C'S           | 100            | 500              | 550            |
| PRINTING: GUIDE & MAP PAD  | 0              | 1900            | 3500           | PRECEPT                          | 298918         | 298918           | 298918         |
| POSTAGE *                  | 500            | 470             | 600            | ALLOTMENTS                       | 0              | 0                | 1000           |
| TELEPHONE/INTERNET *       | 4,000          | 2000            | 2500           | TOILETS (FROM C.C)               | 0              | 0                | 56000          |
| OFFICE EXPENSE *           | 5,000          | 6300            | 6500           | BOWLING CLUB                     | 0.00           | 0.00             | 4092           |
| TRAVEL ALLOWANCE           | 2,000          | 880             | 1000           | PUTTING GREEN                    |                |                  | 4,000          |
| CIVIC EXPENSE              | 5,650          | 2500            | 3000           |                                  |                |                  |                |
| MAYORAL ALLOWANCE *        | 6,500          | 6500            | 6500           | OPENING BALANCE                  | 352,018        | 352,418.00       | 416,310.00     |
| AUDIT(INT & EXT) *         | 1,500          | 1800            | 2000           | EXPENDITURE                      | 246,903        | 320,403.00       | 442,717        |
| DONATIONS                  | 1,500          | 6556            | 2000           | TOTAL                            | 348            | 230,104          | 463,960        |
| MISCELLANEOUS EXPENSES *   | 0              | 2800            | 2000           | LESS RING-FENCED FUNDS           | 251,181        | 442,717          | 395,067        |
| BURIAL GROUND              | 500            | 500             | 600            |                                  |                |                  | 0              |
| CONTINGENCY(MISC)          | 10,000         | 3000            | 5000           | OVERHEADS (6 MONTHS)             |                |                  | 395,067        |
| DIAMOND JUBILEE            | 4,000          | 3900            | 0              | BUILDING FUND (TO INCLUDE TIC    |                |                  | -106,405       |
| ELECTIONS                  | 10000          | 0               | 4500           | & OFFICE REDECORATION EQUIP ETC) |                |                  | 288,662        |
| LOOE IN BLOOM              | 3,000          | 3000            | 4500           | 1/4/13 Balance                   | 442717         |                  | 0.00           |
| SEAGULL CONTROL            | 1700           | 2500            | 2000           | + Precept                        | 298918         |                  |                |
| ASSET TRANSFER/LEGAL COSTS | 5,000          | 3500            | 3500           | + Other Income                   | 117392         |                  |                |
| CCTV MAINTENANCE *         | 1000           | 450             | 600            | =                                | 859027         |                  |                |
| NEWSLETTERS/ADVERTS *      | 2,500          | 1000            | 1500           | Expenditure                      | 483160         |                  |                |
| TRAINING                   | 3000           | 1000            | 1500           | +31/3/14 Balance                 | 375867         |                  |                |
| CAPITAL WORKS FUND         | 56,250         | 0               | 53250          | =                                | 859027         |                  |                |
| LOCALISM BILL              | 30000          | 0               | 30000          |                                  |                |                  |                |
| COMMUNITY CHEST            | 6,500          | 3000            | 38000          |                                  |                |                  |                |
| COMMUNITY OFFICER BUDGET   | 0              | 0               | 1000           |                                  |                |                  |                |
| ALLOTMENTS *               | 0              | 10000           | 3000           |                                  |                |                  |                |
| TOILETS                    | 0              | 0               | 56000          |                                  |                |                  |                |
| BOWLING CLUB               | 0              | 0               | 22000          |                                  |                |                  |                |
| STAKEHOLDER PENSIONS *     |                |                 | 3000           |                                  |                |                  |                |
|                            | 347740         | 230104          | 463960         |                                  |                |                  |                |

\* THESE ARE ANNUAL OVERHEADS WHICH TOTAL 212,810 (THEREFORE 6 MONTHS OVERHEADS = £106,405)

\*\* BREAKDOWN OF REPAIRS & RENEWALS:

|   |               |
|---|---------------|
| WAR MEMORIAL                                      | 1000          |
| MARINERS GARDEN                                   | 3000          |
| CAR PARK  | 3500          |
| SALT BINS AND SALT (FILLED & NW), STOCK & STORAGE | 3000          |
| SEATS - NEW x 9, REPAIR AND PAINTING              | 9300          |
|   | <b>19,800</b> |