



MINUTES OF THE POLICY, STRATEGY & FINANCE COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 15th July 2019 at 7.00pm

PRESENT:

Vice – Chairman – Cllr Mrs V Sullivan
Councillors J Dingle, M Gregory - (7.10pm)
Mrs E Hannaford, C Rose and M Smith

OFFICERS

Town Clerk - Mrs Anne Frith

15.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D Bryan and P Penhaligan, also from M Gregory for late arrival.	
16.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Dingle declared an interest in any matter raised concerning West Looe Town Trust.	
17.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 10TH JUNE 2019</u> Cllr Mrs Sullivan proposed that the Minutes of the Meeting of 10 th June 2019 be approved, seconded by Cllr Mrs Hannaford it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 10 th June 2019.	
18.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 8TH APRIL 2019</u> <u>.1 Ref Min No: 6.1- Looe Allotment Association FOI Request</u> The Clerk informed that the FOI request had been answered on 10 th July and posted via recorded delivery enclosing a copy of our lease with the Diocese. The Clerk also informed that she has written to Savills who act on behalf of the Diocese. <u>.2 Ref Min No: 6.2 – Accounting Package</u> The Clerk explained that this matter has not been progressed, she will progress this before the next meeting. <u>.3 Ref Min No: 9.4 – Staff Handbook</u> The Clerk was asked to update the handbook. <u>.4 Ref Min No: 10 – OMG Nails</u> Cllr Dingle reported that he had been to see Mrs Leavey and explained the lease and increases to her which she now understands. He has suggested to her that she might like	Clerk to action Clerk to update

	<p>“rent out” a chair to help her cover our rental charge. Cllr Dingle proposed that a new 7 year lease be drawn up at a straight rental of £6000 plus vat with no increases during the term of the lease, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the above proposal. .5 <u>Ref Min No: 10.2 – Sevier</u> The Clerk informed that a letter has been sent to Sevier stating that we will continue with their service until 31st March 2020. The Clerk has not yet contacted either South West Councils or Cornwall Council to ask what their charges would be for HR services. .6 <u>Ref Min No: 14.1 – Photocopier</u> This matter was put on hold until we move to the library building and ascertain the need. .7 <u>Ref Min No: 14.3 – Council Property in the Council Chamber</u> The Clerk reported that a response had been received and it would appear that there is some disagreement over ownership of items in the Chamber. The Trust Manager will provide the Clerk with a list of items considered to belong to East Looe Town Trust as soon as possible.</p>	<p>Refer to Full Council for approval</p> <p>Clerk to contact</p>
<p>19.</p>	<p><u>TO REVIEW THE PROFIT/LOSS UP TO 30TH MAY 2019</u> The Profit and Loss figures were discussed and the Committee requested a full breakdown of ticket sales in order to ascertain whether it is viable to continue selling them and to provide a “so what” of the figures.</p>	<p>Clerk to provide</p>
<p>20.</p>	<p><u>TO APPROVE BANK SIGNATORIES</u> The Clerk explained that there are currently only two Councillors able to approve payments via internet and Cllr Toms can only sign cheques. She also informed that, in her new role of RFO, she would have to be taken off the internet approval as she will be setting up the payments. This was discussed and it was agreed that Cllrs Rose, Bryan, Mrs Hannaford, Mrs Sullivan, Toms and the new Clerk should all have internet authority. The Clerk was asked to arrange this.</p>	<p>Clerk to update bank mandate</p>
<p>21.</p>	<p><u>PROCEDURES</u> .1 <u>Standing Orders</u> The Clerk informed that she is part way through these, there are quite a few changes, she and will bring them back to the next meeting. .2 <u>Financial Regulations and Risk Assessment.</u> These need to be reviewed and updated. .3 <u>Policies</u> a) <u>Room Rental Policy</u> Cllr Mrs Sullivan and the Clerk had produced a scale of room rental charges and the Clerk had provided a draft Policy. Cllr Rose agreed to read through the draft Policy and bring it</p>	<p>Clerk to update</p> <p>Clerk to update</p> <p>CR to review, agenda for next meeting.</p>

	<p>back to the next meeting.</p> <p>b) <u>Facebook Administration</u></p> <p>A new face book page for the Council and one for the library are to be set up and Cllr Rose explained that these pages need to be monitored by the office. It was agreed that a protocol be set up and that the Officers in attendance of each Committee be responsible for the administration of these new pages. The new Clerk will be the custodian of what content is put onto facebook. This matter was deferred until the new Clerk is in post.</p>	<p>A protocol to be set up.</p>
22.	<p><u>CORRESPONDENCE</u></p> <p>No correspondence received.</p>	
23.	<p><u>REQUESTS FOR FINANCIAL ASSISTANCE.</u></p> <p><u>.1 Looe Netball Club</u></p> <p>This request was discussed and it was agreed that the application did not make it clear if this is to be Looe or Plymouth based.</p> <p>The Clerk was asked to write and ask for clarification and to also ask why the Academy sports field is not being used.</p> <p><u>.2 Friends of Special Guardians</u></p> <p>This request for £1000 was discussed at length and their fund raising was noted, Cllr Gregory suggested a donation “in kind” rather than financial and it was suggested that we ask for a breakdown of the costs they incur, it was also suggested that they write to both Trusts for a donation. It was also suggested that we write back and state that we support in principle and would like to help.</p>	<p>Clerk to write to the Netball Club</p> <p>The Clerk was asked to clarify</p>
24.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p><u>.1 Looe Guide</u></p> <p>This matter for discussion had been referred from the Environment & Devolution Committee. There was some discussion about the Guide and it was agreed that this matter be discussed at the next Library Community Hub Meeting and was referred to that Committee</p>	<p>Referred to Library Hub Committee</p>
25.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Calweton Vets Lease</u></p> <p>Cllr Dingle informed that he had met with Mr Luckhurst and the Vets are not interested in a three year lease, it is not worth the investment they wish to make for this length of time. Cllr Dingle recommended a seven year lease with a rent of £5500 plus VAT.</p> <p>Cllr Mrs Hannaford suggested a five year lease with first refusal on any future development, this was unanimously agreed and Cllr Dingle agreed to speak to Mr Luckhurst again.</p> <p><u>.2 Community Infrastructure Levy</u></p> <p>Cllr Mrs Sullivan stated that we need to discuss our priorities as per the 123 list. Cllr Mrs Hannaford explained that there is a process around this and it is based around the</p>	<p>JD to action</p>

	<p>Neighbourhood Plan, Cornwall Council are struggling to work out how to divvy this up, currently 25% will come back to this Council for new builds.</p> <p>The Meeting closed at 8.30pm</p>	
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Signed

Date