



**LOOE TOWN COUNCIL**

**MINUTES OF THE PROCEDURES COMMITTEE MEETING**

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Wednesday 19<sup>th</sup> November 2014 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Chairman – Cllr R Hendy  
Councillors D J Bryan, M Gregory and Mrs M Powell

**OFFICERS**

Town Clerk – Mrs Anne Frith

		<b>ACTIONS</b>
40.	<p><b><u>APOLOGIES</u></b> Apologies for absence were received from Councillor J R B Dingle.</p> <p><b><u>ABSENT</u></b> Cllr Mrs E Hannaford</p>	
41.	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust.</p>	
42.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 14<sup>th</sup> JULY 2014</u></b> <u>.1 Ref: Mr Morton's Request</u> The Clerk informed the Committee that she had spoken to CALC regarding the request for a period of time for statements or questions from the public at the end of meetings. The advice given was that this could be allowed but it would be after the meeting had closed and, if they so wished, Councillors could leave which would result in questions or statements not being addressed. The Clerk informed the Committee that the correct procedure is for any questions arising from the content of meetings should be put to the next relevant meeting, preferably in writing. The Committee agreed that the correct procedure be adhered</p>	

	<p>to.</p> <p><u>.2 Ref Min No: 34 – Health &amp; Safety Policy</u> The Health and Safety Policy Statement has been adopted by Full Council but further work will be required to develop the Policy Statement into a working Policy.</p> <p><u>.3 Ref Min No: 35 – Investment Strategy &amp; Policy</u> Cllr Hendy commented that he was not sure if this was needed as it appears to apply to larger sums of money than this Council deal with. Cllr Gregory stated that, in his opinion, we should have this policy in place as we do have an investment account. The Committee felt that a strategy and policy should be put in place and the matter was deferred to the next meeting.</p> <p><u>.4 Ref Min No: 36 – Risk Management Policy.</u> As Cllr Toms had not yet supplied the promised information this matter was deferred to the next meeting.</p> <p><u>.5 Ref Min No: 39.4 – Transparency Code and Financial Regulations.</u> The Transparency Code and Financial Regulations have both been adopted by Full Council but further work will be required to ensure full implementation.</p>	<p>Clerk to chase the information up.</p>
<p>43.</p>	<p><b><u>TO DISCUSS MR GALIPEAU’S LETTER OF COMPLAINT</u></b> Cllr Hendy informed the Committee that this letter has been circulated to all Councillors and he had received an email from Cllr Toms (Deputy Mayor) regarding the letter, there are three items that Cllr Toms’ is looking at, some issues relate to staff and will be dealt with by the Staffing Committee. The second point refers to Procedural matters which were addressed at the Committee meeting of 14<sup>th</sup> July 2014 and subsequently approved by Full Council. The third point refers to Financial Regulation 1.15 which was adopted by Full Council on 3<sup>rd</sup> November 2014. The Committee agreed that this Committee have addressed all issues relating to this complaint under their remit. Cllr Hendy will email Cllr Toms and inform him of this.</p>	
<p>44.</p>	<p><b><u>TO DISCUSS AND FORMULATE AN INVESTMENT STRATEGY AND POLICY (FIN REG 8.5)</u></b> This discussion was deferred to the next meeting.</p>	
<p>45.</p>	<p><b><u>TO DISCUSS AND FORMULATE A RISK MANAGEMENT POLICY (FIN REG 17.1)</u></b> Cllr Gregory asked if this regulation applied to just financial matters or all of Council. Cllr Hendy informed that he intends to amend the current Standing Order regulations. This discussion was deferred to the next meeting (see Min No: 42.4)</p>	

46.	<p><b><u>TO DISCUSS MEMBERSHIP OF A WORKING GROUP TO UNDERTAKE A GAP ANALYSIS OF THE TRANSPARENCY CODE</u></b></p> <p>Cllr Hendy stated that this group needs to be formed in order to carry out a gap analysis of the Code and asked the Committee for suggestions for membership of this working group.</p> <p>The Committee suggested that Mr Morton, Mr Rose, Cllr Welch and Cllr Miss Bishop be asked if they would be willing to join the group and undertake the work. It was agreed that Cllr Hendy should also be a member of the group.</p> <p>The full remit of the Working Group will be to undertake the gap analysis and implementation of the Transparency Code Financial Regulations Standing Orders etc.</p> <p>It was suggested that the work commence early in the New Year.</p>	Clerk to write to all suggested members for their agreement.
47.	<p><b><u>TO REVIEW FURTHER THE STANDING ORDERS</u></b></p> <p>This matter was deferred to the next meeting as Cllr Hendy had not had the opportunity to work on required amendments.</p>	
48.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES OR FULL COUNCIL</u></b></p> <p>There were no matters referred.</p>	
49.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p><u>.1 Quickbooks Cloud Accounting System</u></p> <p>The Clerk referred to Mr Morton's suggestion that the Council use a cloud accounting system to save expenditure, the Clerk had spoken to Lynda Sandford, who installed our current Quickbooks system and is our internal accountant, Quickbooks now have a cloud system which would cost £5.99 per month for life if we take advantage of a special offer in place at the moment. This would result in a saving of approximately £900 per year on our current system.</p> <p>The Committee discussed this and having ascertained, the level of security from information provided by the Clerk, Cllr Gregory proposed that the Clerk be given permission to authorise activation of the Quickbooks cloud accounting system immediately without further reference to either the Finance and Works Committee or Full Council in order to take advantage of the special offer, seconded by Cllr Bryan it was unanimously agreed.</p> <p><u>.2 Freedom of Information Requests - Charges</u></p> <p>Cllr Gregory asked if the Clerk had managed to obtain guidance on the policy of charging for cumulative Information requests, the Clerk informed the Committee that, unfortunately, she had not been able to talk to CALC regarding this but would try to have an answer for the next meeting.</p>	

	<p>The Clerk read out information relating to charges for one-off information requests as obtained from the <a href="http://www.justice.gov.uk">www.justice.gov.uk</a> website.</p> <p><b>The Meeting closed at 7.35pm</b></p>	
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