LOOE TOWN COUNCIL KONSEL TRE LOGH



MINUTES OF THE Policy, Strategy and Finance Committee

Held in the Council Chamber, Looe Library and Community Hub, The Millpool, West Looe PL13 2AF

Telephone: 01503 262255

On Monday 16th March 2020 at 7.00pm

PRESENT: Chairman: Councillor Simon Barker

Councillors E Hannaford, M Gregory, J Holmes and A Toms

IN ATTENDANCE: Mel Colton-Dyer – Commercial Strategy Director and Town Clerk

Open Forum

There were no members of the public present. Cllr Barker welcomed Cllr Holmes to the meeting.

85	Apologies for absence Apologies for absence were submitted on behalf of the Councillors J Newman and J Dingle. Cllrs Toms and Holmes were co-opted on to the committee.	ACTIONS
86	Declarations of Interest Cllr Toms – Cornwall Council, Looe Harbour Commission and Looe Development Trust. Cllr Holmes – Allotment Association.	
87	Approve the minutes of the PSF meeting held on the 3 rd February 2020 Minutes were checked for accuracy. Cllr Hannaford proposed, Cllr Gregory seconded – all agreed.	

	Matters arising from the minutes	
	 73 – Actioned. There was a discussion on moving historic data. It was resolved to start afresh. Cllr Gregory proposed, Cllr Barker seconded – all agreed. 73 (e) – allotments a meeting has been held. 76 – actioned 77 – actioned 	CSD to continue to communicate.
	78 – actioned 79 – in process 80 – Lift maintenance 82 – actioned 83 - actioned	Library Manager to action
	Financial	
89	Profit and Loss review Profit and Loss was circulated and reviewed. Bank Accounts were discussed, and it was resolved that Cllr Barker and Cllr Hannaford would be superusers and Cllr Gregory would be added as a signatory. Proposed by Cllr Barker and seconded by Cllr Gregory.	RFO/E&D Manager
90	Risk Register	
	The Financial Risk Register 19/20 was reviewed and adopted . Cllr Gregory proposed, Cllr Hannaford seconded all in favour.	
91	Budget Monitor	
	Cllr Barker to work with RFO.	
92	Patients Car Park Proposed that we go through David Read re Patients car park to waive outstanding rent and fast track to devolve. It was resolved to take this course of action. Cllr Hannaford proposed, Cllr Gregory seconded all in favour.	CSD to action
93	Policies	
	Policy audit (Cllr Barker and CSD to action).	SB/CSD
	Business Continuity, Financial Standing orders and Looe emergency	CDS to contact Falmouth

94	Vision and Strategy	
	The Committee suggested that the Council wait until new Councillors are appointed to move this forward.	
	Committee Co-ordination. Proposal is that committees are postponed for the near future and Full Council meetings are now monthly. Proposed by Cllr Hannaford seconded by Cllr Barker. All agreed.	CSD to implement
	Corona Virus – discussion on Library, Tourism Information, Offices and Toilets also forward planning and collaboration.	
	The proposal is that the Community Hub is closed to members of the public but a library service be maintained. CSD to draw up a rota for staff and complete a risk assessment. Cllr Gregory proposed and Cllr Hannaford seconded. All in favour.	CSD to implement
95	To review and Resolve requests for Financial Assistance	
	None.	
96	Correspondence (for information only)	
	None.	
97	To Discuss all matters referred from other Committees	
	None.	
98	Matters for Further or Urgent Discussions as Determined by the Chairman NDP – skype meeting to be held to try and ratify. Cllr Hannaford to speak to Cllr Lundy	ЕН
	Close all toilets apart from Guildhall and Hannafore. Find other duties for team on painting/maintenance. Cleaning before and after rather than during.	CDS/Environment and Devolved Services Manager
99	Date of Next meeting: TBC	

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The Meeting closed at 9.43 pm. Signed		

Date.....