



MINUTES OF THE FINANCE COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 5th November 2018 at 7.00pm

PRESENT:

Chairman Cllr R Hendy
Councillors M Gregory, Mrs V Sullivan and A Toms (Ex Officio)

IN ATTENDANCE

Cllr Mrs E Hannaford

OFFICERS

Town Clerk - Mrs Anne Frith

Cllr Hendy proposed that Cllr Mrs Hannaford be co-opted for the purpose of this meeting only, this was unanimously agreed.

34.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D Bryan, J Dingle, C Rose and D Welch.	
35.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
36.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Toms declared an interest in any matter raised concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust. Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust and Looe Lions.	
37.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 10th SEPTEMBER 2018</u> Cllr Hendy proposed that the Minutes of the Meeting of 10 th September 2018 be approved, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the 10 th September 2018.	
38.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 10TH SEPTEMBER 2018</u> There were no matters raised.	

39.	<p><u>TO REVIEW THE PROFIT/LOSS AND CULMULATIVE BUDGET UP TO SEPTEMBER 2018</u></p> <p>The Clerk had provided comparison profit and loss reports for all departments which were reviewed, it was noted that there were several errors in the allocation of funds, the Clerk was asked to get these corrected. The cost of the Amenities mobile phone was also queried and the Clerk was asked to investigate other options.</p>	Clerk to get errors corrected and investigate mobile phone options
40.	<p><u>TO REVIEW THE INTERNAL AND EXTERNAL AUDITORS REPORTS</u></p> <p>The Committee reviewed the external Auditor's end of year report and no issues had been raised or recommendations had been made.</p> <p>The Committee reviewed the Internal Auditors end of year report and it was noted that issues had been raised regarding bank reconciliations which requires addressing.</p> <p>Cllr Hendy proposed that the Clerk contact Pryus Accountants (who come highly recommended by East Looe Town Trust,) to obtain a quote to re-organise all Quickbooks headings to relate to the budget headings and to undertake an end of year check, to provide quickbooks training for all staff and give advice on disabling the function that allows transactions to be deleted rather than journaled out, seconded by Cllr Gregory it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the above proposal.</p> <p>This matter was referred to Full Council.</p>	Clerk to contact Pryus Accountants
41.	<p><u>TO APPROVE THE REMIT OF THIS COMMITTEE</u></p> <p>The draft remit had been circulated and was reviewed, it was recommended that and amendment of the wording to items 6 & 7 and that the authority to write off debts being under the remit of Full Council.</p> <p>The Clerk was asked to make the amendments and bring this back to the next meeting.</p>	Clerk to amend the TOR
42.	<p><u>TO REVIEW LOOE'S SAVES THE DAY ACCOUNTS</u></p> <p>The Chairman explained the Council, using the General Power of Competence, had bank rolled Looe Saves the Day until enough funding had been received by Looe Development Trust who were holding the funds donated.</p> <p>The Clerk had provided an income/expenditure report for the Committee showing the amounts paid out and the income received from Looe Development Trust, giving a zero balance with no financial liability for the Council.</p> <p>The Chairman asked that these records be kept for the purpose of the Annual end of year Audit.</p> <p>Cllr Mrs Hannaford also informed that the Police, following Looe Saves the Day, had recommended that retractable barriers be installed at the entrance to Fore Street for safety and terrorism prevention. Cllr Hendy proposed that this matter was referred to the Tourism and Amenities Committee</p>	

	<p>for further discussion, seconded by Cllr Gregory it was Unanimously agreed. The Clerk was asked to circulate the Looe Saves the Day presentation provided by Cllr Mrs Hannaford to all Councillors.</p>	Clerk to circulate presentation
43.	<p><u>TO REVIEW THE DRAFT BUDGET PROPOSALS.</u> The Clerk had provided options of 0%, 2%, 4% and 5% increase in Precept for discussion. The Committee discussed all options and Cllr Gregory raised concern at producing a negative budget particularly with all the unknowns in the future especially with the overheads for the Library. The 4% increase was the preferred increase but the Clerk was asked to investigate the cost of this increase for Band B & D properties before the next Full Council meeting on 26th November. This discussion was referred to Full Council for decision. Cllr Mrs Hannaford left the meeting at 8.20pm.</p>	Clerk to obtain Band B & D costs
44.	<p><u>TO DISCUSS RESERVES AND RESERVE SETTING</u> Cllr Hendy stated that a Reserves Policy should be put in place with reserves being 50% of operating costs and 10% of building asset value, there should also be provision for project costs from capital reserves.</p>	
45.	<p><u>CORRESPONDENCE</u> .1 <u>West Looe Town Trust</u> A letter had been received in response to our request for a donation towards the cost of repairs to the pergola in the Mariners Garden, unfortunately under the Trust scheme they are not allowed to make such a donation. .2 <u>Looe Development Trust</u> A letter had been received thanking the Council for paying for the planning application fee for the skateboard park.</p>	
46.	<p><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u> .1 <u>Lucy Smith – 1st Menheniot Scout Group</u> The Committee discussed this application for financial support toward the Cornwall County Scout Council visit to the USA at the World Scout Jamboree at length and Cllr Hendy proposed that the amount of £100 be pledged subject to proof of match funding, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to pledge £100 subject to proof of match funding. .2 <u>James Lundy – St Martin’s Junction planting</u> A request had been received from Mr Lundy for a refund of the cost of £30 for replanting the flower boxes at St Martin’s Road junction. Cllr Toms proposed that the £30 requested be repaid from the Mayor’s Allowance, seconded by Cllr Mrs Sullivan it was:</p>	

RESOLVED

Unanimously to approve the above proposal.

.3 Deirdre Crocker – Heating for St. Martin’s Church

A request had been received for financial assistance towards the cost of heating for St Martin’s Church, Cllr Toms proposed that the requested amount of £1,000 be donated, seconded by Cllr Mrs Sullivan it was:

RESOLVED

Unanimously to donate £1,000 as proposed.

.4 St Pinnock Band

A request for £500 had been received towards the cost of new uniforms and musical director. The Committee discussed this application and Cllr Gregory proposed that the amount of £500 be donated, seconded by Cllr Toms it was:

RESOLVED

Unanimously to donate £500.

.5 Lions Club of Looe

Cllr Hendy left the room having declared an interest in this application.

Cllr Gregory informed the Committee that a request had been received for funding towards the cost of a new mini-bus, after discussion Cllr Gregory proposed that the amount of £500 is donated, seconded by Cllr Toms it was:

RESOLVED

Unanimously to approve the above proposal.

Cllr Hendy returned to the meeting.

.6 Christmas Lights Annual Donation

As previously requested, the last year’s accounts for the Christmas lights had been provided and were reviewed. Cllr Toms proposed that the annual donation of £1,500 be paid, seconded by Cllr Hendy and it was:

RESOLVED

With a vote of 3/1 against to pay the £1,500 donation.

.7 Looe Development Trust – Looe Youth Project

A request for financial assistance to keep the Youth Project going had been received, the Committee all agreed that this project was valuable for the youth of Looe and Cllr Mrs Sullivan proposed that the amount of £2,000 was donated, seconded by Cllr Gregory it was:

RESOLVED

With a vote of 3/1 abstention to approve the above proposal.

.8 Cornwall Air Ambulance

A request for financial assistance towards the ongoing provision of the Air Ambulance has been received. The Committee agreed that this is a valuable service and Cllr Gregory proposed that a donation of £300 be made, seconded by Cllr Mrs Sullivan it was:

RESOLVED

Unanimously to approve the above proposal.

.9 Cornwall Hospice Care

An application for funding had been received and the Committee discussed the request at length and after careful consideration it was unanimously agreed that no donation be made.

47.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u> No matters had been referred.</p>	
48.	<p><u>MATTERS FOR FURTHER OR UGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u> There were no matters raised.</p> <p>The Meeting closed at 9.15pm</p>	

Signed

Date