



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 23rd June 2014 at 7.30pm

REPORT TO COUNCIL

PRESENT:

Chairman – Cllr M Gregory
Councillors Miss K Bishop, D J Bryan,
R Hendy and M Soady

OFFICERS

Town Clerk – Mrs Anne Frith

IN ATTENDANCE

Councillors J R B Dingle and A Toms

| | | ACTIONS |
|-----|--|----------------------------------|
| 19. | <u>APOLOGIES</u> Apologies for absence were received from Councillors P Crossley and Mrs M Powell. <u>ABSENT</u> Councillor Martin. | |
| 20. | <u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Hendy declared an interest in any matter raised regarding East Looe Town Trust. | |
| 21. | <u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no Members of the Public present. | |
| 17. | <u>MATTERS ARISING FROM THE MINUTES OF THE 20TH MAY 2014 AND 10TH JUNE 2014.</u> <u>20th May 2014</u> .1 <u>Ref Min No: 7 – Internet Banking</u> Cllr Ms Bishop reported that there are still a few points she wishes to clarify with Lloyds Business Manager and she can | Clerk to research other Councils |

| | | |
|------------|--|--|
| | <p>then produce the Draft Internet Banking Policy for discussion. The Clerk was asked to find out if other Council's are using Internet banking and liaise with Cllr Ms Bishop. Cllr Hendy stated that the Financial Regulations would not expect anything that is not achievable. Cllr Ms Bishop also reported that there are no special High Interest accounts at the moment but she will keep looking.</p> <p><u>10th June 2014</u></p> <p><u>.1 Ref Min No: 16 – Premises and Stock – 2 Polkirt Arcade</u></p> <p>The Clerk informed the Committee that Trago Mills are not interested in the stock as it needs to be traceable, the Market Manager at Par Market has said she will ask the traders who will then contact us if interested. The Auctioneer at the Millpool has not yet been contacted.</p> <p>Cllr Dingle informed the Committee that his wife had been going to tender for the stock but did not feel it appropriate to do so, he offered to produce and distribute a leaflet to potential interested parties.</p> | <p>Cllr Dingle to produce and distribute a leaflet</p> |
| <p>18.</p> | <p><u>TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE</u></p> <p><u>1 Looe Literary Festival</u></p> <p>The application for a donation of £5000 was discussed at length with some concerns being raised as to the value of this event to Looe and that the event may not happen. Cllr Ms Bishop accessed the project plan on the internet which also showed the full financial statement and that Richard and Judy are backing the festival. After further discussion Cllr Bryan proposed that a pledge of £500, subject to match funding, be made, seconded by Cllr Gregory it was:</p> <p><u>RESOLVED</u></p> <p>With a vote of 4/1 against to pledge £500 subject to match funding as proposed.</p> <p><u>.2 MS Merlin Centre</u></p> <p>Cllr Gregory read out the application and informed the Committee that 23 people in Looe benefit from this centre, the request for funding is for £525 to provide respite care sessions. The Committee all agreed that the centre is much needed for MS sufferers and Cllr Soady proposed that the requested donation of £525 be made, seconded by Cllr Bryan it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to make a donation of £525</p> <p><u>.3 Brilliant Fish</u></p> <p>The application for funding for this project was discussed at length. The Clerk informed the Committee that neither of the Looe Schools had as yet been approached. The Committee were unsure of the benefit of this project to Looe and after much further discussion Cllr Soady proposed that no donation be made, seconded by Cllr Hendy it was:</p> | |

| | | |
|---|---|--|
| <p>19.</p> <p>20.</p> <p>21.</p> <p>22.</p> | <p><u>RESOLVED:</u> Unanimously to make no donation.</p> <p><u>TO DISCUSS INTERNET BANKING PROCEDURES, RISK AND POLICIES AND MAKE RECOMMENDATION TO THE PROCEDURES COMMITTEE</u> The available information taken from Lloyds website was provided by the Clerk and passed to Cllr Ms Bishop for her discussion with Lloyds Business Manager. Cllr Ms Bishop will prepare the policy for discussion at the next meeting.</p> <p><u>TO APPROVE THE ACCOUNTS FOR PAYMENT</u> The Committee reviewed the Accounts for Payment list and, taking into account the issues raised by the Clerk regarding monthly payments, agreed that any invoice for less than £500 can be paid on receipt subject to the usual controls, the utility bills and rent to be put onto Direct Debit/Standing Order and only invoices over £500 will require Committee approval.</p> <p><u>TO REVIEW THE INCOME/EXPENDITURE FOR APRIL AND MAY 2014</u> The Committee reviewed the Annual summary and Profile (as attached) as supplied by the Clerk. The Chairman informed the Committee that the Profile is only for expenditure at the moment, the Clerk is working on the Income Profile, once both are in place it will be easier to compare where we are in relation to the budget.</p> <p><u>TO REVIEW LOOE IN BLOOM ACCOUNTS AND CONSIDER LOOE TOWN COUNCIL'S ANNUAL DONATION</u> The Chairman informed the Committee that the Annual accounts have now been received and these were reviewed. Cllr Gregory stated that Looe in Bloom undoubtedly do a brilliant job for Looe. Cllr Bryan pointed out that Looe Town Council had previously increased the donation by £500 to cover the care of the Mariners Garden and questioned whether that would now be necessary following the refurbishment of the garden. It was suggested that Looe in Bloom be asked to plant flowers in planters that we have already purchased and maintain them. Cllr Dingle, as Looe Town Council Representative for Looe in Bloom, spoke in support of them and informed the Committee that they will require a new vehicle this year and have lost the sponsorship from Rowes Honda. Cllr Gregory proposed that Looe Town Council pay for the plants to the value of £4500.00 plus VAT (as last year) as our donation to include the planting of the Mariners Garden, seconded by Cllr Bryan it was: <u>RESOLVED</u> Unanimously to accept the above proposal.</p> | <p>Cllr Ms Bishop to contact the Business Manager and produce a Policy for Internet banking for the next meeting</p> <p>Clerk to ascertain whether all plants have been purchased.</p> |
|---|---|--|

| | | |
|---|---|---|
| <p>23.</p> <p>24.</p> <p>25.</p> <p>26.</p> | <p>Cllr Ms Bishop suggested that it should be highlighted that Looe Town Council sponsor Looe in Bloom, Cllr Dingle suggested a press release be done and offered to do this in conjunction with the Clerk.</p> <p><u>TO DISCUSS THE CHRISTMAS LIGHTS 5 YEAR PLAN AND CONSIDER LOOE TOWN COUNCIL'S ANNUAL DONATION</u></p> <p>Cllr Hendy explained the 5 year plan that had been supplied, there are lots of ideas for improvement of the lights over the 5 year period complimenting the lights supplied by Looe Harbour Commission.</p> <p>Various lights sets have been costed and the idea is to build on the current lights, both East and West Looe Town Trusts have been written to for donations and fund raising events will take place.</p> <p>The Committee discussed the plan at length and agreed that the lights do need improvement and that businesses should be encouraged to light up their shops and stay open longer.</p> <p>Cllr Bryan proposed that £1500 be donated now and a further £6500 be pledged subject to proof of match funding to cover the costs over the 5 year period, seconded by Cllr Soady it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the above proposal.</p> <p>The Clerk was asked to write to East and West Looe Town Trusts informing them of our support to build on the improvements started last year by Looe Harbour Commission.</p> <p>Cllr Ms Bishop asked that we ensure that the support of Looe Town Council is recognised and in particular the work of Cllr Hendy as the Council Representative on the Lighting Team.</p> <p>Cllr Bryan also proposed that Looe Town Council purchase the lights for the Mariners Garden at a cost of £490, seconded by Cllr Soady it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the purchase of lights for the Mariners Garden.</p> <p><u>TO DISCUSS THE PURCHASE/LEASE OF A COUNCIL VEHICLE</u></p> <p>There was no information available so this matter was deferred to the next meeting.</p> <p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>No matters had been referred.</p> <p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p>.1 <u>Weed spraying courses</u></p> <p>The Chairman informed the Committee that there are spaces</p> | <p>Clerk and Cllr Dingle to produce a press release</p> <p>Clerk to write to East and West Looe Town Trusts</p> |
|---|---|---|

| | | |
|--|---|--|
| | <p>on courses on 29th/30th July and in September, as Looe Town Council are considering carrying out weed spraying of the town in 2015 Cllr Bryan proposed that Mr Nachilo (Public Convenience Cleaning Operative/Maintenance Person) be asked to undertake this training, seconded by Cllr Hendy it was unanimously agreed.</p> <p>Cllr Ms Bishop asked if the costs of equipment, supplies etc could be researched now.</p> <p><u>.2 E-mail from Mr Morton Ref Mariners Garden</u></p> <p>The Chairman informed the Committee that Mr Morton had asked various questions in relation to the Mariners Garden and asked for Committee approval for the Clerk to respond. Cllr Hendy stated that it needs to be made clear that the reasons for the refurbishment were to help remove the anti-social behaviour element and highlight that the change has been very effective.</p> <p>Cllr Soady proposed that the Clerk be given authority to respond to Mr Morton, seconded by Cllr Ms Bishop it was unanimously agreed.</p> <p>It was also agreed that the response be circulated to all Committee Members before being sent.</p> <p><u>.3 Electricity Costs – Public Conveniences</u></p> <p>The Clerk supplied information from U-switch, Opus and Utility-wise, all of which are less than our current charges. Cllr Bryan stated that, as British Gas are our current suppliers and they have no offered a very competitive price, he would prefer that we stay with them. The Committee reviewed the information and agreed with Cllr Bryan that British Gas (through Utility-wise) have now offered the best price for a twelve month contract.</p> <p>The Meeting closed at 9pm</p> | <p>Clerk to ask Mr Nachilo and organise training.</p> <p>Clerk to research costs</p> <p>Clerk to respond to Mr Morton</p> <p>Clerk to contact Utility-wise and arrange a twelve month contract with British Gas.</p> |
|--|---|--|