

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Policy, Strategy and Finance Committee

Held by Zoom

On Monday 14th September 2020 at 6.00pm

PRESENT: Chairman: Councillor Simon Barker (SB)
Councillors: M Gregory (MG), E Hannaford (EH), J Miller (JM), L Harrison (LH), C Rose (CR), V Sullivan (VS)

IN ATTENDANCE: Mel Colton-Dyer, Commercial Strategy Director and Town Clerk (CSD),
Fiona Wilkes-Jones, Responsible Financial Officer (RFO), Cllr A Toms

Open Forum - Welcome

32	Welcome Cllrs Harrison, Rose and Sullivan were co-opted on to the committee.	ACTIONS
33	Apologies for absence Cllr Toms apologised for having to leave at 18.30 pm for another meeting.	
34	Declarations of Interest Cllr Hannaford – Cornwall Council Cllr Dingle – West Looe Town Trust Cllr Barker – Looe Radio	
35	Questions from members of the public There were no members of the public present.	
36	Approve the minutes of the PSF meeting held on the 10th August 2020 Cllr Barker proposed, Cllr Hannaford seconded – all in favour, one abstention Cllr Rose.	

<p>37</p>	<p>Questions regarding the Clerks Zoom report of the Matters arising from the minutes of the meeting of 10th August 2020 and ongoing matters – no questions were raised.</p> <p>Ongoing matters: Ref Min no: 24.1 Discussions with Allotments Association ongoing. CSD to progress Ref Min no: 24.2 Cllr Barker to talk with Lloyds re banking as issue with his own business banking which is hindering his application for LTC online banking Ref Min no: 24.3 Cllr Toms to chase David Read re patients’ car park rent Ref Min no: 24.5 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 Ref Min no: 24.6 Cllr Hannaford offered to source a facilitator from within CC Localism team to assist. Ref Min no 25.8 BT Lines CCTV has 2 lines plus main phone line but these are not on BT’s list. Office staff will continue to investigate Ref Min no 26 Policy review is underway but will need some focus. This item to be on first agenda of the new Policy and Strategy Committee.</p>	<p>ongoing</p> <p>SB to speak with Lloyds Bank - ongoing</p> <p>AT to chase David Read - ongoing</p> <p>EH/SB/JM to review - ongoing</p> <p>EH - ongoing</p> <p>EDSM to Investigate - ongoing</p> <p>CSD to add to agenda</p>
<p>38</p>	<p>Finance</p> <p>AGAR and Internal Audit PFK Littlejohn have sent a receipt regarding the AGAR. The information and supporting documents are now on our website. The contract with our existing auditor has expired. The RFO questioned whether we should renew the contract. The Council discussed continuity at this present time and resolved to approve the appointment of Hudson Accounting for the next 2 years. Cllr Dingle proposed, Cllr Hannaford seconded – all in favour.</p> <p>Invoice authorisation</p> <p>It was resolved to approve all invoices. The subject of reserves and budgets was also discussed by the committee. The Neighbourhood development plan, designated reserves and other funding streams need to be separately recorded to ensure transparency and effective budget management. Proposed by Cllr Hannaford seconded by Cllr Barker- all in favour</p>	<p>RFO to contact Internal Auditor</p> <p>RFO to work with CSD to implement. RFO to pay suppliers.</p>

	<p>Debtors Most debtors have now been cleared with only 3 debtors outstanding.</p> <p>National salary award 2020/21 It was highlighted that salary awards need to be included in the budget proposals to Council. The awards are negotiated by the National Association of Local Clerks and are paid in arrear of the agreement. It was decided that an indicative 2% increase be used to forecast.</p> <p>Bank Balances The second tranche of Precept will be in the account tomorrow. The RFO highlighted a previous conversation with Cllr Dingle about opening separate accounts with alternative banks to ensure the propriety of our finances. The committee asked for this to be added to the agenda of the Finance committee.</p> <p>Monthly accounts V Budget The Chair and RFO reported that there is nothing that is untoward at the moment. The actual cost to the Council for Covid19 is currently running at approximately £8,500. It was resolved that Officers would prepare a report on creating CIC's for the Public conveniences and Mayors Charity, VIC. Cllr Hannaford proposed, Cllr Gregory seconded. All in favour.</p> <p>TRO For information only. Approved at full Council</p> <p>Photocopier A report detailing current costs, future costs and opportunities to support the business community in Looe was requested.</p> <p>Financial requests Looe Radio – PL13. A request was received to support monthly/annual costs. The coverage and reach was discussed as was opportunities to connect with local residents and a wider audience was also discussed. Concerns were raised regarding</p>	<p>RFO to action</p> <p>RFO to add to Finance Committee agenda</p> <p>CDS/Deputy Clerk to prepare and add to next Finance agenda</p> <p>Deputy Clerk to draft for next Finance meeting</p>
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	commercialisation. The Council felt that they needed more clarity on plans. CSD to organise meeting between PL13, Cllr Gregory and Cllr Dingle.	CSD to arrange meeting
39	<p>Policy</p> <p>The draft Emergency plan was reviewed. The CSD expressed thanks to Cornwall Council and Cllr Toms who had assisted in its completion. It was resolved that the plan should be sent to the Town organisations for comment before adoption. Proposed by Cllr Dingle and seconded by Cllr Hannaford. All agreed</p> <p>Policy review - previously discussed.</p> <p>Complaints policy – discussed and approved to move to full Council for ratification.</p>	<p>CSD to circulate</p> <p>CSD to add to full Council agenda</p>
40	<p>Strategy</p> <p>Library and Office opening – passed to Library and Community Hub Committee.</p> <p>Millpool working group – Cllr Hannaford and CSD had a meeting with Cllr Tm Dwelly and senior members of Cornwall Council. It was resolved that a working committee be formed to brainstorm the creation of a Town Team to try and access funding. It was resolved that Cllr Miller, Cllr Hannaford and Cllr Barker would meet with the CSD via Zoom. Cllr Hannaford proposed, Cllr Barker seconded. All in favour.</p>	<p>Community Hub Manager to add to agenda</p> <p>CSD to arrange</p>
41	<p>Matters for Further or Urgent Discussions as Determined by the Chairman</p> <p>None</p>	
42	<p>To Move the Meeting to Part Two (Confidential) to discuss Financial Requests.</p> <p>None recorded</p>	
43	<p>Date of next meeting:</p> <p>Monday 12th October 2020. – Finance Committee</p> <p>Policy and Strategy Committee - TBC</p>	

The Meeting closed at 19.35 pm.

Signed

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