



LOOE TOWN COUNCIL

MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Tuesday 29th April 2014 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman – Cllr M Gregory
Councillors Miss K Bishop, D J Bryan, P Crossley,
R Hendy, Mrs M Powell and W Martin

IN ATTENDANCE

Councillor A Toms

OFFICERS

Town Clerk – Mrs Anne Frith

		ACTIONS
122.	<u>APOLOGIES</u> Apologies for absence were received from Councillor Soady.	
123.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Councillor Hendy declared an interest in any matter raised concerning East Looe Town Trust.	
124.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
125.	<u>TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE</u> No requests had been received.	
126.	<u>TO REVIEW THE CCTV MAINTENANCE CONTRACT AND APPROVE RENEWAL</u> The Chairman informed the Committee that two quotes had been received, one from the current contractor, Trelawney Fire and Security and one from Securiguard. The Chairman also explained that he and Councillor Crossley	

	<p>had met with Paul Steeper, Trelawney, and resolved the issues surrounding water ingress on the cameras on Purely Cornish and proposed that the invoice for these repairs amounting to £1,596 plus VAT be paid, seconded by Councillor Bryan it was unanimously agreed.</p> <p>After further discussion regarding the two quotations it was proposed by Councillor Gregory that the contract with Trelawney Fire and Security at a cost of £450 plus VAT be renewed, seconded by Councillor Crossley it was:</p> <p><u>RESOLVED</u> Unanimously to renew the contract with Trelawney Fire and Security.</p>	
127.	<p><u>TO DISCUSS THE FUTURE OF THE SEASONAL EVENING BUS</u></p> <p>The Chairman informed the Committee that Polperro Community Council have pledged £1,500 towards the cost of this service and that Western Greyhound have agreed to run the service until the end of September subject to funding from Looe Town Council.</p> <p>Councillor Mrs Powell proposed that a recommendation to Full Council be made to donate £2,500 towards the cost of the service as in previous years, seconded by Councillor Crossley it was:</p> <p><u>RESOLVED</u> Unanimously to make recommendation to Full Council to donate £2,500 as above.</p>	
128.	<p><u>TO DISCUSS THE NEW FINANCIAL REGULATIONS AND MAKE RECOMMENDATION TO THE PROCEDURES COMMITTEE FOR INCLUSION IN OUR STANDING ORDERS AND ADOPTION BY FULL COUNCIL</u></p> <p>The Committee went through the new Financial Regulations page by page and made recommendations as follows:</p> <p>.1 <u>Page 12 (6.22 (a))</u> – Councillor Gregory proposed that the recommendation for this should be £50, this being the current amount, seconded by Councillor Bryan it was unanimously agreed.</p> <p>.2 <u>Page 16 (11.1 (b)) & (11.1(h))</u> – There was some discussion around these regulations and the ability to obtain three quotes after which Councillor Gregory proposed the recommendation to accept the regulation, seconded by Councillor Bryan it was unanimously agreed.</p> <p>.3 <u>Page 18 (14.2)</u> – Councillor Gregory proposed that the amount of £500 be recommended, seconded by Councillor Crossley it was unanimously agreed.</p> <p>Councillor Gregory proposed that this matter be referred to the Procedures Committee for recommendation to Full Council, seconded by Councillor Bryan it was unanimously agreed.</p>	

129.	<p><u>TO DISCUSS HOLIDAY PAY ARRANGEMENTS FOR THE TOURIST INFORMATION CENTRE STAFF</u></p> <p>The Chairman asked Councillor Miss Bishop to put forward her concerns.</p> <p>Councillor Miss Bishop queried the current method of paying Tourist Information Centre staff their holiday pay and stated that there is possibly a better way of paying or asking Tourist Information Centre staff to take their holidays.</p> <p>Councillor Hendy stated that whichever way you look at the hourly paid staff holidays the cost is still the same if not more. There was much discussion around alternatives, Councillor Toms reminded that the Tourist Information Centre has been given two years to improve and discussions have taken place with the Tourist Information Centre Manager who will now be going out and selling more to generate more income, the Tourist Information Centre staff are also aware that their jobs are under threat.</p> <p>Councillor Crossley and Martin agreed with Councillor Toms and both stated that the staff should be given the chance to turn the Tourist Information Centre round and make it work. Councillor Gregory suggested that alternatives be looked at ie opening hours etc and that working practices are reviewed with Anne Libby (Tourist Information Centre Assistant Manager) and Councillor Miss Bishop with the full support of this Committee, this was agreed.</p> <p>Councillor Mrs Powell proposed that things are left as they are for twelve months whilst the review is undertaken, seconded by Councillor Gregory it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to accept the above proposal.</p>	Councillor Miss Bishop to arrange a meeting with Anne Libby
130.	<p><u>TO REVIEW THE END OF THE YEAR ACCOUNTS</u></p> <p>See attached Appendix 'A'.</p> <p>The Chairman stated that these accounts have not yet been approved by the External Auditor and have been produced from the in-house accounting package.</p> <p>The Committee reviewed the accounts and asked the Clerk to check the Public Convenience expenditure.</p> <p>Councillor Gregory informed the Committee that he and the Clerk are working on profiling cost against budget for clarity.</p>	Clerk to check Public Convenience costs
131.	<p><u>TO REVIEW THE LOOE IN BLOOM DONATION (IF ACCOUNTS AVAILABLE) AND APPROVE PURCHASE OF UNIFORM PLANTERS</u></p> <p>The Clerk informed the Committee that the Accounts are not yet available.</p> <p>The Committee reviewed the cost of planters as supplied by Looe in Bloom but agreed to defer this matter until early next Year. The Clerk was asked to find out what size Looe in Bloom want in the meantime.</p>	Clerk to find out size required

132.	<p><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>There were no matters referred.</p>	
133.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Investment Rates</u> The Chairman read out the Investment rates as supplied by Lloyds Bank and the Clerk informed that Local Government has no guarantees against failure of banks. The Clerk was asked to seek advice from the External Auditor.</p> <p><u>.2 Looe Lions – Steel Band Donation</u> The Chairman read out a letter from Looe Lions confirming their match funding of £375 towards the cost of providing the steel band for the Carnival and it was agreed that our donation of £375 be made.</p> <p><u>.3 Christmas Lights</u> As the 5 year plan is not yet ready it was agreed to defer this matter.</p> <p><u>.4 Mr Townly's extra hours</u> The Clerk informed the Committee that Mr Townly is claiming 98 extra hours which have not been authorised. The Committee discussed this matter and agreed that, as this issue has not been covered in his Terms and Conditions and needs including in the staff handbook, that subject to advice from Servier (HR Company) we will ask Mr Townly to take these hours off as holiday. The issue of flexi-time and extra hours should be referred to the Procedures Committee.</p> <p><u>.5 VIP Visit – 14th July 2014</u> Councillor Bryan requested £2,000 for necessary expenditure for this visit, this was unanimously agreed.</p> <p>The Meeting closed at 9.00pm</p>	<p>Clerk to seek advice from Auditor</p> <p>Clerk to seek advice from Servier.</p>