



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

1st April 2019

To the Members of the Finance Committee
LOOE TOWN COUNCIL

Ladies and Gentlemen

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

Monday 8th April 2019 at 7.00pm

Yours faithfully

Town Clerk

AGENDA

1. Apologies
2. To Receive Declarations of Interest
3. To Approve the Minutes of the Finance Meeting held on 11th February 2019
(Minute Nos: 63 - 77 inc)
4. Matters arising from the Minutes of the Finance Meeting held on 11th February 2019
5. Financial
 - a) To Review Profit & Loss to February 2019 and Cumulative Budget to February 2019
 - b) To Review the Interim Audit Report and Member Internal Audit
 - c) To Approve the Draft Business Continuity Plan
 - d) To Review Accounting Package Currently Used
6. Procedures
 - a) To Review Procedures Policies and Prioritise those Needed for Devolution including the Staff Handbook
 - b) To Review the Risk Assessment of July 2018
 - c) To Create a Programme for Updating Standing Orders, Financial Regulations and all Policies including a Room Rental Policy
7. To Review and Resolve Requests for Financial Assistance
8. Correspondence (For Information Only)
9. To Discuss all matters referred from other Committees
10. Matters for Further or Urgent Discussion as Determined by the Chairman
(For Information Only)
11. To Move the Meeting to Part Two to Discuss Quotations for Library

PART TWO

12. To Discuss and Resolve Quotes for Telephone and Internet, CCTV Relocation, Alarm System, Door Access, Removal Cost to Relocate and Fire Alarm
13. To Discuss and Resolve Salary Increase
14. To Discuss Letter Received from Looe Allotment Association
15. To Discuss Letter Received from Saville's Re Rent Review

NOTE: If any person (Councillors or members of the public) have any questions, correspondence or wish to make representation the Clerk must be notified by noon on Friday 5th April 2019.

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.