

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Finance Committee**

Held by Zoom

**On Monday 12<sup>th</sup> October 2020 at 6.00pm**

**PRESENT:** Chairman: Councillor Simon Barker (SB)  
Councillors: M Gregory (MG), Jon Holmes (JH) J Miller (JM), Jimmy Dingle (JD), C Rose (CR), Armand Toms (AT) James Lundy (JL)

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

**Open Forum - Welcome**

1	Welcome	ACTIONS
2	<b>Apologies for absence</b> Cllr Edwina Hannaford.	
3	<b>Declarations of Interest</b> Cllr Toms -Cornwall Council /Looe Harbour Commissioners Cllr Dingle – West Looe Town Trust Cllr Barker – Looe Radio Cllr Lundy – RE: Donation request Agenda item 11 Cllr Barker- Looe radio	
4	<b>Questions from members of the public</b> There were no members of the public present.	
5	<b>Approve the minutes of the PSF meeting held on the 14th September 2020</b>  It was <b>resolved</b> to approve the minutes oof the meeting held on the 12 <sup>th</sup> September 2020. Cllr Gregory proposed, Cllr Gregory seconded – all in favour Three abstentions Cllr Lundy, Cllr Rose & Cllr Toms	

<p><b>6</b></p>	<p>Matters arising from the minutes of the meeting of 14th September 2020 and ongoing matters – no questions were raised.</p> <p><b>Ref Min no: 24.1</b> Discussions with Allotments Association ongoing. Meeting in October with Allotment Treasurer &amp; agent of the diocese’s to progress with new contract due April 2021. CSD to progress</p> <p><b>Ref Min no: 24.2</b> Cllr Barkers Lloyds bank application re done &amp; sent</p> <p><b>Ref Min no: 24.3</b> Cllr Toms to chase David Read re patients’ car park rent</p> <p><b>Ref Min no:</b> Charge card application with Lloyds not yet completed</p> <p><b>Ref Min no:</b> HSBC twining group closure of account. Official letter of closure sent which they have received. RFO to update committee</p> <p><b>Ref Min no: 38</b> National salary awards 2020/21 backdated &amp; paid in Septembers wages</p> <p><b>Ref Min no: 25.8</b> BT Lines- Phone &amp; broadband- Office staff will continue to investigate</p> <p><b>Ref Min no:</b> NDP final figures from the previous year’s accounts have been submitted to the NDP committee to access</p> <p><b>Ref Min no:</b> Rates on toilets still under discussion CSD to update when decision made</p> <p><b>Ref Min no: 38</b> RFO confirmed via email with the internal auditor ‘Hudson accounting’ that the PSF committee approved the new 2 yr contract</p> <p><b>Ref Min no: 38</b> Photocopier moved to full council</p> <p><b>Ref Min no: 38</b> CIC’s for Public conveniences, Mayors Charity &amp; VIC</p>	<p>CSD- ongoing</p> <p>AT to chase David Read ongoing RFO -ongoing</p> <p>RFO -ongoing</p> <p>RFO - ongoing</p> <p>RFO - ongoing</p> <p>CDS- ongoing</p> <p>Amended below</p> <p>CDS/DC</p> <p>CSD/DC -ongoing</p>
<p><b>7</b></p>	<p><b>To Elect a vice Chair</b> Two nominations Cllr Dingle &amp; Cllr Hannaford (not present) Cllr Rose Proposed Cllr Dingle Cllr Toms seconded. All in favour Cllr Dingle accepted position of vice chair of Finance committee</p>	

<p><b>8</b></p>	<p><b>Authorisation of invoices</b>  Query on one payment regarding the rebranding of Visit Looe invoice  The invoice has been split into two payments of 50%  Cllr Toms proposed this initial payment go through this Finance committee seconded by Cllr Gregory 5-4 in favour Cllr Dingle against Cllr Lundy abstention  Final 50% payment to go through full council  It was <b>resolved</b> to approve all remaining invoices.  Proposed by Cllr Gregory seconded by Cllr Dingle- all in favour</p> <p><b>Bank Balances</b>  The second tranche of Precept has been received into the bank along with the council tax support grant.</p> <p><b>Bank debit card</b>  A request has been received from our new Hub manager to have their own debit card for purchases. A limit of £50 as other current cards holders. Above £50 needs authorising by the Council. It was <b>resolved</b> to approve this request.  Cllr Gregory proposed seconded by Cllr Toms – all in favour</p> <p><b>Debtors</b>  Most debtors have now been cleared with only three debtors outstanding. Concern was raised due to one being two months behind in payments  RFO to talk with the tenant to recommend setting up a standing order.</p> <p><b>Errors on payments</b>  Errors in authorising payments have occurred. Lloyds bank have been contacted to help rectify any issues. Cllr Rose brought to the attention of the committee that more authorisers are needed.</p> <p><b>Separate Bank Accounts</b>  The RFO highlighted a previous conversation with Cllr Dingle about opening separate accounts with alternative banks that are not linked to ensure the propriety of our finances. Cllr Barker to draw up a list of Banks to start the process.</p> <p><b>Monthly accounts V Budget</b>  RFO reported the last payment of our insurance money had been received for the damage to the carpark barrier. Amount totalled £1030  Income from Polkirt was down £1700 due to Covid 19 write off.  £10,000 has been received from CC for the Looe Neighbourhood Development Plan.</p>	<p>RFO to pay 50% invoice  Remaining balance to be authorised at Full Council</p> <p>RFO to pay suppliers.</p> <p>RFO to action</p> <p>RFO to action</p> <p>SB &amp; RFO</p>
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	<p>External HR services is running above the budget due to staff new contracts &amp; restructuring.  Telephone &amp; mobile expenses have well exceeded the budget due to Covid 19. A proportion of the expenses should be split.  Staffing costs are running higher. This is from the restructuring &amp; pay rises which were not considered when setting the original budget.  NB Rises are being considered for the 2021-2022 budget  Hub operational costs very low due to closure.  Water costs have exceeded the budget even though toilet facilities they were closed for a period.  Covid 19 expenses running at 11k A proportion of this can be claimed back, but not all costs incurred from Covid. RFO to split costs which can &amp; cannot be claimed.</p> <p><b>Utilities</b>  Two electricity contracts expire in 2021.  RFO to provide Cllr Barker with supplier details so he can investigate potential brokers or comparison sites.</p> <p><b>Internal &amp; External Audit</b>  No communication from the external auditors since submission.  The internal auditor (Hudson Accounting) was approved to carry out the Council's next two year's audits. However, the proposal was for three years. It was <b>resolved</b> to approve the three-year period. Cllr Gregory proposed Cllr Dingle seconded – all in favour.</p>	<p>RFO to action</p> <p>RFO to action</p>
<p><b>9</b></p>	<p><b>Town Team Development</b>  Dataset had been discussed at a previous meeting. Which would give details of all the local businesses in &amp; around Looe. This would enable the Council to communicate effectively with the businesses &amp; also enable a viable 'Town team' which could bid for funding to regenerate the high street. Cllr Gregory proposed up to a £500 spend for a Dataset. Cllr Barker seconded. A vote was held 4 for - 4 against Not enough support, so forwarded onto Full Council for discussion.</p>	<p>CSD to add to full Council agenda for the 2<sup>nd</sup> November</p>
<p><b>10</b></p>	<p><b>Looe Devolution package Email</b>  An email was received from Cornwall Council regarding the re-location of Biffa from the area in question. Cornwall Council have asked Looe Town Council if they would consider a contribution of over 7k. To review at next meeting for resolution.</p>	<p>CDS/RFO ongoing – to bring to next meeting</p>

<p><b>11</b></p>	<p><b>Requests for funding</b>  <b>54 - Looe Radio</b>  Cllr Gregory and Cllr Dingle met with PL13 to gain more details about their original funding request. It was <b>resolved</b> to grant the £150 per month expenses be paid starting in October 2020 for one year only. Also, that a steering group should be set up. Cllr Dingle proposed, seconded by Cllr Gregory - all in favour</p> <p><b>Cornwall Air Ambulance</b>  Requesting £400 donation  26 visits were made to Looe &amp; the surrounding area last year making this a very worthy cause. It was <b>resolved</b> to grant the request.  Cllr Dingle proposed Cllr Barker seconded - all in favour</p> <p><b>James Lundy (flowers) St Martin's junction</b>  LTC own the flower beds at St Martin's junction. Cllr Lundy has requested the sum of £150 for flowers &amp; compost for the upcoming year. It was <b>resolved</b> to grant the request. Cllr Gregory Proposed Cllr Dingle – all in favour  Cllr Dingle thanked Cllr Lundy for his hard work looking after these flower beds over the past six years.</p>	
<p><b>12</b></p>	<p><b>Matters for Further or Urgent Discussions as Determined by the Chairman</b>  Internal risk assessment to be completed by Cllr Barker &amp; Cllr Smith</p>	<p>SB</p>
<p><b>13</b></p>	<p><b>To Move the Meeting to Part Two (Confidential) to discuss Financial Requests.</b>  None recorded</p>	
<p><b>14</b></p>	<p><b>Date of next meeting:</b>  Monday 9<sup>th</sup> November 2020 – Finance Committee</p>	

The Meeting closed at 19:45 pm.

Signed .....

Date.....