

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Finance Committee

Held by Zoom

On Monday 9th November 2020 at 6.00pm

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

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

Open Forum - Welcome

15	Welcome	ACTIONS
16	Apologies for absence None	
17	Declarations of Interest Cllr Toms -Cornwall Council /Looe Harbour Commissioners Cllr Dingle – West Looe Town Trust Cllr Barker -Looe radio-PL13 Cllr Hannaford -Cornwall Council	
18	Questions from members of the public There were no members of the public present.	
19	Approve the minutes of the Finance meeting held on the 12th October 2020 It was resolved to approve the minutes of the meeting held on the 12 th October 2020. Cllr Barker proposed Cllr Toms seconded – All in favour	

<p>20</p>	<p>Matters arising from the minutes of the meeting of 12th October 2020 and ongoing matters – no questions were raised.</p> <p>Ref Min no: 24.1 Discussions with Allotments Association with & agent of the diocese's to progress with new contract due April 2021. CSD to update</p> <p>Ref Min no: 24.3 Car park rent -comes under the devolution.</p> <p>Ref Min no: Charge card application with Lloyds not yet completed</p> <p>Ref Min no: 25.8 BT Lines- Phone & broadband- Office staff will continue to investigate</p> <p>Ref Min no: Rates on toilets still under discussion CSD to update when decision made</p> <p>Ref Min no: 38 CIC's for Public conveniences, Mayors Charity & VIC It was resolved A 'Community Interest Company' Sub Committee to be formed, proposed by Cllr Barker, seconded Cllr Toms – All in favour</p> <p>Ref Min no: 8 Debit card For DM application sent</p> <p>Ref Min no: 8 Cllr Barker is to proceed with applications with the three to four main unlinked banks. Cllr Barker proposed four authorisers Cllr's Gregory, Dingle, Barker along with Officer Colton -Dyer seconded by Cllr Dingle</p> <p>Ref Min no: 8 All Debtors paid for November 2020</p> <p>Ref Min no: 8 All supplier invoices were paid RFO- actioned</p> <p>Ref Min no: 8 Looe devolution Package -update if any Finance meeting</p> <p>Ref Min no: 8 Finance & General Liability Risk Assessment – meeting this week</p>	<p>CSD- ongoing</p> <p>End March 21</p> <p>RFO -ongoing</p> <p>RFO -ongoing</p> <p>CDS -ongoing</p> <p>Sub Committee created SB, AT & MG</p> <p>RFO</p> <p>SB/RFO -ongoing</p> <p>CSD/RFO</p> <p>SB /CSD/RFO</p>
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<p>21.</p>	<p>Finance Query on a donation Invoice An invoice received relating to a donation request which was approved on 12th Octobers 2020 Finance meeting minute No.11. had an incorrect amount. It was resolved that Cllr Barker contact the company & ask for the correct invoice amount before payment. Cllr Dingle proposed Cllr Barker seconded – all in favour Authorisation of invoices Cllr Dingle requested information relating to an invoice, for which CDS informed him of the important work done by this company towards potential grant funding. It was resolved to approve all remaining invoices including the revised donation invoice when received Proposed by Cllr Barker seconded Cllr Gregory -all in favour Bank balances All balances showing apart from the 30 Day Interest account for month ending 31.10.2020 Bank Authorisation List Cllr’s need to set up their logins at the bank so we have a larger pool of authorisers for payments. Debtors Only one debtor for November outstanding. Two bench memorial plaques have been recently purchased. Polkirt Arcade Full Council approved a rent holiday for the tenant affected by a second lockdown for the month of November 2020 Vat return Q/E 30.09.2020 Return completed. A reclaim of £3,362.49 Income V Expenditure Seven months operating costs are currently at £240,000 Budget 2021/2022 It was resolved to approve extra-ordinary Finance meeting on Wednesday 25th November 2020 to thoroughly review next year’s budget. Proposed by Cllr Dingle & seconded by Cllr Rose -all in favour Utilities To continue looking at prices & quotes</p>	<p>SB to action</p> <p>RFO to action</p> <p>RFO</p>
<p>22</p>	<p>Photocopier The current contract with the photocopier supplier requires one year’s notice. The machine is not working properly. Cllr Holmes to look at the contract & report back</p>	<p>JH</p>
<p>23</p>	<p>Looe Devolution package Email No update</p>	<p>CDS/RFO</p>

24	Requests for Funding Merlin centre It was resolved that the RFO will contact the centre for evidence that residents of Looe benefit from this service	RFO to action
25	Matters for Further or Urgent Discussions as Determined by the Chairman	
26	To Move the Meeting to Part Two (Confidential) to discuss Financial Requests. None recorded	
27	Date of next meeting: Wednesday 25 th November 2020 Extra -Ordinary Finance Committee Meeting	

The Meeting closed at 19.00 pm.

Signed

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