LOOE TOWN COUNCIL KONSEL TRE LOGH



MINUTES OF THE Policy, Strategy and Finance Committee Held by Zoom

On Monday 10th August 2020 at 6.00pm

PRESENT: Chairman: Councillor Simon Barker (SB)

Councillors M Gregory (MG), E Hannaford (EH) and J Miller

(JM)

IN ATTENDANCE: Cllr Armand Toms

Laura Kellaway – Environment and Devolved Services Manager/Deputy Clerk

(EDSM)

Fiona Wilkes-Jones, Responsible Financial Officer (RFO)

Open Forum - Welcome

19.	Welcome	ACTIONS
20.	Apologies for absence	
	Cllr Dingle gave his apologies	
21.	Declarations of Interest	
	Cllr Toms – Cornwall Council, Looe Harbour Commission, Looe Development Trust	
	Cllr Hannaford – Cornwall Council	
22.	Questions from members of the public	
	There were no members of the public present.	
23.	Approve the minutes of the PSF meeting held on the 13 th July 2020	
	The minutes were checked for accuracy. EDSM to amend small grammatical errors. Cllr Hannaford proposed, Cllr Barker seconded – all in favour	EDSM to amend for grammatical errors

24.	Matters arising	from the minutes of the meeting of 13 th July 2020	
	Ref Min no: 15.	1 Discussions with Allotments Association ongoing. CSD to progress	CSD to progress
	Ref Min no: 15.	3 Cllr Barker to talk with Lloyds re banking as issue with his own business banking which is hindering his application for LTC online banking	SB to speak with Lloyds Bank
	Ref Min no: 15.4	4 Cllr Toms to chase David Read re patients' car park rent	AT to chase David Read CSD to add to next PSF
	Ref Min no: 15.	5 Cllr Toms continuing with Emergency Plan. To be added to agenda for next PSF meeting	Agenda
	Ref Min no: 16	Staff handbook should apply to volunteers albeit a 'light' version which is more relevant to volunteers. Cllrs Hannaford and Barker to review from LTC viewpoint and Cllr Miller to review from volunteer perspective	EH/SB/JM to review
	Ref Min no: 17	Operational plan. All committees working on TORs but visions and values need to be done at same time. All agreed external help is required. Cllr Hannaford offered to source a facilitator from within CC Localism team to assist. Cllr Hannaford proposed, Cllr Gregory seconded, all in favour Letter to CC and LEP, Tim Dwelly has agreed to attend a mtg	EH to liaise with CC Localism team for support
	Ref Min no: 18	Finance. Cllr Barker produced a departmental summary to Full Council, there are further changes required for variances on balance sheet. Cllr Barker to discuss further with CSD. CSD to arrange meeting on her return from leave. RFO and Cllr Hannaford suggested Cllr Barker speak with internal auditor to understand what is required. RFO to provide contact details Finance actions still to be actioned by RFO due to current workloads. Last years' accounts not yet on website as have been amended for internal auditor. RFO directed Cllrs to MS Teams platform where all information is saved At last Full Council, it was agreed that there were 3 Exemptions from requirement for annual submission of funding applications - Looe in Bloom,	RFO to provide auditor contact details to SB RFO to continue with O/S actions
25.	Finance	burial ground and Xmas lights advised that full TRO cost not provided to Full	
	Council last yea	advised that full TRO cost not provided to Full ar. Public consultation on TRO plans was undertaken TC is committed to that cost of £16K	

but question remains does LTC wish to continue and if so, could costs be deferred until years' accounts. Cllr Barker advised that he would speak with internal auditor to understand accounts and so proposed deferring any decision until next mtg. All in favour.

SB to liaise with internal Auditor TRO to be added to next

mtg agenda

Cllr Toms left the meeting at 7.10 pm

Authorisation of invoices Outstanding invoices for payment were discussed. Cllr Gregory proposed approval of all for payment, Cllr Hannaford seconded, all in favour.

Last year's Accounts some adjustments were needed as advised by internal auditor – overstated stock, pensions figure incorrect, grant figure added twice

Bank Balances RFO showed bank balances. Polean Masterplan monies now received

Current Budget RFO and CSD continue to work on realistic forecast for COVID19 costs

Debtors parking and other debtors List of debtors was discussed. Cllrs agreed to suggestion that CSD makes personal visit to Polkirt Arcade tenant to discuss situation

VAT return QE 30.06.20 return completed and after adjustment, £900 will be reclaimed.

BT Lines CCTV has 2 lines plus main phone line but these are not on | EDSM/CSD to BT's list. Office staff will continue to investigate.

Looe Development Trust starting invoicing annually re ground rent

Letter from CC re COVID-19 Cllr Hannaford advised LTC have received letter from CC re COVID19 support funding. Requirement to have identified COVID19 running costs. Cllr Gregory advised LTC can easily show LTC costs on COVID thus far. CSD is investigating eligibility criteria for funding.

Cllr Hannaford proposed that thanks be expressed to Fiona and Andrew for all their work in unravelling the accounts and the transfer of information in accounting packages The Council has full confidence in everything that the RFO is doing. All in favour

RFO left the meeting at 8 pm.

CSD to visit tenant

investigate

26.	Policy	
	Staff Handbook Discussed earlier in the meeting	
	Framework for policy revision and renewal Cllr Hannaford has looked at policies and some are not fit for purpose. All policies need reviewing but this needs to be a prioritised list/framework with possibly some policies being combined. It was suggested that a newer councillor reviews. Cllr Miller offered to look at policies with a view to being delegated to committees to prioritise. Cllr Hannaford proposed, seconded by Cllr Gregory, all in favour	JM to review all policies
27.	Strategy	
	Cllr Hannaford recommended that, based on a previous suggestion by Cllr Rose, Committee Chairs and Vice Chairs review the areas of their own committees' remit and communicate/collaborate more effectively together to minimise duplication of effort. It was suggested that bi-monthly catch up meetings of Committee Chairs and Vice Chairs would be useful. Cllr Hannaford proposed that a Committees Co-ordination meeting is held in October and every 2 months thereafter with all Committee Chairs and Vice Chairs in attendance. Seconded by Cllr Gregory, all in favour.	CSD to arrange Committees Co -operation meeting for October
	CSD suggested the splitting Policy and Strategy from Finance and instead hold as separate meeting. Councillors felt this was a positive move and would allow for shorter, more effective meetings. It was suggested that this is recommended to Full Council. Cllr Barker proposed making every other PSF meeting a Finance meeting. He also proposed that delegation to approve invoices be given to Finance Committee and that Matters Arising are pre-recorded by video by the Clerk and sent to Committee members prior to the meeting as with Full Council. Seconded by Cllr Hannaford, all in favour.	CSD to add to next FC agenda for approval CSD to pre-record Matters Arising
28.	Matters for Further or Urgent Discussions as Determined by the Chairman	
	There were no matters for further or urgent discussion.	
29.	To Move the Meeting to Part Two (Confidential) to discuss Financial Requests.	
	Cllr Barker proposed, seconded by Cllr Gregory, all in favour to move the meeting to Part 2 for discussion on financial matters.	

30.	Part 2 discussions	
	Funding requests	
	 Rusty Bucket – committee discussed letter received regarding 	
	their funding request. Cllr Hannaford proposed, seconded by	
	Cllr Barker, all in favour to fund the amount of £1475 for	
	computers. With regard to request for annual financial	
	support with costs, Cllrs would want to have sight of annual	
ļ	costs to be able to make any decision. It was suggested that	
	further dialogue with Rusty Bucket be undertaken to	
ļ	understand the costs in more detail	
ļ	- Xmas Lights financial detail was examined, £1500 requested	
ļ	for lights. Cllr Gregory proposed giving full amount of request	
ļ	but also to have meeting with Xmas Lights association in	
ļ	conjunction with LHC to discuss future plans for light	
ļ	replacement and cash flow requirements. Seconded by Cllr	
	Hannaford, all in favour.	
31.	Date of next meeting:	
	Monday 14 th September 2020.	

The Meeting closed at 8.25 pm.	Signed
	Date