

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Policy, Strategy and Finance Committee**

Held by Zoom

**On Monday 13<sup>th</sup> July 2020 at 6.00pm**

**PRESENT:** Chairman: Councillor Simon Barker  
Councillors M Gregory, E Hannaford, J Miller and J Dingle

**IN ATTENDANCE:** Mel Colton-Dyer – Commercial Strategy Director and Town Clerk  
Fiona Wilkes-Jones, Responsible Financial Officer. Cllr A Toms

**Open Forum**

12.	<b>Apologies</b>	<b>ACTIONS</b>
13.	<p><b>Declarations of Interest</b></p> <p>Cllr Toms – Cornwall Council, Looe Harbour Commission, Looe Development Trust Cllr Hannaford – Cornwall Council</p>	
14.	<p><b>Approve the minutes of the PSF meeting held on the 20<sup>th</sup> May 2020</b></p> <p>The minutes were checked for accuracy. Cllr Hannaford proposed, Cllr Barker seconded – all in favour</p>	

<p><b>15.</b></p>	<p><b>Matters arising from the minutes of the meeting of 20<sup>th</sup> May 2020</b></p> <p>4.1 Allotments – ongoing. CSD is working with the Allotment Association</p> <p>4.2 Resolved at Full Council</p> <p>4.3 Online banking - ongoing</p> <p>4.4 Working with D Read on car park rent - no response received so far from CC Parking</p> <p>4.5 Business Continuity Plan Actioned. CSD to share plan with all Councillors (staff contact details redacted)</p> <p>Emergency plan updated but still ongoing. Cllr Toms to add addition information regarding Emergency flooding. CSD working with Cornwall Council on re-draft to include pollution, pandemic/public health and risk of fire in woodlands.</p> <p>4.6 Data retention actioned</p> <p>8. Agenda item</p> <p>9. Agenda item</p> <p>10. Actioned at full council</p> <p>11. Actioned</p>	<p><b>CSD to progress</b></p> <p><b>EDSM to send link to SB</b></p> <p><b>CSD</b></p> <p><b>CSD</b></p> <p><b>AT/CSD</b></p> <p><b>CSD to re-send Staff Handbook to EH</b></p>
<p><b>16.</b></p>	<p><b>Policies</b></p> <p>Social Media Policy – the draft policy was discussed. The Committee <b>resolved</b> to approve with the following amendments:</p> <ul style="list-style-type: none"> <li>• Business promotion is allowed under the auspices of the Visitor Information website and social media.</li> <li>• Clarity on business support</li> <li>• Clarity on confidential or public information</li> <li>• Update authorised access table with roles rather than names and add officers to Visitor Information section</li> <li>• Minimise the numbers of Admin to the Clerk and Deputy Clerk (apart from the VIC where Admins will be the Clerk and Community Hub Manager)</li> </ul> <p>Proposed by Cllr Hannaford, seconded by Cllr Barker. All in favour.</p> <p>It was suggested that the Committee look to combine certain policies to minimise duplication.</p>	
<p><b>17.</b></p>	<p><b>Town Council Forward Operational Plan</b></p> <p>The draft plan was discussed. It was resolved that each standing committee would be asked to provide a prioritised and costed plan for</p>	<p><b>Chairs of Committees</b></p>

	<p>short, medium and long-term actions to enable to Council to move forward and the officer team to allocate capacity. This will then be re-prioritised by Full Council and time allocated. To be read together with the Town Council Partnership Working document. Cllr Hannaford proposed, Cllr Gregory seconded. All in agreement.</p> <p>The Vision and Values of the Council were also discussed. It was agreed that funding would be sought to try and employ consultants to work with the Council and the Town to create this. Cllr Dingle joined the meeting. Cllr Hannaford proposed, Cllr Gregory seconded. All in agreement.</p> <p>A draft letter to Cornwall Council and the LEP was also discussed. The Mayor agreed to review the letter and ask the CSD to send. Cllr Hannaford proposed, Cllr Gregory seconded. All in agreement.</p>	<p><b>CSD to research funding.</b></p> <p><b>MG to review and approve.</b></p>
<p><b>18. Finance</b></p>	<p>The Committee agreed that a summary income over expenditure report would be presented to Full Council. The full detail will be discussed PSF meeting and a high-level version presented by the Chair of the Committee at meetings with any concerns raised. The live documents are available for the committee in TEAMS and will be updated at the end of each week. Cllr Hannaford asked for a narrative to be added if there is a variance. All requests for changes to reporting must come from the PSF committee. The committee requested timely reporting including balance sheets prior to the meeting.</p> <p>Authorisation of invoices &amp; DDR's Payment schedule. All payments will now be paid by the 15<sup>th</sup> of the month to coincide with the PSF Committee meetings. This will enable the Committee to prior approve spend. Direct Debits will be taken as having been approved at their commencement. It was <b>resolved</b> that the RFO should pay. Proposed by Cllr Barker, seconded by Cllr Gregory – all in favour.</p> <p>The RFO drew attention to the HSBC twinning bank account with a balance of 0.14p. It was resolved that the RFO would write this off and close the account. Cllr Gregory proposed, Cllr Hannaford seconded. All in favour.</p> <p>Lloyds Credit card/Charge card Staff are having to pay for items on their own credit cards as not all organisations take debit cards. After investigation there is a Lloyds charge card which is fit for purpose. It was <b>resolved</b> to apply for one card. Cllr Gregory proposed, Cllr Barker seconded – all in favour.</p> <p>Utilities contract It was decided to defer discussions regarding our utilities contract to later in the year as we are locked in until 2021. It was <b>resolved</b> that the</p>	<p><b>AJ and SB to work on report</b></p> <p><b>RFO to add narratives and reports</b></p> <p><b>RFO</b></p> <p><b>RFO to close account</b></p> <p><b>RFO to apply for card</b></p> <p><b>SB to send details of contractors to RFO</b></p>

<p>RFO would prepare a comparison paper to include a green tariff. Proposed by Cllr Barker, seconded by Cllr Hannaford. All in favour.</p>	<p><b>RFO to prepare paper</b></p>
<p>The Vat return Q/E 30-6-20 was discussed.</p>	
<p>Structure of reports for website</p>	
<p>It was <b>resolved</b> that a supplier list of invoices would be published on our website on a monthly basis to ensure transparency for residents redacting staff salaries which are within agreed our budget. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p>	<p><b>RFO to action</b></p>
<p>Last year's Accounts/ Budget- AGAR, QuickBooks</p>	
<p>This is still a work in progress, but headway has been made. There is still a question on last year's AGAR which is being queried by our internal auditor. This was resolved during the meeting and the information will be passed to the internal auditor.</p>	<p><b>RFO to provide information to auditor</b></p>
<p>Asset register</p>	
<p>The EDSM has made progress but there are still some queries which the RFO is working through with the CSD and EDSM to ensure accuracy.</p>	<p><b>RFO, EDSM, CSD</b></p>
<p>Bank Balances</p>	
<p>The bank balances were discussed</p>	
<p>Current Budget</p>	
<p>The budget was reviewed. The RFO and CSD agreed to prepare a realistic forecast for the Council accounting for Covid-19.</p>	<p><b>RFO, CSD</b></p>
<p>List of Debtors</p>	
<p>The list of debtors was reviewed.</p>	
<p>Requests for financial assistance</p>	
<p>It was <b>resolved</b> that the CSD would request that applicants would be deferred and asked to complete the donations policy form, and in future would all be asked to complete the donations policy form apart from the burial ground and Christmas lights which has its own budget line. Cllr Gregory proposed, Cllr Barker seconded. All in favour.</p>	<p><b>CSD to ask requests to complete form. RFO to pay burial ground request</b></p>
<p>Christmas lights. It was resolved that the request be approved once budget sheets have been shown as it too has its own budget line, and that the Council would donate the same amount as last year but not put a tree or lights in the Mariners Garden. Proposed by Cllr Dingle, seconded by Cllr Gregory. All in favour</p>	<p><b>CSD to request from LDT</b></p>
<p>Polkirt Arcade</p>	
<p>It was resolved that the CSD offer the incumbent tenant an easy out, easy out lease over the winter period at £500 per month net to be reviewed next spring. Also, as a caring landlord, to waive rent since March until the beginning of August as a rent holiday. Proposed by Cllr</p>	<p><b>CSD to write to tenant with offer.</b></p>

	Dingle, seconded by Cllr Barker. All in favour.	
	<b>Date of the next meeting: Monday 10<sup>th</sup> August 2020 at 6.00pm</b>	

**The Meeting closed at 8.57 pm.**

Signed .....

Date.....