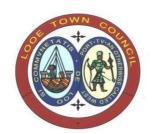
LOOE TOWN COUNCIL KONSEL TRE LOGH



MINUTES OF THE Finance Committee

Held at St Martin's Church Hall, Looe.

On Thursday 14th March 2022 at 6.00pm

Present: Councillor Simon Barker (SB)- Chair; Cllr Edwina Hannaford (EH),

Cllr James Lundy (JL)I Cllr Martin Gregory (MG),

Cllr Armand Toms (AT)

In Attendance: Fiona Wilkes-Jones, Responsible Financial Officer (RFO)

Karen Vaughan, Admin & Planning Officer (APO) - minute taking

111	Welcome	ACTIONS
	The Chair welcomed everyone to the meeting	
112	To Receive and Accept Apologies	
	Apologies were received and accepted from Cllr Stephen Remington	
113	To Receive Declarations of Interest	
	Cllr Hannaford declared an interest in anything pertaining to Cornwall Council. Cllr Toms declared an interest in anything pertaining to Looe Harbour Commission, Looe Development Trust and Cornwall Council.	
114	To Receive Questions from members of the public	
	There were no members of the public present.	
115	To Approve the Minutes of the Meetings held on 20th January 2022	
	It was RESOLVED to approve the minutes of the meeting held on 20 th January 2022. Proposed by Cllr Toms, seconded by Cllr Hannaford. Carried 4/1 abstention as Cllr Gregory had not been present at that meeting.	

116	Matters arising from the minutes of the meeting held on 20 th January 2022	
	Minute 98 – The Chair checked whether the issue of bank authorisers was now resolved and Cllr Gregory advised that he had received everything required, and Cllr Toms stated that he needed to discuss again with RFO to take forward. Minute 98 – The RFO confirmed that CSD had written to St Martins	RFO contact Clir Toms
	Minute 107.1 – It was agreed that Cllr Barker and RFO would discuss the Millpool survey outside of this meeting	RFO contact Cllr Barker
	Minute 107.2 – The RFO confirmed that the Christmas lights invoice had been paid	RFO
	107.3 – It was agreed that Cllr Barker and RFO would work on any necessary transfer of Looe Town Council funds	contact Clir Barker
	107.5 – The Chair confirmed that he had re-done the Financial Risk Register and that there was little change from the previous year	RFO & Cllr Barker to check
	107.8 – The RFO confirmed that information on account 9001 Looe NDP had been circulated to members as requested	changes
	107.11 – The Chair confirmed that the question of granting money to support waste collections had been moved to the Town Team in the interests of working with other organisations on that issue.	
117.1	Finance - Supplier payments list for authorisation - Invoices of significance	
	The RFO explained that there had been a query with FARAJ who had advised that the cost of the visual report completed was £100 plus travelling expenses which amounted to £150 hence total £250. Members expressed concern and were disappointed with this unexpected cost but agreed that this had to be paid as the work had been carried out in line with request.	
	The RFO advised that WARWICK LITE costs had been queried and they had confirmed that a site visit had been completed. They had explained that roof repairs were needed and the expectation was that LTC would pay 1/9 th of required costs for the whole property. The Chair asked whether the 1/9 th had been paid historically and RFO confirmed that this had been the case as an annual charge. It was agreed that the lease and contractual obligations for the property should be reviewed; and comparison quotes requested (via Warwick Lite) prior to any further payments being made, and that LTC would discuss	RFO to check with CSD/ solicitor
	queries with Looe Development Trust as a fellow tenant.	

117.2	Finance - Bank reconciliations member checks completed	
	The Chair advised that he had checked a number of these but needed to speak to RFO to ensure that all had been received.	RFO discuss with Cllr Barker
	The RFO confirmed that she had checked the Wheelchair account with regard to donations for Looe Lifeboat and Liskeard Lions.	
117.3	Finance – Financial Risk Register	
	It was agreed that the Chair SB and RFO would meet with regards to this item and update members at next Finance Committee meeting.	RFO discuss with Cllr Barker
117.4	Finance – SAGE Review	
	The RFO advised that she was very happy to continue using SAGE and she confirmed that the current cost was £105 per month which could vary during the year depending on number of employees on payroll. Cllr Gregory asked whether there was more than one user and it was agreed to review where the 2 nd user should be allocated once a new Town Clerk had been appointed.	RFO to review
117.5	Income & Expenditure 2021-22 V11 final version	
	Cllr Barker queried a £22,020 spend from earmarked reserves in February and the RFO advised that this was the cost of toilet charging facilities as previously agreed at Full Council.	
117.6	Earmarked Reserves	
	Cllr Barker asked about the figure carried forward from the Coca Cola legacy which had originally been allocated for adult gym equipment and it was agreed to leave this in reserves until more scoping had been completed.	
	It was RESOLVED to recommend the Earmarked Reserves report, as presented, to the next meeting of Full Council on 4 th April 2022. Proposed by Cllr Barker, seconded by Cllr Toms. All in favour	RFO add to agenda FC
117.7	Car Park Rental Income continued review	
	The RFO confirmed that posters had been put up around Looe and spaces advertised on LTC website and social media. It was agreed that the price for the Patients car park spaces would remain the same as last year £198.00.	

117.8	Insurance	
	ensued and members queried a number of points about the insurance arrangement and whether builder was still available for the work. It was agreed that Cllr Toms would contact the builder and that RFO would discuss	Cllr Toms contact builder RFO discuss with insurance broker
117.9	NALC – recommended pay rises for 2021/22	
	The second district and se	RFO to action payroll
117.10	Water provider	
	The RFO advised that she had received one quote and was intending to contact other providers for more comparisons	RFO gather quotes
117.11	Finance - Donations	
	agreed that Cllr Barker would contact the applicant for more information about	Cllr Barker contact applicant for confirmation
117.12	Rental Debt	
	The RFO advised that the accumulated debt from previous tenant could not be claimed through Looe Town Council's insurance and it was agreed that RFO would start a small claims case.	RFO
118	Other Urgent Business as Determined by the Chair	
	No matters	
119	To Move the Meeting to Part Two (Confidential) to discuss Financial matters.	
	No matters	

120.	Date of next Finance Committee meeting:	
	11 th July 2022	

The Meeting closed at 7.35pm	Signed
	Date