



LOOE TOWN COUNCIL

KONSEL TRE LOGH

The Guildhall, Fore Street, East Looe PL13 1AA

Tel: 01503 262255

Clerk to the Council: Mrs Anne Frith

VAT Reg: 381 5093 50

4th February 2019

To the Members of the Finance Committee
LOOE TOWN COUNCIL

Ladies and Gentlemen

Your are hereby summoned to attend a Meeting of the Finance Committee to be held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe PL13 1AA on:

Monday 11th February 2019 at 7.00pm

Yours faithfully

A handwritten signature in black ink, appearing to read 'Anne Frith', is written below the text 'Yours faithfully'.

Town Clerk

AGENDA

1. Apologies
2. To Receive Declarations of Interest
3. To Approve the Minutes of the Finance Meeting held on 4th December 2018 (Minute Nos: 49 - 62 inc)
4. Matters arising from the Minutes of the Finance Meeting held on 4th December 2018
5. Financial
 - a) To Review Profit & Loss to January 2019 and Cumulative Budget to January 2019
 - b) To Review the Interim Audit Report (if available)
 - c) To Authorise Devolution Spend for HR Advice etc
 - d) To Discuss HR Advice for Staff
 - e) To Review Accounting Package Currently Used
6. Procedures
 - a) To Review Procedures Policies and Prioritise those Needed for Devolution including the Staff Handbook
 - b) To Review the Risk Assessment of July 2018
 - c) To Create a Programme for Updating Standing Orders, Financial Regulations and all Policies
7. To Review and Resolve Requests for Financial Assistance
8. Correspondence (For Information Only)
9. To Discuss all matters referred from other Committees
10. Matters for Further or Urgent Discussion as Determined by the Chairman (For Information Only)
 - a) To Make Recommendation to Full Council to take the Procedures Committee back under the umbrella of this Committee

NOTE: If any person (Councillors or members of the public) have any questions, correspondence or wish to make representation the Clerk must be notified by noon on Friday 8th February 2019.

Please ensure all Confidential and Pink Papers are returned to the Clerk immediately after this meeting, thank you.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.