



LOOE TOWN COUNCIL

MINUTES of a meeting of the Policy, Strategy and Finance Committee held on Monday 16th September 2019 at 7.00 pm in the TIC, Fore Street, East Looe.

PRESENT: - Councillor D Bryan (Chairman), M Gregory (Town Mayor), Mrs. E Hannaford, J Lundy, Mrs. V Sullivan and A Toms plus the Interim Town Clerk.

Open Forum

A question was posited on the question of Council charges to the Looe Live festival, principally covering expenditure on servicing the public conveniences both labour and consumables with the additional implication that Looe Live would be responsible for any damages. The possibility of a compromise was discussed although the Mayor explained that a decision had been made by the Devolution and Development (D&D) Committee as to the charges to be made and this instruction had been carried out by the officer. The Mayor went onto explain the rationale behind the reasoning leading to the decision of the D&D Committee. After further discussion it was recommended that a record of the additional costs are retained and that the Town Council considers any support for tourism initiatives are considered in line with Council strategy and budget considerations.

(Councillors Mrs E Hannaford, Mrs V Sullivan and A Toms all declared a non-registerable interest (NRI) in the discussions as a result of their involvement in Looe Live).

	ACTION
<p>42-19PSF Apologies for Absence Apologies for absence were submitted on behalf of the Councillor C Rose (Deputy Town Mayor), Councillors J Dingle and P Penhaligan.</p>	
<p>43-19PSF Declarations of Interest relating to items on the Agenda Non-Registerable Interests (NRI) were declared by Councillor D Bryan – All matters relating to the Royal British Legion (RBL) as the President of the organisation.</p>	
<p>44-19PSF Co-option of Members: - It was resolved (Chairman proposed and Mayor seconded) that both Councillors J Lundy and A Toms are co-opted onto the Committee.</p>	
<p>45-19PSF Minutes of the previous meeting It was resolved (Proposed by the Town Mayor and seconded by Councillor Mrs. V Sullivan) that the minutes of the meeting, held on Monday 15th July 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>46-19PSF Matters Arising a) Accounting Package: - Pursuant to minute 18.2 the Interim Clerk reported receipt of emails from the External Auditor requiring answers to points on the returned documents relating to the annual return. The Clerk has contacted the internal Auditor and additionally, is establishing the audit trail from the</p>	



<p>accounts to the AGAR. The Clerk/RFO will communicate with the external and internal auditors on this matter. In addition to the External Auditor query and current financial operation with due deference to the Council strategy, Risk Assessments and the Business Continuity Plan, it was resolved (Chairman proposing and the Mayor seconding)</p>	
<p>i) that the Interim Clerk/RFO explore with a view to implementing a suitable accounting and management information system (MIS) package that will meet the criteria of legislation (in particular the Accounts and Audit Regulations Part 2 Para 4) and the revised needs and requirements of Looe Town Council, to integrate more fully the council operations.</p> <p>ii) Integrating and aligning other financial actions (e.g. budget integration, purchase orders) into the finance system are important for the production of management accounts. Currently these processes were taken in isolation from the core financial package. This consolidation together with the operational procedure would also be a key consideration in selecting the correct package.</p> <p>iii) The budget process is undertaken using Council strategy and operational resource requirements as the baseline, the involvement of the relevant committees (subject to the terms of reference) and the introduction of Project Initiation Documents (PID's) and Project Statements (PS). This will ensure a robust budget setting process.</p>	<p>Interim Clerk/RFO</p>
<p>b) Staff Handbook: - Pursuant to minute 18.3, the interim Town Clerk was asked to review the Council HR procedures and processes and in particular the HR policy framework. This would also include the staff handbook. In response to the additional work to review the structure, policy and other procedure reviews and introductions, it was resolved (Chairman proposed, Mayor seconded) that the Clerk is allowed and additional 5 hours of homeworking (making 20 in total) to help undertake this piece of work. The additional hours would commence on the 1st October 2019. The Clerk also urged a resource review, targeting council resources especially with the devolution and delegation programme that the council wished to embark upon.</p>	<p>Interim Clerk/RFO</p>
<p>c) To approve Bank Signatories: - Pursuant to minute 20 it is recommended (Councillor A Toms proposing and the Mayor seconding) that the Alignment with the Council Financial Regulations for BACS payments that only 2 members sign cheque and authorise BACS [any 2 from 4 signatories]. The RFO would have the ability to read on-line documents and produce the on-line payments schedule but not authorise any payments. The process of purchase order production and receipting goods should ensure a clear separation of financial duties and should be reviewed within the internal controls protocols.</p>	<p>Signatories /RFO</p>
<p>d) Policy Reviews: - Pursuant to minute 21.1 & .2 reviews of policy documents would be part of the on-going brief. The Interim Clerk produced the proposed Volunteering Policy that is based on the Cornwall Council policy/guidelines. The Clerk suggested that the Council should commence the recruitment process for volunteers especially for the Library Hub, given the short period of time prior to opening the Library. After considering the document a further it was resolved (Councillor Mrs. V Sullivan proposing and the Mayor seconding) that the document is approved subject to the deletion of requirement to obtain references and in consideration of the suggestions from the Library Assistant to bespoke the policy for Looe Town Council.</p>	<p>Interim Clerk/RFO</p>
<p>e) Facebook Administration: - Pursuant to minute 21 (b) it was suggested that this protocol should form part of the overall communication strategy to be formulated for consideration by the new Commercial Director</p>	



<p>and that the Library Hub Manager should be part of the discussions when formulating the relevant protocol.</p>	
<p>47-19PSF Committee Terms of Reference The interim Clerk/RFO spoke on the requirements to compile terms of reference for each Committee. The general areas of responsibility and accountability for each Committee, the Council delegation of responsibility and accountability to each Committee and policy/procedures/protocols delegated to each Committee for review. The terms could then be put in place. It was also noted that should any sub-committees or working parties be formed, then the terms of reference for the sub-committee or working party had to be written by the relevant Committee [or Council if the Working Party is formed by the Council] prior to the sub-committee or working party arranging a meeting.</p>	<p>Committee Chairman/ Interim Clerk/RFO</p>
<p>48-19PSF Items Referred to this Committee: - a) Library Signage: - Councillor Mrs E Hannaford presented photograph of the Library Hub with the proposed signage. Councillor Mrs Hannaford confirmed that the cost of the signage would be £497.36 including scaffolding and painting. It was resolved (Mayor proposing and Councillor Mrs Hannaford seconding) to proceed with the quotation and it was further suggested that whilst the scaffolding is in place to undertake further painting of the windows and soffit above the library signage. A decision on other parking signage has been deferred to officers and Library staff to implement using standardising wording and formatting.</p>	<p>Project Manager Officers</p>
<p>49-19PSF Expense Reimbursement for Councillors: - Members were reminded that expenses can be reclaimed provided the reason for incurring the expenditure has been approved by Council. The terms governing expenses are within legislation and other protocols.</p>	
<p>50-19PSF Requests for Financial Assistance: - a) Cornwall Air Ambulance - An application form has been forwarded to this organisation and on receipt of the completed form the application will be reconsidered. b) Request to Fund Planters – Councillor J Lundy briefed the Committee on the history of the project and explained the reason for the application. After considering the matter it was resolved (Councillor A Toms proposing and the Chairman seconding) that the Council would contribute to a ceiling of £150 toward the project. c) Friends of Special Guardians – Receipt was reported of an email on this subject. It was suggested that the Council are mindful to grant £1,000 and that the organisation should reapply in April at the commencement of the new financial year. d) Sue Brownlow - Heritage Trail – Members were made aware that both Looe and Liskeard Town Council were being asked for a contribution. Prior to considering this matter further the Clerk was asked to contact Liskeard Town Council and ascertain if any contribution is being made and if so the value. e) Looe Development Trust – Request for grant {£1,500} toward Christmas Lights –</p>	<p>Interim Clerk/RFO Interim Clerk/RFO Interim Clerk/RFO</p>



<p>Following receipt of brief expenditure information and a discussion it was resolved (Town Mayor proposing and Councillor A Toms seconding) that the Council grant £1,500 toward the cost of Christmas lights in the town.</p> <p>f) Atlantic Challenge (Max Evans) – Request for financial assistance. Members noted that the applicant although living outside of the parish not only attended Looe School but participates in sporting activities in the town. Members noted the benefits to the town of supporting the challenge and it was therefore resolved (Town Mayor proposing Councillor A Toms seconding) that the Council grant £250 as requested by the applicant subject to the usual terms of reference,</p> <p>g) East Looe Town Trust – Request for financial assistance toward a tractor Noted. It was further noted that financial information had been included in the email. After discussing the matter, it was recommended to defer this request to Council for further consideration.</p> <p>h) Looe RBL – Request for Lawn Mower to cut the grass at the War Memorial. Noted. It is further understood that the Council holds funds established by a former Mayor for purposes such as these. After discussing the matter it was resolved (The Mayor proposing and Councillor Mrs. V Sullivan seconding) that the Council allocate a “ceiling” sum of £150 for the purchase of a suitable lawnmower given the maintenance of this area is a town council responsibility.</p>	<p>Interim Clerk/RFO</p> <p>Interim Clerk/RFO</p> <p>Council</p> <p>Interim Clerk/RFO</p>
<p>51-19PSF Allotment Lease Members discussed the proposed transfer lease transfer from the Diocese to Looe Allotment Association. In answer to a question from the Mayor on this Council’s duty to provide allotments the Clerk replied that referred unless such allotments cannot be obtained at a reasonable rent and on reasonable conditions by voluntary arrangement between the owners of land suitable for such allotments and the applicants then the Council has to act. (Small Holdings and Allotments Act 1908 sec 23 refers). Member acknowledged that there are vacant plots available and that the rents are reasonable, therefore this piece of legislation is complied with. After further discussion it was recommended (Chairman proposed and Councillor Toms seconded) that the Council surrenders and disposes of the lease and seeks to ask the Diocese to transfer to the Looe Allotment Association.</p>	<p>Council</p>
<p>52-19PSF Date of next meeting Monday 4th November 2019.</p>	
<p>53-19PSF Any Business that has been disclosed to the Chairman and members prior to the meeting (for information) None</p> <p>Meeting Closed at 8.59 pm _____ Chairman</p>	