

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Finance Committee**

Held at St Martin's Church Hall, Looe.

**On Monday 20<sup>th</sup> September 2021 at 6.00pm**

**Present:** Chairman: Councillor Simon Barker (SB)

**Councillors:** Martin Gregory (MG), Edwina Hannaford (EH), Jon Holmes (JH), Stephen Remington (SR)  
Viv Sullivan (VS) ,

**In Attendance:** Fiona Wilkes-Jones, Responsible Financial Officer (RFO)  
Mel Colton-Dyer, Commercial Strategy Director & Town Clerk (CSD)  
Karen Vaughan, Admin & Planning Officer (APO) - minute taking

91.	<b>Welcome</b>	<b>ACTIONS</b>
92.	<p><b>To Receive and Accept Apologies</b></p> <p>Apologies were received and accepted from Cllr Armand Toms and Cllr James Lundy. Cllr Hannaford apologised that she would need to leave the meeting early.</p> <p>The Chair welcomed Cllr Stephen Remington to the meeting and it was <b>RESOLVED</b> to co-opt him to the Committee on this occasion. Proposed by Cllr Barker, seconded by Cllr Sullivan. All in favour.</p>	
93.	<p><b>To Receive Declarations of Interest</b></p> <p>Cllr Hannaford declared an interest in anything pertaining to Cornwall Council and Cllr Holmes declared an interest in the Looe Allotments Society.</p>	
94.	<p><b>To Receive Questions from members of the public</b></p> <p>There were no members of the public present.</p>	
95.	<p><b>To Approve the Minutes of the Meetings held on 12<sup>th</sup> April 2021.</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 12<sup>th</sup> April 2021. Proposed by Cllr Hannaford, seconded by Cllr Gregory. Carried 3/3 abstentions as Cllrs Barker, Sullivan and Remington had not been present.</p>	

<p><b>96.</b></p>	<p><b>Matters arising from the minutes of the meeting held on 12<sup>th</sup> April 2021</b></p> <p>The RFO confirmed that the charge card had been received and the rates rebate for toilets had been paid.</p>	
<p><b>97.</b></p>	<p><b>To Elect a Vice Chair for the Finance Committee</b></p> <p>The Chair asked for volunteers and CSD suggested that Cllr Toms, although not present, may be interested in taking the role. It was <b>RESOLVED</b> that Cllr Gregory would be appointed as Vice Chair of the Finance Committee. Proposed by Cllr Barker, seconded by Cllr Hannaford. All in favour.</p>	
<p><b>98.</b></p>	<p><b>Finance</b></p> <p><b>Bank reconciliations</b> The RFO confirmed that all Councillors had seen the April reconciliation and advised that May and June had also been provided to the Chair for approval. It was suggested that the RFO also provide July and August so that all those outstanding could be circulated to Councillors together.</p> <p><b>Bank Authorisers</b> The RFO advised that there were currently only two councillors able to authorise transactions as well as herself – Cllrs Hannaford and Barker. After discussion, it was agreed that Cllr Gregory would apply for a new PIN; Cllr Sullivan would visit bank in person; and that Cllr Toms would need to reapply.</p> <p>A question was raised about whether this meant just three people could currently authorise all payments on behalf of the Council. CSD confirmed that this was the case and thanked the RFO and Cllrs Hannaford and Barker for ongoing management these on behalf of the Council.</p> <p><b>Standing Orders</b> Cllr Gregory asked whether it was still intended to move salaries to Standing Orders (SO) and the Chair suggested that auditors may be unhappy with this. The RFO confirmed that 3 authorisers are still required for a SO each time they are paid and she explained the advantage to her in setting up Standing Orders for this.</p> <p>It was <b>RESOLVED</b> to set salary payments up as standing orders for a trial period to be reviewed at the next Finance meeting. Proposed by Cllr Gregory, seconded by Cllr Holmes. All in favour.</p> <p><b>AGAR Final Report</b> The RFO advised the Committee that the AGAR report and certificate had both been uploaded to website and posted on noticeboards. She explained that there was no statutory timeframe to keep this posted and suggested a 30 day period. MCD confirmed that it would continue to be available on the website. It was</p>	<p><b>RFO/SB</b></p> <p><b>MG/VS/AT</b></p>

RESOLVED to remove AGAR report and certificate from noticeboards after a period of leave on boards for 30 days. Proposed by Cllr Barker, seconded by Cllr Holmes. All in favour.

### **Income & Expenditure 2021-22**

The Chair checked that all Committee members had received and reviewed the accounts produced. A question was raised about the item labelled 'Miscellaneous income' and the RFO advised that this was the previous year's toilet rebate. Under budget by 19-20k. The RFO displayed figures and clarified points with Councillors.

Cllr Remington complimented the RFO on clarity of information provided and asked whether a revised forecast was done during each year. The Chair advised that this had not been done in the past, although there is an informal review, and a formal mid-year forecast may be considered necessary in future.

Cllr Hannaford asked for more information about the comparisons to forecasted figures and whether, in future, some narrative could be added about this. Cllr Barker explained the current figures and it was agreed that he would add narrative at his reviews with RFO.

SB

### **Draft budget 2022-2023**

The RFO explained the range of options which she had applied to model budgets for next year and there was a discussion about the likely continued impact of Covid-19 in the longer term. The RFO stated that she had contacted other Officers about forecasting their likely costs for, e.g. Community Hub and Services & Assets, and would use their input to develop budgets further.

Cllr Hannaford pointed out that nothing had been budgeted for elections but that this was always a possibility and even uncontested elections carried a cost.

Members also discussed precept income, reserves, current over/under spend and confirmed their understanding of the figures provided. The RFO advised that information would be clearer in November when Council Tax rates had been announced.

Cllr Hannaford raised a question about ongoing contract costs and the RFO confirmed that a register was being developed to better manage these and understand committed costs.

The CSD advised that salary increases had been budgeted at 1% for the current year and 1.5% for the next year. Cllr Remington asked what LTC policy was on salary increases and the Chair confirmed that these were agreed in line with NALC recommendations.

Questions were raised about several budget lines including hub income and the operating costs of public toilets. The Chair stated that a number of decisions

	<p>would be needed from Council before a final budget could be agreed in November.</p> <p>Cllr Hannaford left the meeting</p> <p><b>Ear-marked Reserves</b> The RFO advised that this had not yet been completed. The Chair expressed a need to set a deadline for committees to inform the RFO of any amounts of money which had been previously allocated for specific items. Cllr Gregory suggested that any such items should now require committee chairs to re-bid for funding.</p> <p><b>Donation Request – St Martins</b> The Chair explained that LTC had paid an annual amount for grass cutting at St Martins cemetery and the annual request for this had been received. It was suggested that, for consistency, they should provide accounts to move to ‘standing’ donation like, for example, Looe in Bloom. It was RESOLVED to request accounts from St Martins Cemetery. Proposed by Cllr Sullivan, seconded Cllr Holmes. All in favour.</p>	
99.	<p><b>Other Urgent Business as Determined by the Chair</b></p> <p>No matters</p>	
100.	<p><b>To Move the Meeting to Part Two (Confidential) to discuss Financial matters.</b></p> <p>No matters</p>	
100.	<p><b>Date of next Finance Committee meeting:</b></p> <p>Monday 8<sup>th</sup> November 2021 at 6pm</p>	

**The Meeting closed at 6.50pm.**

Signed .....

Date.....