



**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 21<sup>st</sup> July 2014 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Chairman – Cllr M Gregory  
Councillors Miss K Bishop, D J Bryan,  
P Crossley and M Soady

**OFFICERS**

Town Clerk – Mrs Anne Frith

**IN ATTENDANCE**

Councillor A Toms

		<b>ACTIONS</b>
27.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Councillors R Hendy and Mrs M Powell.  <b><u>ABSENT</u></b> Councillor W Martin.	
28.	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> There were none made.	
29.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no Members of the Public present.	
30.	<b><u>MATTERS ARISING FROM THE MINUTES OF THE 23<sup>RD</sup> JUNE 2014</u></b> .1 <u>Ref Min No: 22 – Looe in Bloom</u> The Clerk informed the Committee that Councillor Dingle had spoken to Looe in Bloom and they are not willing to water the plants in the Mariner's Garden. Councillor Gregory stated that the £4,500 donation made	

	<p>annually was to include care of the Mariner's Garden. The Clerk was asked to find the Minute where it was resolved that Looe in Bloom care for the Mariner's Garden and to write to Looe in Bloom stating "We had hoped and intended that you would be willing to water, if not then the donation will be reduced by £500". This was proposed by Councillor Miss Bishop, seconded by Councillor Gregory and unanimously agreed.</p>	Clerk to find relative Minute.
31.	<p><b><u>TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE</u></b> There had been none received.</p>	
32.	<p><b><u>CORRESPONDENCE</u></b> .1 <u>Fly a Flag for the Commonwealth</u> An e-mail had been received from Mr Bruno Peek informing of the intention to get all Town and Parish Councils involved in Flying a Flag for the Commonwealth on Commonwealth Day in 2016. The flag is 90" x 54" and costs £58 plus VAT including delivery. Councillor Gregory proposed that a flag is purchased, seconded by Councillor Miss Bishop it was unanimously agreed. .2 <u>Merlin MS Centre</u> The Chairman read out a letter received thanking Looe Town Council for the recent donation of £525.</p>	
33.	<p><b><u>TO DISCUSS INTERNET BANKING PROCEDURE, RISKS AND POLICIES AND MAKE RECOMMENDATION TO THE PROCEDURES COMMITTEE</u></b> Councillor Miss Bishop informed the Committee that she had spoken to Lloyds and received information from them regarding internet banking which offers the same level of control that we have in place at the moment ie payments authorised by two Councillors and the Clerk, the Clerk can set the payment up and Councillors authorised can log in to approve the payment remotely. The only concern is that there is a charge to the Council which we do not have at the moment but this charge could be offset by time saving. Councillor Gregory asked what the next step is, Councillor Miss Bishop stated that she would talk to Councillor Hendy (Chairman of the Procedures Committee) regarding an Internet Safe Guarding Policy and will also attend the next Procedures Committee Meeting on 21<sup>st</sup> August. Councillor Gregory proposed that the matter be referred to the Procedures Committee for recommendation to adopt the policy, seconded by Councillor Bryan it was: <b><u>RESOLVED</u></b> Unanimously to accept the above proposal.</p>	Councillor Miss Bishop to contact Councillor Hendy

34.	<p><b><u>TO APPROVE PAYMENT OF ACCOUNTS</u></b></p> <p>.1 <u>Servier</u> An invoice for HR Services amounting to £1,920 had been received. Councillor Gregory proposed that the invoice be paid, seconded by Councillor Miss Bishop it was: <b><u>RESOLVED</u></b> Unanimously to pay the invoice for £1,920.</p> <p>.2 <u>Cormac – Weed Spraying</u> An invoice for the first phase of weed-spraying amounting to £1,780.46 had been received. Councillor Gregory proposed that the invoice be paid, seconded by Councillor Soady it was: <b><u>RESOLVED</u></b> Unanimously to pay the invoice for £1,780.46.</p> <p>.3 <u>Quotation from Trelawney Fire &amp; Security</u> The Clerk explained that she had requested a quotation to move a CCTV camera on the Health Centre to obtain a better view of Bridgend which, at the moment, is blocked by a tree in the Mariner’s Garden. There was some discussion about this matter, Councillor Gregory suggested that, if two more cameras are installed on the Golden Guinea, we could possibly negotiate a reduction in the cost of moving the Health Centre camera. The Clerk was asked to investigate.</p>	Clerk to speak to Mr Steeper.
35.	<p><b><u>TO REVIEW THE INCOME/EXPENDITURE JUNE 2014</u></b></p> <p>The Committee reviewed the income and expenditure quarterly profile supplied by the Clerk, as attached. The contribution from Cornwall Council for the running of the public conveniences was queried and the Clerk was asked to check what was budgeted for. The Committee asked for the profile of salaries to be put into the public convenience expenditure to give the true cost of running them with Mr Nachilo’s salary being split half and half between public conveniences and office.</p>	Clerk to check budget.
36.	<p><b><u>TO DISCUSS THE PURCHASE/LEASE OF A COUNCIL VEHICLE</u></b></p> <p>Councillor Crossley reported that Nationwide Leasing have a good deal on a Peugeot Partner this month, the cost being £458.85 initial payment plus admin costs then £152.95 per month for 23 months. On top of this would be road tax (£250 per annum) and insurance. There was a lot of discussion about the benefit of contract hire against purchase of a second hand vehicle and against the cost of paying mileage at £90 per quarter, to Mr Sheffield (public convenience operative). The Committee also questioned the need for a vehicle at all. Councillor Bryan explained that, at the moment, we rely on the goodwill of Looe Harbour Commission for transporting seats</p>	

	<p>etc. He suggested that a formal agreement is made with Looe Harbour Commission for now and review the situation when, and if necessary.</p> <p>It was agreed to defer this discussion until the October Finance and Works Meeting, or when Mr Nachilo has passed his English driving test.</p>	
37.	<p><b><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEE'S</u></b></p> <p>.1 <u>St Martin's Hill Planting</u></p> <p>Councillor Soady asked what was happening with this, Councillor Mrs Powell was supposed to be taking this up with Cornwall Council but no progress so far.</p> <p>Councillor Toms stated he would e-mail Cornwall Council regarding this.</p> <p>Councillor Gregory suggested that Councillor Soady ask the question at the next Environment and Public Protection Meeting.</p>	
38.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p>.1 <u>Weed Spraying Equipment</u></p> <p>The Clerk had supplied information from two companies, the cost of equipment being in the region of £200.</p> <p>The Committee agreed that the Clerk be authorised to purchase the equipment when Mr Nachilo has undertaken the training and obtained his certificate.</p> <p>.2 <u>Valuations for 2 Polkirt Arcade</u></p> <p>The Clerk expressed concern that Council could not make an informed decision as to the future of 2 Polkirt Arcade based on one valuation. She also pointed out that, according to the Finance Regulations for expenditure of over £10,000, the same criteria should apply for anything relating to income of over £10,000 and stated that there could potentially be a breach of these Regulations if two or more valuations were not obtained even though this would cost £500. Councillor Soady expressed the opinion that the Clerk's advice should be taken, Councillor Gregory proposed that two more valuations are obtained, seconded by Councillor Bryan it was unanimously agreed.</p> <p><b>The Meeting closed at 8.00pm</b></p>	<p>Clerk to arrange two more valuations.</p>