

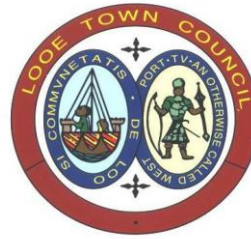
LOOE TOWN COUNCIL
KONSEL TRE LOGH

Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF

Telephone: 01503 262255

Clerk to the Council Mel Colton-Dyer

VAT Reg: 381 5093 50



Please note that this meeting is open to members of the public by Zoom. This can be by computer, mobile phone, laptop or home phone. If you would like to attend please email the Town Clerk mel@looetowncouncil.gov.uk or ring 01503 262255.

8th July 2020

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Policy, Strategy and Finance Committee convened by the Chair on **Monday 13th July at 6.00pm** by Zoom.
OPEN FORUM - The Council allows time at the beginning of each Council Meeting for members of the Public to ask questions or make statements at the discretion of the Chairman, with each statement or question taking no longer than five minutes. There will be no right to ask supplementary questions or debate any answer received. Prior notice is not mandatory, but persons wishing to ask questions are encouraged to submit them in writing prior to the meeting to enable any investigations to be made.

Yours faithfully

A handwritten signature in black ink, appearing to be 'MCD', written over a horizontal line.

Mel Colton-Dyer
Commercial Strategy Director and Town Clerk

email: enquiries@looetowncouncil.gov.uk

Website: www.looetowncouncil.gov.uk

AGENDA

1. Welcome
2. To Receive Apologies
3. To Receive Declarations of Interest
4. To Approve the Minutes of the Policy, Strategy and Finance meeting held on 20th May 2020
5. Matters arising from the Minutes of the PSF Meeting held on 20th May 2020
6. Policy
 - Social media policy
7. Strategy
 - Town Council Forward Plan
8. Finance
 - Agree what information is required by PSF and Full Council moving forward.
 - Authorisation of invoices & DDR's Payment schedule - Lloyds Credit card/Charge card
 - Utilities contract
 - Vat return Q/E 30-6-20
 - Structure of reports for website
 - Last year's Accounts/ Budget- Agar, QuickBooks
 - Asset list
 - Bank Balances
 - Current Budget
 - List of Debtors
 - Requests for financial assistance
 - Polkirt Arcade (JD)

Yours faithfully



Mel Colton-Dyer
Commercial Strategy Director and Town Clerk

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

email: enquiries@looetowncouncil.gov.uk
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