



**MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING**

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
on Tuesday 23rd September 2014 at 7.00pm

**PRESENT**

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

**OFFICERS**

Town Clerk - Mrs Anne Frith

**IN ATTENDANCE**

Mrs P Walters and other Representatives  
of Looe in Bloom

<b>39.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Councillors P Crossley, W Martin and Mrs M Powell. <b><u>ABSENT</u></b> Cllr M Soady	<b><u>ACTIONS</u></b>
<b>40.</b>	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust. Cllr Bryan declared an interest in the Mayoral allowance.	
<b>41.</b>	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no questions asked.	
<b>42.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 21ST JULY 2014</u></b> .1 <u>Ref: Min No: 22.1 - Looe in Bloom</u> Councillor Gregory explained that the £500 increase in the Council's donation was intended for the maintenance and upkeep of the Mariner's Garden and that Councillor Dingle had informed the Council that Looe in Bloom were no longer willing to do this as the garden has now been remodelled. Mrs Walters explained that, in the opinion of Looe in Bloom, the garden has been decimated last year but it had never been the intention of Looe in Bloom to water the garden as it had never needed it before and this is the strong feeling of all the volunteers. They also understood	

that the garden was to be used for development. Councillor Bryan stated that he thought that we are at cross purposes, Looe Town Council had looked at developing the land but had discounted it as unsuitable. A letter had been sent to Looe in Bloom explaining that the garden was to be remodelled and inviting them to remove any plants they may want. Councillor Hendy explained that the reason for remodelling of the garden was to reduce the anti-social behaviour that was taking place in the garden, as Looe in Bloom disagreed with this statement, Councillor Bryan stated that he, himself, had cleaned up the garden on numerous occasions and found all manner of refuse. The current design is not quite what the Council had envisaged but we are working on improvements such as installing the small boats for planting up, it is a great shame that such ill-feeling has been caused.

Councillor Miss Bishop stated that the Council do appreciate what Looe in Bloom do and talking like this will really help where previously we have just gone ahead with our plans.

Councillor Gregory suggested that perhaps we can build bridges with Looe in Bloom by asking for their help and advice on improvements to the garden. The weeding and general tidying up can be done by our handyman.

Councillor Gregory also suggested that a letter be sent to Looe in Bloom outlining our plans and to ask for their help, he asked Mrs Walters if this would help to build bridges. Mrs Walters responded that she thought it probably would and the letter to be addressed to Mrs Trerise. Both Councillors Miss Bishop and Gregory offered to attend Looe in Bloom's next meeting to discuss this matter further if it would help.

Councillor Gregory suggested that the £500 be put back into the 2015/2016 budget and hope for an understanding that Looe in Bloom will do the extra work, at this stage this does not commit Looe in Bloom to anything and he confirmed that, at this stage the Council's donation to Looe in Bloom at £4000 which has already been paid.

.2 Ref Min No: 36 - Council Vehicle

Councillor Bryan stated that, as the Council has now taken on responsibility for more seats from Cornwall Council, we will need more staff who will need a vehicle.

Councillor Gregory suggested deferring this matter to another meeting, Councillor Bryan agreed providing the issue does not get forgotten.

It was agreed that the cost of a vehicle be written into the budget for next year and various other suggestions were made regarding the potential of borrowing/renting a vehicle from other organisations in the town.

	<p><u>.3 Ref Min No: 37 - St Martin's Hill Planting</u> Councillor Bryan asked that it be noted that this matter had been discussed but no recommendation made.</p>	
43.	<p><b><u>TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE</u></b></p> <p><u>.1 Christmas Lighting Team</u> A letter received requesting funds for labour costs for putting up and taking down of the Christmas lights was read to the Committee. The Committee agreed that, as the Council has already pledged the sum of £8,000 for the lights, a letter be sent to the Lighting Team reminding that we still have £6,500 unpaid awaiting match-funding from them.</p> <p><u>.2 Riverside Church</u> The Chairman read out an application for funding amounting to £5,000 to the Committee. After discussion Councillor Bryan proposed that the Council pledge £1,500 towards the cost of the refurbishment, seconded by Councillor Gregory it was: <b><u>RESOLVED</u></b> Unanimously to donate up to £1500 towards the cost of refurbishment.</p> <p><u>.3 CHICKS</u> An application for funding was discussed by the committee and Councillor Miss Bishop proposed that the amount of £200 is donated, seconded by Councillor Gregory it was: <b><u>RESOLVED</u></b> Unanimously to donate £200.</p> <p><u>.4 Brilliant Fish</u> The Chairman read out an e-mail which confirmed that FLAG have funded this project. Councillor Gregory queried the need for funding as most organisations would provide their services free of charge. Councillor Miss Bishop stated that there is an element of education, the expenditure is the website, full colour posters, cookery tutor fees etc. After much further discussion Councillor Hendy proposed that a response be sent stating that we are unable to financially support this project but are willing to provide staff where we can, seconded by Councillor Miss Bishop it was: <b><u>RESOLVED</u></b> Unanimously to accept the above proposal.</p>	<p>Clerk to write and inform</p>
44.	<p><b><u>TO DISCUSS INTERNET BANKING PROCEDURE, RISKS AND POLICIES AND MAKE RECOMMENDATION TO THE PROCEDURES COMMITTEE</u></b></p> <p>Councillor Miss Bishop reported that she and the Clerk had met with the relationship manager, we can do what we need to do and he will provide information regarding the costs, we are also awaiting clarification of some</p>	

	<p>issues. The worst case scenario is that it will cost the Council £30 per month. Councillor Miss Bishop also stated that the need for a debit or charge card is urgent as we are acting outside the Financial Regulations at the moment, this is being worked on and we desperately need answers.</p>	
45.	<p><b><u>TO DISCUSS THE DRAFT BUDGET/PRECEPT FOR 2015/2016 AND MAKE AMENDMENTS OR RECOMMENDATIONS</u></b></p> <p>The Clerk had provided the first draft of the proposals for the budget and precept for 2015/16 which were discussed by the Committee. It was agreed that decisions need to be made regarding replacing the Community Officer and 2 Polkirt Arcade, both of which will be discussed at the requested Special Full Council meeting shortly, before the budget and precept can be determined.</p> <p>The Clerk was asked to split the headings to reflect the income and expenditure of: Council, Tourist Information Centre and Public conveniences.</p> <p>This matter was deferred to the next meeting.</p>	<p>Clerk to amend the Budget/Precept as directed as soon as possible.</p>
46.	<p><b><u>TO REVIEW THE INCOME/EXPENDITURE AND THE INTERIM AUDIT REPORT</u></b></p> <p>The Committee reviewed the Profit and Loss report and Annual summary supplied by the Clerk and also the Interim Audit Report provided by Mr Ken Abraham. Councillor Hendy stated that he will be proposing a gap analysis to comply with the Financial Regulations.</p>	
47.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p>.1 <u>Looe Music Festival</u>  The Clerk had provided a statement of the number of tickets sold and the refund due to the Council from Looe Music Festival.  This issue was discussed and it was suggested that a telephone conversation be had with Ms Tania Brittain before sending an invoice for the refund due to the Council.  The Clerk was also asked to ascertain whether a member of this Council could be in attendance at the Music Festival wash-up meeting.</p> <p>.2 <u>Recording Equipment for Meetings</u>  Councillor Miss Bishop agreed to investigate and report back to the next meeting.</p> <p>.3 <u>Free Coach Parking</u>  Councillor Gregory reported that the decision regarding this request had been discussed at the Environment and Public Protection and that decision had been ratified by Council the previous evening.  It was agreed that this be reviewed once Cornwall</p>	<p>The Clerk to telephone Ms Brittain.</p> <p>Clerk to obtain figures from Cornwall Council.</p>

<p>Council have made their decision regarding a pay on exit scheme.</p> <p>It was agreed that there is a need to consider free car parking on the Saturdays in December. The Committee requested a breakdown of user numbers during December 2013 to assist with this decision.</p> <p><u>.4 Rate of pay for the newly appointed office cleaner</u></p> <p>The Committee agreed that Mr Saville should be paid his current public convenience cleaning rate for cleaning the office.</p> <p><u>.5 Public Convenience Supplies</u></p> <p>The Clerk informed the Committee that the cost of toilet rolls had been increased by 69p per pack as from this week.</p> <p>The Committee agreed that the supply of all cleaning materials/supplies for the public conveniences should be put out to tender.</p> <p><b>The Meeting closed at 9.50pm.</b></p>	<p>Tender document to be produced</p>
---	---------------------------------------