



MINUTES OF THE POLICY, STRATEGY & FINANCE COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 10th June 2019 at 7.00pm

PRESENT:

Councillors D J Bryan, J Dingle, M Gregory,
Mrs E Hannaford, C Rose, M Smith and Mrs V Sullivan

IN ATTENDANCE

Mr Hugh Hedderly and Representative – Looe Allotment Association

OFFICERS

Town Clerk - Mrs Anne Frith

1.	<u>APOLOGIES</u> Apologies for absence were received from Cllr P Penhaligan.	
2.	<u>TO ELECT A CHAIRMAN</u> Cllr Rose proposed that Cllr Bryan be elected as Chairman for the coming year, seconded by Cllr Dingle. Cllr Mrs Hannaford proposed that Cllr Mrs Sullivan be elected as Chairman for the coming year, seconded by Cllr Gregory. After much discussion Cllr Mrs Sullivan withdrew from the nomination and it was: <u>RESOLVED</u> Unanimously to elect Cllr Bryan as Chairman for the coming year.	
3.	<u>TO ELECT A VICE CHAIRMAN</u> Cllr Mrs Hannaford proposed that Cllr Mrs Sullivan be elected as Vice Chairman, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to elect Cllr Mrs Sullivan as Vice Chairman for the coming year.	
4.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Dingle declared an interest in any matter raised concerning West Looe Town Trust.	
5.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 8th APRIL 2019</u> Cllr Gregory proposed that the Minutes of the Meeting of 8 th April 2019 be approved, seconded by Cllr Bryan it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 8 th April 2019.	

<p>6.</p>	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 8th APRIL 2019</u></p> <p><u>.1 Ref Min No: 79.1 - Looe Allotment Association.</u></p> <p>Mr Hedderly read out a statement regarding their objections to our proposed rent increase of £450 per year.</p> <p>Cllr Mrs Sullivan explained that, following Mr Hedderly's attendance at the Environment & Devolution Committee on 5th June, the process we agreed to follow was to contact Saville's regarding the rent increase to the Council and look at both leases, as yet we have not had the opportunity to action this.</p> <p>Cllr Gregory stated that the first thing we have to do is contact Saville's and then determine whether the Council can justify funding the allotments as it had been agreed that the allotments should be cost neutral to the Council and the public purse.</p> <p>Mr Hedderly stated that, if the lease was extended, the Association would be happy with increases that were linked to the RPI as they could then budget for them but if linked to the Glebe they could not budget.</p> <p>Cllr Dingle proposed that we arrange for our own valuation of the site to be done, this was unanimously agreed.</p> <p>Cllr Dingle also suggested that A4 posters were created advertising the vacant plots and that we advertise them on behalf of the Allotment Association.</p> <p>Cllr Bryan informed Mr Hedderly that we will speak to Saville's, get our own valuation of the land done and then invite Mr Hedderly to another meeting.</p> <p><u>.2 Ref Min No: 86 – Accounting Package</u></p> <p>The Clerk explained that this matter has not been progressed. Cllr Gregory stated that we need to move this forward to enable us to be ready for 1st April 2020, the Xero package sounds interesting and we need to know the cost of the package for a Council of our size.</p> <p>It was suggested that the Clerk contacts various other Councils to ascertain which packages they use and what benefits/pitfalls there are, if any. Cllr Mrs Hannaford would like to see a comparison graph.</p> <p><u>.3 Ref Min No: 87.2 – East Looe Town Trust Request for Funding</u></p> <p>The Clerk reported that she had written to the Trust but as yet had received no response.</p>	<p>Clerk to action</p>
<p>7.</p>	<p><u>TO DETERMINE THE REMIT OF THIS COMMITTEE</u></p> <p>Cllr Mrs Hannaford went through her suggested remit as follows:</p> <ul style="list-style-type: none"> • Key Targets for the next 24 months • Business Plan to enable budgeting • Create a rolling four year budget • Streamline the Accounting Package • Create an Operational Policy • Create a Commercial Policy • Devolution of land north of the Vets Building • Polean Master Plan • Financial Controls 	

	<ul style="list-style-type: none"> • Future Vision • More media exposure to improve the reputation of the Council • To drive forward a Chamber of Trade <p>All Committees to determine what key messages are to be put out to the public, this should be a standing Agenda Item for all meetings.</p> <p>Cllr Rose asked what involvement the Council will have regarding the Polean Master Plan, Cllr Mrs Hannaford responded that this Council is the lead body, we will be in the driving seat and undertake community “place shaping”. It was agreed that Cllrs Bryan and Mrs Sullivan meet with the Clerk to determine a work plan and bring it back to this Committee for approval.</p>	
8.	<p><u>TO REVIEW THE PROFIT/LOSS AND CULMULATIVE BUDGET UP TO 31ST MARCH 2019</u></p> <p>The Profit and Loss and Cumulative Budget were discussed and Cllr Mrs Hannaford requested that a narrative be provided for significant variances from now on. The Looe Guide is to be discussed at the Library Community Hub meeting on 17th June.</p> <p>Cllr Dingle proposed that a 50% off sale be implemented in the TIC, the exceptions being maps, sale or return items and some books, this was unanimously agreed.</p>	Clerk to inform TIC Staff
9.	<p><u>TO CREATE A PROGRAMME FOR UPDATING STANDING ORDERS, FINANCIAL REGULATIONS AND ALL POLICIES INCLUDING A ROOM RENTAL POLICY AND STAFF HANDBOOK</u></p> <p>.1 <u>Standing Orders</u> The Clerk agreed to update these and bring back to the next meeting.</p> <p>.2 <u>Financial Regulations and Risk Assessment</u> These need to be reviewed and updated.</p> <p>.3 <u>Policies</u> All policies have recently been reviewed by Cllr Mrs Sullivan. The Room Rental Policy (for daytime use) has been put together but needs to be brought to this Committee for review.</p> <p>.4 <u>Staff Handbook</u> Cllr Bryan will review this and make any amendments needed for discussion at the next meeting.</p>	<p>Clerk to update</p> <p>Clerk to update Agenda for next meeting</p> <p>Agenda for next meeting</p>
10.	<p><u>CORRESPONDENCE</u></p> <p>.1 <u>Julie Leavey – OMG Nails</u> A letter has been received from Mrs Leavey appealing the increase of rent for this coming year. The Clerk informed the Committee that Mrs Leavey had been sent a letter on 14th May 2018 explaining the increases in the rent for Polkirt Arcade, following a valuation undertaken by Jeffries on our behalf. Mrs Leavey has been paying the relevant increased rent for 2018. Cllr Dingle volunteered to write back to Mrs Leavey.</p> <p>.2 <u>Sevier</u> A letter had been received explaining that Sevier will be</p>	JD to write to Mrs Leavey

	<p>closing down their HR Services on 31st March 2020 due to health reasons.</p> <p>The Committee discussed this matter and agreed that we need to keep the HR service in place and therefore are willing to continue with Sevier until 31st March 2020.</p> <p>Cllr Mrs Sullivan suggested contacting South West Councils and also Cornwall Council HR Services to ascertain costs for future HR services.</p>	Clerk to confirm to Sevier
12.	<p><u>TO APPROVE PAYMENT OF INVOICE FROM LOOE LIVE</u></p> <p>Cllr Mrs Hannaford declared an interest in this matter.</p> <p>An Invoice for £850 had been received from Looe Live, this being half the cost of the purchase of a box trailer for use as a mobile Tourist Information Centre. This had been agreed by Full Council.</p> <p>Cllr Bryan proposed that the invoice for £850 be paid, seconded by Cllr Dingle it was:</p> <p><u>RESOLVED</u></p> <p>With a vote of 6/1 abstention to approve payment of the above invoice.</p>	
13.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>There had been no matters referred.</p>	
14.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></p> <p><u>.1 Photocopier</u></p> <p>The Clerk informed that a representative of Print Copy Scan had visited the office, our current copier is over five years old now and it is becoming difficult to obtain parts, we are having problems with it. The cost of a new copier would be £1995 plus VAT on the same terms as we have now i.e. no costs for maintenance or replace inks and toners. The Committee asked the Clerk to ascertain what is being left in the Library before a decision is made.</p> <p><u>.2 Tourist Information Centre Cover</u></p> <p>The Clerk explained that we have no cover for the TIC on 5th and 9th July due to holidays and other commitments of staff.</p> <p>The Committee discussed this and Cllr Dingle suggested that the Tourist Information Centre is closed on those days, this was agreed.</p> <p><u>.3 Council Property in the Council Chamber</u></p> <p>Cllr Bryan stated that we need to decide what will happen to the Council property in the Chamber. There was much discussion and it was suggested that all the legal books be offered to the Universities.</p> <p>The Clerk informed that she will arrange to meet with the Trust Manager to confirm ownership and then write to the Trust requesting permission to leave our property in the care of East Looe Town Trust for as long as the building remains a Guildhall. The Meeting closed at 8.40pm</p>	<p>Clerk to investigate</p> <p>Clerk to action</p> <p>Clerk to write to ELTT</p>

Signed

Date