

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Finance Committee

Held by Zoom.

On Monday 11th January 2021 at 7.00pm

PRESENT: Chairman: Councillor Simon Barker (SB)

Councillors: M Gregory (MG), Jon Holmes (JH) J Miller (JM) Armand Toms (AT)
James Lundy (JL) Cllr Rose (CR)

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

Open Forum - Welcome

47	Welcome	ACTIONS
48	Apologies for absence Cllr Dingle	
49	Declarations of Interest Cllr Toms -Cornwall Council /Looe Harbour Commissioners & Looe Development Trust	
50	Questions from members of the public There were no members of the public present.	
51	Approve the minutes of the Finance meetings held on the 14th December 2020 It was resolved to approve the minutes of the meetings held on the 14 th December Cllr Barker proposed Cllr Toms seconded – all in favour Cllr Rose abstained	

<p>52</p>	<p>Matters arising from the minutes of the meeting of 14th December 2020 and ongoing matters – no questions were raised.</p> <p>Ref Min no: 24.1 Discussions with Allotments Association with & agent of the dioceses 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: 18 Charge card application has been sent, along with financial information required.</p> <p>Ref Min no: 25.8 BT Lines- Phone & broadband- Office staff will continue to investigate.</p> <p>Ref Min no: 64 Rates on toilets still under discussion CSD to update when decision made in January.</p> <p>Ref Min no: 38 CIC's for Public conveniences, Mayors Charity & VIC</p> <p>Ref Min no: 8 Debit card For DM application sent.</p> <p>Ref Min no: 8 Cllr Barker to pursue bank applications when banks are accepting new account holders.</p> <p>Ref Min no: 42 All supplier invoices paid from 14th December 2020</p> <p>Ref Min no: Finance & General Liability Risk Assessment – approved at the Full Council meeting 04/01/2021 Minute No 142</p> <p>Ref Min no: 34 Rusty bucket annual financial request approved at Full Council. 04/01/2021 Minute No 142</p> <p>Ref Min no: 42 November 2020 bank reconciliations sent to Cllr Dingle for authorisation, not known if completed. Cllr Gregory to authorise December 2020 bank reconciliations. Quick books accounting package was cancelled in October 2020. We have received a refund for the DDR error paid in October 2020</p>	<p>CSD- ongoing End March 21</p> <p>RFO -ongoing</p> <p>RFO -ongoing</p> <p>ISB, AT & MG</p> <p>RFO</p> <p>RFO -ongoing</p> <p>SB -ongoing</p> <p>Included in the Budget for 2021/2022</p> <p>RFO to action</p>
<p>53</p>	<p>Finance Authorisation of invoices It was resolved to approve all supplier invoices apart from a query on one invoice requiring more information of the work carried out.</p>	<p>RFO to action</p>

<p>Proposed by Cllr Barker seconded Cllr Gregory -all in favour.</p> <p>Bank Reconciliation December 2020 bank reconciliations to be sent to Cllr Gregory.</p> <p>HSBC The council's French twining group bank account has been successfully closed. The remaining balance of 14p has been transferred into the council's current account.</p> <p>Rental reviews It was approved for The Patient's carpark spaces to rise from £192 to £198 per annum (3.125% increase) from April 2020. Proposed by Cllr Miller seconded Cllr Gregory - all in favour. The Allotments is ongoing.</p> <p>19:30 Cllr Miller left the meeting. It was resolved that Calweton vets to remain at the current rate for 2021/2022 proposed by Cllr Toms seconded by Cllr Barker – all in favour. It was resolved that the Seafront store remain at the current rate for 2021/2022 proposed by Cllr Gregory seconded Cllr Barker – all in favour.</p> <p>Polkirt Arcade moved to part two.</p> <p>Terms of Reference-Finance committee It was resolved to approve the Finance Committee Terms of Reference document proposed by Cllr Barker seconded by Cllr Toms – all in favour.</p> <p>Priorities of the Finance Committee Further worked to be completed.</p> <p>Utilities Cllr Hannaford requested at a previous meeting that the council look at the possibility of having smart metres for water consumption. The RFO reported that Smart metres are not something that are available within the water sector yet. RFO to continue searching for new quotes for 2021 expiring electricity contracts.</p> <p>Income V Expenditure Hub income remains low currently. Interest in our visitor information new website is attracting interest in memberships, which is due to go live in early spring. Office wages costs are exceeding the budget, due to under estimating costs in the setting of the original budget. The Hub wages costs are also over budget. This has occurred from having two redundancies & an extra temporary member of staff. However, other hub costs remain very low, £41k below budget. The council continues to pay for toilet rates but hopes that the relief on these rates is passed in parliament soon.</p>	<p>RFO</p> <p>RFO</p> <p>SB & RFO</p> <p>RFO</p>
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	<p>In summary, although some costs are well below budget & others exceeding the budget, with a proportion of this due to Covid, where more analysis is required, the council expects to still arrive on budget for 2020/2021</p> <p>An ERDF (European Regional Development Fund) bid for 'opening up our high streets' has been submitted alongside Liskeard Town Council to maximise funding. A meeting with David Read from CC & relevant officers to be arranged to iron out a query that has been raised.</p> <p>Budget 2021/2022 Reserves re model More work to be completed at the SAM committee.</p>	<p>CDS, MG & RFO</p> <p>DC</p>
54	<p>Looe Devolution package Email No update</p>	
55	<p>Matters for Further or Urgent Discussions as Determined by the Chairman Cllr Barker proposed to move to part two seconded by Cllr Gregory</p>	
56	<p>To Move the Meeting to Part Two (Confidential) to discuss Financial matters. Polkirt Arcade The contract is up for renewal in March 2021. Cllr Gregory proposed that the lease is advertised for rent Cllr barker seconded – all in favour. It was resolved in the interest of security the premises require locks to be changed. Cllr Barker proposed seconded Cllr Gregory – all in favour.</p>	<p>CDS & DC to action</p>
57	<p>Date of next meeting: Monday 8th February 2021 Finance Committee Meeting 6pm</p>	

The Meeting closed at 20.05 pm.

Signed

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