



**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 24<sup>th</sup> March 2014 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Chairman – Cllr M Gregory  
Councillors Miss K Bishop, P Crossley, R Hendy  
and Mrs M Powell

**IN ATTENDANCE**

Councillor A Toms

**OFFICERS**

Town Clerk – Mrs Anne Frith

		<b>ACTIONS</b>
107.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Councillors D J Bryan and M Soady. <b><u>ABSENT</u></b> Councillor W Martin.	
108.	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Councillor Hendy declared an interest in any matter raised concerning East Looe Town Trust. Councillor Mrs Powell declared a prejudicial interest in Agenda item no 10 – Putting Green Maintenance Contract.	
109.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.	
110.	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 25<sup>TH</sup> FEBRUARY 2014</u></b> .1 <u>Reference Minute No: 106.2 – Signage</u> The Clerk informed the Committee that we are awaiting the required three quotations.	Clerk to chase up

<p>111.</p>	<p><b><u>TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE</u></b></p> <p><u>.1 Councillor Toms - Lions Club Bus</u>  Councillor Toms requested a small donation be made to the Lions Club for the use of the bus for a shuttle service until Cornwall Council organised a regular service.  Councillor Crossley proposed that a donation of £50 be made, seconded by Councillor Mrs Powell it was:  <b><u>RESOLVED</u></b>  Unanimously to donate £50.</p> <p><u>.2 Councillor Toms – Promotion of Looe</u>  Councillor Toms explained that Visit Cornwall are providing £15k for the promotion of Looe and Polperro following the recent storms and the resulting damage, he asked for a donation of £5k to enable Looe specific promotion to be included in the Visit Cornwall Project, in particular targeting day visitors.  Councillor Gregory stated that there are a lot of questions being asked as to what the businesses are doing to help themselves.  Councillor Miss Bishop suggested that some of the requested funding could enable discounted adverts on the map pad being produced by the Tourist Information Centre and suggested 50% from the business and 50% funded by Looe Town Council.  Councillor Gregory proposed that the businesses be offered a 50% discount, seconded by Councillor Mrs Powell it was:  <b><u>RESOLVED</u></b>  Unanimously to offer the businesses a 50% discount on map pad adverts with Looe Town Council making up the remaining 50%.  Councillor Miss Bishop requested that Mr Camp visit all the businesses. Councillor Toms agreed to accompany Mr Camp (Tourist Information Centre Manager).</p> <p><u>.3 Looe Lions</u>  The Chairman read out an e-mail from Mr Lean (President) requesting £375 towards the cost of providing a steel band for the carnival.  Councillor Hendy raised concerns that this may set a precedent and Councillor Gregory was concerned that the Lions Club do not appear to have been consulted yet.  Councillor Gregory proposed that Mr Lean should be asked for a formal Lions Club letter and agree the donation in principle subject to receipt of this letter, seconded by Councillor Mrs Powell it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the above proposal.</p> <p><u>.4 St Martins Church</u>  A request had been received for the provision of three directional fingers for St Nicholas Church.  The Clerk reminded the Committee that a similar request</p>	<p>Cllr Toms to arrange a suitable date with Mr Camp</p> <p>Clerk to write to Mr Lean requesting a formal letter of request</p>
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	<p>from the RNLI had been refused.</p> <p>Councillor Gregory proposed that no donation be made, seconded by Councillor it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously not to make a donation.</p> <p>It was however agreed that there is no objection to the fingers being put on the finger posts if space permits.</p>	
112.	<p><b><u>TO REVIEW THE CCTV MAINTENANCE CONTRACT AND APPROVE RENEWAL</u></b></p> <p>The Chairman informed the Committee that there are a couple of issues with the current contractor following the relocation of some of the cameras and the requirement for new cameras due to water ingress.</p> <p>The Committee felt that this could be due to incorrect installation and therefore the costs should not be incurred by Looe Town Council.</p> <p>Councillor Gregory proposed that he and Councillor Crossley meet with Mr Steeper (Trelawney Fire and Security) to try to resolve this issue, seconded by Councillor Crossley it was unanimously agreed. With reference to the quotation from Securi-guard, the Clerk was asked to request a comparative quote and find out if their engineers have the training for our CCTV system.</p> <p>Councillor Gregory stated that, the Contract was due for renewal on the 1<sup>st</sup> April, this should be referred to Full Council.</p> <p>The matter was referred to Full Council.</p>	<p>Clerk to arrange a meeting with Paul Steeper</p> <p>Clerk to write to Securi-guard</p>
113.	<p><b><u>TO DISCUSS THE FUTURE OF THE SEASONAL EVENING BUS SERVICE</u></b></p> <p>The Chairman read out an e-mail from Cornwall Council which indicates that it is very unlikely that Cornwall Council will be subsidising the service between Looe and Polperro this year.</p> <p>Councillor Gregory stated that if Cornwall Council are not part funding this, Looe Town Council cannot make up the shortfall.</p> <p>Councillor Crossley suggested that, if Looe and Polperro Council put in £4,000 between them, perhaps Western Greyhound would consider covering the remainder of the cost.</p>	<p>Clerk to write to Western Greyhound and Polperro Community Council</p>
114.	<p><b><u>TO DISCUSS THE NEW FINANCIAL REGULATIONS</u></b></p> <p>The new Financial Regulations had been previously circulated to Committee Members and there are some new Clauses which require attention before the Council formally adopts the document.</p> <p>There was general discussion about the changes and the policies that will need to be put in place.</p>	

	<p>The matter was referred to the Procedure Committee for recommendation to Full Council.</p> <p style="text-align: center;">----0000----</p> <p>At this point (8.30pm) Councillor Crossley left the meeting.</p> <p style="text-align: center;">----0000----</p>	
115.	<p><b><u>TO APPROVE THE UNDERWRITING OF ARCHITECT SERVICES</u></b></p> <p>The Chairman read out a letter from East Looe Town Trust in which they offered a contribution of £750 towards the cost of indicative drawings for development of the Wishing Well area. As this cost is likely to be in the region of £2,000 and the Committee felt that East Looe Town Trust should cover half the cost as any future development will benefit both organisations.</p> <p>It was agreed to refer this matter to Full Council for Resolution with the Recommendation that East Looe Town Trust be asked to pay half the costs.</p>	
116.	<p><b><u>TO DISCUSS AND APPROVE THE MAINTENANCE QUOTES FOR THE PUTTING GREEN</u></b></p> <p>Councillor Gregory proposed that this Agenda item be referred to Part Two for discussion, seconded by Councillor Hendy it was unanimously agreed.</p>	
117.	<p><b><u>TO REVIEW THE LOOE IN BLOOM DONATION</u></b></p> <p>The Clerk informed the Committee that the Looe in Bloom accounts for 2013/14 will not be available until the end of April.</p> <p>This review was deferred until the Accounts are available.</p>	
118.	<p><b><u>TO DISCUSS THE CHRISTMAS LIGHTS DONATION</u></b></p> <p>The Chairman read out a letter requesting the usual £1,500 donation ahead of the formulation of a 5 year business plan. The Committee discussed the request and unanimously agreed that a donation cannot be made at this stage as, until the business plan is in place, the costs are unknown.</p> <p>It was agreed that, on receipt of the business plan, the request would be considered.</p>	<p>Clerk to write to the Christmas Lighting team.</p>
119.	<p><b><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></b></p> <p>.1 <u>Councillor Toms – “What’s On” Notice Boards</u></p> <p>Councillor Toms explained that he would like to purchase three notice boards to advertise what is on in Looe monthly, weekly and daily to help promotion of Looe events. The style</p>	

	<p>of the notice boards to be the same as the current Council ones which cost £610 each plus VAT.</p> <p>Councillor Toms stated that there is £12,000 in our current budget for the replacement of Council seats but this has been done at no cost to the Council thanks to the Community Officer and he asked for the notice boards to be funded from this budget.</p> <p>Councillor Miss Bishop proposed that the Recommendation be put to Full Council to divert £1,830 plus VAT from the seat replacement budget to purchase three notice boards, seconded by Councillor Mrs Powell it was unanimously agreed.</p> <p style="text-align: center;">----0000----</p> <p>Councillor Gregory proposed that the Meeting now move to Part Two, seconded by Councillor Miss Bishop it was:</p> <p><u>RESOLVED</u></p> <p>To move the Meeting to Part Two. Councillor Mrs Powell left the Meeting.</p>	
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