



LOOE TOWN COUNCIL

KONSEL TRE LOGH

The Guildhall, Fore Street, East Looe PL13 1AA

Tel: 01503 262255

Clerk to the Council: Mrs Anne Frith

VAT Reg: 381 5093 50

31st May 2016

To the Members of the Finance and General Purposes Committee
LOOE TOWN COUNCIL

Ladies and Gentlemen

Your are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe PL13 1AA on:

Tuesday 7th June 2016 at 7.00pm

Yours faithfully

Town Clerk

AGENDA

1. Apologies
2. To Receive Questions or Statements from Members of the Public
4. To Receive Declarations of Interest
5. To Approve the Minutes of the Meeting of 17th May 2016
(Minute Nos: 1 - 12 inc)
6. Matters arising from the Minutes of the Meeting of 17th May 2016
7. Financial
 - a) To Discuss Further the Purchase/Lease of a Council Van
 - b) To Review Profit & Loss for April 2016
 - c) To Review the end of year Accounts and Annual Return 2015/2016 and associated documents and make Recommendation to Full Council to Approve
 - d) To Review the Internal Audit Report
 - e) Update on Accounts Migration to Quickbooks Cloud
7. To Review and Resolve Requests for Financial Assistance
8. Correspondence (For Information Only)
9. Procedures
 - a) To Review Council Member Attendance
 - b) To Discuss a Document Retention Policy
 - c) To Discuss a Pensions Policy
 - d) To Discuss a CCTV Policy
10. Matters for Further or Urgent Discussion as Determined by the Chairman (For Information Only)

NOTE: If any person (Councillors or members of the public) have any questions the Clerk must be notified by Monday 6th June 2016

Please ensure all Confidential and Pink Papers are returned to the Clerk immediately after this meeting, thank you

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.