



LOOE TOWN COUNCIL

MINUTES of a meeting of Looe Town Council held on Monday 14th October 2019 at 7.00 pm in the Guildhall, Fore Street, East Looe.

PRESENT: - Councillor M Gregory (Town Mayor), Councillor C Rose (Deputy Town Mayor), Councillors Mrs. B Richardson, T Crane, J Dingle, Mrs. E Hannaford and J Lundy plus the Interim Town Clerk.

Open Forum

There were no questions from members of the public.

Prayers: - The Reverend Phillip Sharp led the meeting in prayers.

	ACTION
59-19 Apologies for Absence Apologies for absence were submitted on behalf of the Councillors D Bryan, J Newman, P Penhaligan, Mrs. V Sullivan, A Toms and Mrs. M Powell.	
60-19 Declarations of Interest relating to items on the Agenda Non-Registerable Interests (NRI) were declared by The Town Mayor – Agenda item 14 (Accounts for payment).	
61-19 Cornwall Councillors Reports a) East Looe – Councillor A Toms: - In the absence of Councillor Toms, the report (as circulated) was noted and appended to these minutes. b) West Looe – Councillor Mrs E Hannaford: - Councillor Mrs Hannaford presented the report that was noted and is appended to these minutes. Councillor Mrs Hannaford spoke on trees at Millpool Car Park, advising members that Cornwall Council will replace the trees in the planters, those on the riverside and the spaces between the trees. It was also noted that the environment and Devolution Committee would review the current memorial bench provision and possibly trees might be a more appropriate memorial. Councillor J Dingle enquired at the level of rents obtained on the building occupied by the vets and also the provision of the lease. Councillor Mrs Hannaford reminded members that the area including the Library was being considered as a complete package. Following discussion it was resolved that the CNA Link Officer is contacted on devolution and current situation with reference to the lease. Councillor Dingle then sought updates and to understand the position with the "master plan". Members were unclear as to the latest situation and the Clerk was asked to contact the Neighbourhood Development Plan adviser as to the latest position.	Interim Clerk/RFO
62-19 Police Report In the absence of the police representative there was no report to present.	
63-19 Looe Academy In the absence of a representative there was no report to present.	



<p>64-19 Minutes of the previous meeting It was resolved (Proposed by the Town Mayor and seconded by Councillor T Crane) that the minutes of the meeting, held on Monday 9th September 2019) are taken as read, confirmed and signed by the Chairman.</p>	
<p>65-19 Matters arising from the minutes a) Polean Master Plan: - Pursuant to minute 51-19 whilst it was understood the master plan was being produced by the consultants, members sought to understand the current position of the master plan development. The Clerk would contact the Council advisor on this matter. b) Skateboard Park and Drugs Issues: - Pursuant to minutes 57-19 and 58-19, Councillor Dingle reminded members that the issues with drugs in the town were historical and produced a copy of the local newspaper dated 2002 to illustrate the point. Councillor Dingle was of the opinion that parents should take more responsibility on this matter.</p>	
<p>66-19 Mayors Communications Both the Town Mayor’s and Deputy Town Mayor’s report were circulated to members prior to the meeting and appended to these minutes. The Mayor spoke on matters included within the report.</p>	
<p>67-19 Minutes of the Policy, Strategy and Finance Committee: - It was resolved that the minutes of the meeting held on Monday 16th September 2019 are received and any recommend are adopted and implemented. Pursuant to minute 50-19PSF (c) (Friends of Special Guardians), it was resolved (Mayor proposing, Deputy Mayor seconding) that the Council releases the funding, subject to a positive variance in the grants budget. Pursuant to minute 50-19PSF (g) (East Looe Town Trust – Financial Assistance for a tractor) it was resolved (Town Mayor proposing and Councillor J Dingle seconding) that this matter is referred to the next meeting of the Policy Strategy and Finance Committee for further consideration and a decision. Pursuant to minute 51-19PSF (Allotment Association - proposed lease) it was resolved (Councillor J Dingle proposing and the Mayor seconding) that any costs incurred directly relating to any transfer of the lease will be made equally between Looe Town Council and Looe Allotment Association.</p>	<p>RFO Interim Town Clerk/RFO</p>
<p>68-19 Minutes of the Planning Committee It was resolved that the minutes of the meeting held on Tuesday 24th September 2019 are received and any recommend are adopted and implemented. Councillor Lundy referring to the application for a proposed Skateboard Park suggested that the application should be submitted by the Looe Development Trust and not this Council. The Deputy Mayor responded that the proposals had been fully discussed and supported the application in the name of this Council. Councillor Mrs. E Hannaford drew attention to the quality of the application and posited the question does this Council support the application at the current location? The Mayor was of the opinion that the Millpool might not be the correct location and cited other parish councils where skate parks had been located away from populated areas. Councillor J Lundy suggested it is linked with the master plan.</p>	



<p>69-19 Minutes of the Library and Devolution Committee</p> <p>In the absence of the minutes from the Committee meeting held on the Wednesday 9th October 2019, members discussed the road closure on New Year's Eve proposals. Receipt was reported of an email from this Council's insurance brokers conforming that "if they anticipate there is a risk of the road closure being interfered with, they will need to implement measures to control that risk. These measures will be recorded in the risk assessment and available to us to use to defend any claim should one arise". The email was noted. Councillor Mrs. E Hannaford reminded members that around 600-700 people congregated in Looe during the New Year's Eve celebrations and whilst recognizing there will be a cost implication to comply with the insurers request, suggest that there could be a reputational issue. The Deputy Town Mayor responded by advising members that this Council did not have the resources to implement the necessary measures and suggested an external organisation might be equipped. Members were also reminded that this is not an event. It was also suggested that the police have relevant powers to close the road but a question on the capacity was raised. Following further discussion it was resolved (Town Mayor proposing and Deputy Town Mayor seconding) that this Council does not close the road on New Year's Eve and that the police are advised of the Council decision. It was also suggested that the Council contact St Ives and Newquay Town Councils to ascertain of these towns close roads on New Year's Eve.</p>	Interim Clerk/RFO
<p>70-19 Correspondence.</p> <p>None.</p>	
<p>71-19 Accounts for payment</p>	



PAYEE	REASON	GROSS	(VAT)	NETT
A Keen	Travelling Expenses	12.60	0.00	12.60
M Gregory	Expenses - September	177.20	0.00	177.20
Carrick White	TIC Books	66.57	16.57	50.00
Hills South West	2nd Installment Weed Spraying	1,620.00	270.00	1,350.00
ASG Security	Replacement Faulty Panel - Library	665.14	110.86	554.28
M & P Electrical Cornwall	Additional CAT 6 data sockets - Library	510.78	85.33	425.45
M & P Electrical Cornwall	PAT Testing Council Offices	93.60	15.60	78.00
Nick Clowes	Library Interim Payment 4	25,526.20	4,254.37	21,271.83
Jewsons	Toilet Seats (Public Conveniences)	77.95	12.99	64.96
Space Design	September Project Management Fees	600.00	100.00	500.00
Western Web	Visit SE Cornwall domain name renewal	28.80	4.80	24.00
Petty Cash	Reimbursement	50.00	0.00	50.00
National Express	Ticket sales	77.71	0.00	77.71
Cornwall Signs	Vinyl Wrap TIC trailer	1,500.00	250.00	1,250.00
The Grain Signs	Car Park Signage	432.00	72.00	360.00
Cornwall Council	HR Support - Library	630.00	105.00	525.00
PKF Littlejohn	External Auditor	1,200.00	200.00	1,000.00
Lynda Sandford	Book keeping Services	117.50	0.00	117.50
Hannafore Point Hotel	Visioning Event	66.00	11.00	55.00
N Power	Electricity - May-June Library	1,397.18	232.86	1,164.32
Alliance	Public Conveniences Consumables	377.79	62.97	314.82
Alliance	Public Conveniences Consumables	19.07	3.18	15.89
Savills UK Limited	Rent - Allotment land	1,225.00	0.00	1,225.00
T&J Enterprises	Sundry Goods July-Oct	38.78	6.46	32.32
	DIRECT DEBITS			
PCS	Photocopier Costs - August	93.62	15.60	78.02
PCS	Photocopier Costs - September	80.53	13.42	67.11
Eden Project	August Agency Sales (less comm.)	559.07	13.29	545.78
Eden Project	September Agency Sales (less comm.)	412.26	9.36	402.90
Creative Pension Trust	Monthly Pension Contributions	667.88	0.00	667.88
British Telecom	Phone/Internet/Rent June-October	1,055.04	175.84	879.20
EE	Phone L Kellaway September	42.96	7.16	35.80
Engie	Electricity Charges - Guildhall	234.30	41.03	193.27
British Gas	August Electricity Charges - W/L Store	8.61	0.41	8.20
British Gas	September Elect Charges - W/L Store	8.22	0.39	7.83
British Gas	August Elec Charges - Hannafore	39.28	1.87	37.41
British Gas	Sept Electricity Charges - Hannafore	31.53	1.50	30.03
British Gas	August Elec Charges - W/L Toilets	20.67	0.98	19.69
British Gas	Sept Elec Charges - W/L Toilets	18.57	0.88	17.69
British Gas	August Elec Charges - Seafront Toilets	84.13	4.00	80.13
British Gas	Sept Elec Charges - Seafront Toilets	57.78	2.75	55.03
British Gas	August Elec Charges - Millpool Toilets	96.75	4.60	92.15
British Gas	Sept Elec Charges - Millpool Toilets	65.08	3.09	61.99
BIFFA	Waste Collection - October	112.75	18.79	93.96

The accounts paid during August and September were presented to members for perusal. It was **resolved** (Town Mayor proposing and Councillor Mrs E Hannafore seconding) that the October accounts (as presented) are adopted for payment and additionally August and September payments are accepted and adopted by Council. It was also **resolved** to delegate to Committees the ability to authorise payments.



<p>72-19 Management Accounts The Interim Clerk/RFO advised that the management accounts are to be presented at a later time following a review of the current financial system. Following a questions from the external auditor on submissions, that the interim RFO has answered, the end of year reconciliation and accruals have to be reviewed that would affect the management accounts. Additionally as there was a negative feedback from the external auditor on systems, the RFO would raise this at the next Strategy, Policy and Finance Committee meeting</p>	RFO
<p>73-19 Date of next meeting Monday 25th November 2019.</p> <p>Meeting Closed at 8.40pm.....Mayor</p>	