

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Finance Committee**

Held at St Martin's Church Hall, Looe.

**On Thursday 14<sup>th</sup> March 2022 at 6.00pm**

**Present:** Councillor Simon Barker (SB)- Chair; Cllr Edwina Hannaford (EH),  
Cllr James Lundy (JL)| 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	<b>To Receive and Accept Apologies</b>  Apologies were received and accepted from Cllr Stephen Remington	
113	<b>To Receive Declarations of Interest</b>  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	<b>To Receive Questions from members of the public</b>  There were no members of the public present.	
115	<b>To Approve the Minutes of the Meetings held on 20<sup>th</sup> January 2022</b>  It was <b>RESOLVED</b> to approve the minutes of the meeting held on 20 <sup>th</sup> January 2022. Proposed by Cllr Toms, seconded by Cllr Hannaford. Carried 4/1 abstention as Cllr Gregory had not been present at that meeting.	

<p><b>116</b></p>	<p><b>Matters arising from the minutes of the meeting held on 20<sup>th</sup> January 2022</b></p> <p>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.</p> <p>Minute 98 – The RFO confirmed that CSD had written to St Martins</p> <p>Minute 107.1 – It was agreed that Cllr Barker and RFO would discuss the Millpool survey outside of this meeting</p> <p>Minute 107.2 – The RFO confirmed that the Christmas lights invoice had been paid</p> <p>107.3 – It was agreed that Cllr Barker and RFO would work on any necessary transfer of Looe Town Council funds</p> <p>107.5 – The Chair confirmed that he had re-done the Financial Risk Register and that there was little change from the previous year</p> <p>107.8 – The RFO confirmed that information on account 9001 Looe NDP had been circulated to members as requested</p> <p>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.</p>	<p><b>RFO contact Cllr Toms</b></p> <p><b>RFO contact Cllr Barker</b></p> <p><b>RFO contact Cllr Barker</b></p> <p><b>RFO &amp; Cllr Barker to check changes</b></p>
<p><b>117.1</b></p>	<p><b>Finance - Supplier payments list for authorisation - Invoices of significance</b></p> <p>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.</p> <p>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<sup>th</sup> of required costs for the whole property. The Chair asked whether the 1/9<sup>th</sup> 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 queries with Looe Development Trust as a fellow tenant.</p>	<p><b>RFO to check with CSD/ solicitor</b></p>

117.2	<p><b>Finance - Bank reconciliations member checks completed</b></p> <p>The Chair advised that he had checked a number of these but needed to speak to RFO to ensure that all had been received.</p> <p>The RFO confirmed that she had checked the Wheelchair account with regard to donations for Looe Lifeboat and Liskeard Lions.</p>	RFO discuss with Cllr Barker
117.3	<p><b>Finance – Financial Risk Register</b></p> <p>It was agreed that the Chair SB and RFO would meet with regards to this item and update members at next Finance Committee meeting.</p>	RFO discuss with Cllr Barker
117.4	<p><b>Finance – SAGE Review</b></p> <p>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<sup>nd</sup> user should be allocated once a new Town Clerk had been appointed.</p>	RFO to review
117.5	<p><b>Income &amp; Expenditure 2021-22 V11 final version</b></p> <p>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.</p>	
117.6	<p><b>Earmarked Reserves</b></p> <p>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.</p> <p>It was <b>RESOLVED</b> to recommend the Earmarked Reserves report, as presented, to the next meeting of Full Council on 4<sup>th</sup> April 2022. Proposed by Cllr Barker, seconded by Cllr Toms. All in favour</p>	RFO add to agenda FC
117.7	<p><b>Car Park Rental Income continued review</b></p> <p>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.</p>	

<p><b>117.8</b></p>	<p><b>Insurance</b></p> <p>The RFO advised that the last quote for work needed at the Guildhall Toilets would take the Town Council over its claims limit as the maximum claim allowable is 40% of premiums paid in that policy year. A long discussion 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 insurance arrangements again with the broker involved.</p>	<p><b>Cllr Toms contact builder</b></p> <p><b>RFO discuss with insurance broker</b></p>
<p><b>117.9</b></p>	<p><b>NALC – recommended pay rises for 2021/22</b></p> <p>The Chair advised that Staffing Committee had approved the pay increase recommended by NALC which was a 1.75% rise with effect from 1<sup>st</sup> April 2021.</p>	<p><b>RFO to action payroll</b></p>
<p><b>117.10</b></p>	<p><b>Water provider</b></p> <p>The RFO advised that she had received one quote and was intending to contact other providers for more comparisons</p>	<p><b>RFO gather quotes</b></p>
<p><b>117.11</b></p>	<p><b>Finance - Donations</b></p> <p>The RFO advised that money had been set aside for youth groups and an application for a donation had been received from Boundless Trust, which had been circulated to members. A question was raised about the match funding required by LTC Donations Policy and how the money would be used. It was agreed that Cllr Barker would contact the applicant for more information about this and how funding would be utilised.</p>	<p><b>Cllr Barker contact applicant for confirmation</b></p>
<p><b>117.12</b></p>	<p><b>Rental Debt</b></p> <p>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.</p>	<p><b>RFO</b></p>
<p><b>118</b></p>	<p><b>Other Urgent Business as Determined by the Chair</b></p> <p>No matters</p>	
<p><b>119</b></p>	<p><b>To Move the Meeting to Part Two (Confidential) to discuss Financial matters.</b></p> <p>No matters</p>	

120.	<b>Date of next Finance Committee meeting:</b> 11 <sup>th</sup> July 2022	
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**The Meeting closed at 7.35pm**

Signed .....

Date.....