



MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 27th October 2014 at 7.00pm

PRESENT

Chairman – Councillor M Gregory
Councillors Miss K Bishop, D J Bryan and R Hendy
and Mrs M Powell

OFFICERS

Town Clerk - Mrs Anne Frith

IN ATTENDANCE

Councillor A Toms

| | | <u>ACTIONS</u> |
|-----|---|---|
| 48. | <u>APOLOGIES</u> Apologies for absence were received from Councillors P Crossley and M Soady <u>ABSENT</u> Cllr W Martin | |
| 49. | <u>TO RECEIVE DECLARATIONS OF INTEREST</u> Councillor Hendy declared an interest in any matter raised concerning East Looe Town Trust. | |
| 50. | <u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present. | |
| 51. | <u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 21ST JULY 2014</u> .1 <u>Ref: Min No: 44 – Internet Banking Procedure, Risks and Policies</u> Councillor Miss Bishop informed that she is still waiting for information from Lloyds as was promised following the meeting with the Business Banking Manager some time ago. Councillor Miss Bishop will chase this up as a matter of urgency. | Cllr Miss Bishop to contact Lloyds Bank |
| 52. | <u>TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE</u> .1 <u>Christmas Lighting Team</u> A further e-mail had been received from Mr Deakin | |

| | | |
|-----|---|--|
| | <p>they had been purchased some years ago to enable the Council to attend the Pennon Group AGM. There was some discussion regarding the necessity to keep the shares but as we now only hold twelve shares with a value of approximately £12.50 it was agreed that they may as well be kept.</p> <p><u>.2 Burial Ground</u></p> <p>A letter of thanks for the recent donation towards the cost of the burial ground upkeep was read out by the Chairman.</p> | |
| 54. | <p><u>TO APPROVE INVOICES FOR PAYMENT</u></p> <p><u>.1 Mark Grassam</u></p> <p>The Chairman informed the Committee that an invoice for £1001 including VAT had been received for the legal services carried out on our behalf for the lease of the Allotment site. Councillor Gregory proposed that the invoice be paid, seconded by Councillor Hendy it was: <u>RESOLVED</u> Unanimously to pay the invoice for £1001 including VAT.</p> <p><u>.2 Grant Thornton</u></p> <p>The Chairman informed the Committee that an invoice for completion of the Annual Audit had been received amounting to £1320 plus VAT. Councillor Gregory proposed that the invoice be paid, seconded by Councillor Miss Bishop it was: <u>RESOLVED</u> Unanimously to pay the invoice for £1320 plus VAT to Grant Thornton</p> | |
| 55. | <p><u>TO DISCUSS THE DRAFT BUDGET/PRECEPT PROPOSALS FOR 2015/16 AND MAKE AMENDMENTS/RECOMMENDATION</u></p> <p>The Chairman explained that the budget proposals have now been split into categories as requested at the last meeting to show income/expenditure for Council, Tourist Information Centre and Public Conveniences. The Chairman also explained that a forecast budget had been done up to the financial year 2017/18 but there are many variables to take into account, the forecast is dependent on what decisions are made this year which could affect the budget for future years, he also pointed out that the forecast as laid out shows the building fund to be almost entirely depleted. The Committee went through the proposals line by line and made various amendments, it was agreed that the tourism budget be put into the office/council expenditure as it is unfair to include it in the Tourist Information Centre budget. The Committee also discussed the expenditure that will be required for the public conveniences to bring them up to an acceptable standard.</p> | |

| | | |
|------------|---|--|
| | <p>Councillor Bryan explained that we have requested quotes from two builders who can undertake the work from design to completion and suggested that we wait until those costs are known.</p> <p>The Committee agreed and the discussions were deferred to the next meeting.</p> <p>The Chairman explained that, although the new Financial Regulations require a five year budget forecast, it is not possible at this stage because of the numerous variables for 2015/16.</p> <p>It was suggested that the Clerk provide a narrative to accompany the proposals once they are ready for recommendation to Full Council.</p> <p>Councillor Hendy requested that a due diligence be carried out on the Library/One Stop Shop if we are to take the facility on.</p> <p>The Clerk was asked to raise the issue of electrical safety in the public conveniences highlighted in the recent risk assessment with Councillor Mrs Hannaford as this is part of her portfolio with Cornwall Council.</p> | <p>Clerk to contact Cllr Mrs Hannaford</p> |
| <p>56.</p> | <p><u>TO REVIEW THE COMPLETED AUDIT</u></p> <p>The Committee reviewed the completed annual audit and took note of the recommendations made by Grant Thornton which need addressing. The Committee agreed that these recommendations be discussed at the next meeting.</p> | |
| <p>57.</p> | <p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>There were no matters referred.</p> | |
| <p>58.</p> | <p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></p> <p><u>.1 Looe Music Festival</u></p> <p>The Clerk reported that there had been no response from Ms Brittain regarding the refund due to the Council for unsold tickets.</p> <p>The Committee suggested that a letter be sent to the other Trustee, Ms Nicola Eckersall to try to resolve this matter.</p> <p><u>NOTE:</u> Cllr Toms sent a message to Ms Eckersall during the meeting requesting that she contact the office.</p> <p><u>.2 Wireless Microphone</u></p> <p>The Clerk explained that this is a wireless microphone compatible with the current PA system in the Council Chamber and is needed for the use of the Councillors during meetings to enable the members of the public present to hear the content of the meeting, the cost is £255 plus VAT.</p> <p>Councillor Gregory proposed that East Looe Town Trust, who had supplied the quotation, be asked to order this on</p> | |

| | |
|---|----------------------------------|
| <p>our behalf, seconded by Councillor Hendy it was unanimously agreed.</p> <p><u>.3 Mr Morton's requests for information</u> The Committee discussed this matter and agreed that some form of charge should be made for the time involved in responding. The Clerk was asked to contact CALC to ascertain what charge, if any, would be acceptable.</p> <p><u>.4 Council Review Quotation</u> A quotation had been received from Mr Chris Rolley for carrying out a full review of Council procedure from top to bottom, the quotation amounts to £3750 plus £400 costs. Mr Rolley had requested some information should his quotation be accepted and has stated that he can commence the review in January 2015. As the Clerk had been unable to source any other quotations to undertake a review, having contacted both SLCC and NALC, and Mr Rolley had been recommended by CALC, Councillor Bryan proposed that the quotation be referred to Full Council with the recommendation to accept Mr Rolley's quotation, seconded by Councillor Gregory it was unanimously agreed.</p> <p><u>.5 Community Safety Project</u> Cllr Bryan reported that he and the Clerk had been approached by the Chairman of CALC, Mr Paul O'Brien, at the Larger Councils meeting last week, informing that we had been nominated to pilot this scheme. Looe Town Council have been asked to arrange a meeting as soon as possible to pull together all organisations that can offer help and expertise to create a Community Safety Plan. Councillor Bryan asked the Committee to take into consideration the costs of venues for meetings and any other, as yet unknown, expenses. The meeting will be arranged for the end of November.</p> <p><u>.6 Mariner's Garden</u> Councillor Bryan reported that some of the edging flagstones in the garden are loose, broken or missing and need urgent attention, he suggested that they be replaced with smaller brickettes which do not overhang the edge. The Committee discussed the garden area and all agreed that it needs improvement all round and options should be looked at as soon as possible. This matter was referred to the Environment Committee for discussion.</p> <p>The Meeting closed at 9.15pm</p> | <p>The Clerk to contact CALC</p> |
|---|----------------------------------|