



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

6th February 2017

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:

Monday 13th February 2017 at 7.00pm

Yours faithfully

Town Clerk

AGENDA

1. Apologies
2. To Receive Questions or Statements from Members of the Public
3. To Receive Declarations of Interest
4. To Approve the Minutes of the Meeting of 6th December 2016
(Minute Nos: 64 - 76 inc))
5. Matters arising from the Minutes of the Meeting of 6th December 2016
6. Financial
 - a) To Review Profit & Loss to 31st January 2017 and Cumulative Budget
 - b) To Discuss an Alternative Accounting System
7. To Review and Resolve Requests for Financial Assistance
8. Correspondence (For Information Only)
9. Procedures
 - a) To Discuss and Formulate a Safeguarding Policy
 - b) To Discuss and Formulate a Write-Off Policy
 - c) To Arrange a Timetable for Review of all Policies
 - d) To Arrange a Review and Update of Standing Orders
 - e) To Arrange a Review of the Risk Assessment
10. To Discuss all matters referred from other Committees
11. Matters for Further or Urgent Discussion as Determined by the Chairman
(For Information Only)
12. To Move the Meeting to Part Two

PART TWO

13. To Discuss and Review Tenders for Book Keeping Services and make Recommendation to Full Council

NOTE: If any person (Councillors or members of the public) have any questions the Clerk must be notified by Friday 10th February 2017. If any members of the public wish to attend this meeting please notify the Town Council office by midday on Friday 10th February 2017.

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.