



LOOE TOWN COUNCIL

MINUTES of a meeting of the Policy, Strategy and Finance Committee held on Monday 11th November 2019 at 7.00 pm in the Council Chamber, Library and Council Offices, Millpool, West Looe.

PRESENT: - Councillor D Bryan (Chairman), M Gregory (Town Mayor), Councillor C Rose (Deputy Town Mayor), Councillors J Dingle, Mrs. E Hannaford and Mrs. V Sullivan plus the Interim Town Clerk.

Also present: - Councillors J Lundy, J Newman and A Toms.

The interim Clerk pointed out that appointments to Committees are made by Council and that without robust terms of reference and a scheme of delegation for Committees, any non-Committee members attending should be afforded the ability to speak by either compliance/reference to Standing Orders or by invitation by the Chairman. The Interim Clerk also suggested that in the meantime the Council could allow a system of substitution.

Open Forum

There were no questions from the public.

	ACTION
<p>54-19PSF Apologies for Absence Apologies for absence were submitted on behalf of the P Penhaligan.</p>	
<p>55-19PSF 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. Councillor A Toms - All matters relating to the RBL as a member of the organisation.</p>	
<p>56-19PSF Minutes of the previous meeting It was resolved (Proposed by the Deputy Town Mayor and seconded by Councillor Mrs. V Sullivan) that the minutes of the meeting, held on Monday 16th September 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>57-19PSF Matters Arising a) Accounting Package: - Pursuant to minute 46-19PSF (a) the RFO detailed issues and data with the current system and intended to use a different system to produce accurate information for the Council to monitor within the internal control and business risk management framework. The information into the new system would commence from start point when the submissions to audit was co-terminus with end of year. This would give an accurate monthly management accounts and reconciliation. This action and strategy would meet the criteria of the 2015 Accounts and Audit Regulations Part 2 Para 4 being within the legal remit of the RFO. b) Staff Handbook: - Pursuant to minute 46-19PSF (b), the interim Clerk announced that the allocated additional hours were sporadic and therefore were not being claimed. The Clerk then spoke on the Staff</p>	RFO



<p>handbook highlighting specific sectors but mainly focusing on the Member/Officer protocols for the benefit of new members and staff. The Clerk cited previous legislation as a case history and answered question from members. It was also resolved (Councillor Mrs. V Sullivan proposing and Councillor Mrs. E Hannaford seconding) that references to the Town Clerk are changed to read Commercial Strategy Director.</p> <p>c) Bank Signatories: - Pursuant to minute 46-19PSF (c) the Deputy Town Mayor confirmed more issues had been experienced with the deposit accounts as the previous Clerk was still to be removed from the accounts. After a brief discussion it was reported that the Council are pressing the bank for immediate action following which the Mayor expressed thanks to the Deputy Town Mayor for his work on this matter. The absence of a robust business continuity plan and internal controls were reported and highlighted as key contributory factors to the current problems.</p> <p>d) Committee Terms of Reference: - Pursuant to minute 47-19PSF the interim Clerk requested that the Committee Chairmen confirm the areas of responsibility that each Committee was working within and also what has been assigned to each Committee within the Scheme of Delegation to ensure that decisions made at Committee meetings were not ultra-vires. A reply is awaited from each of the Committee Chairmen.</p> <p>e) Allotment lease: - Pursuant to minute 51-19PSF members confirmed that this Council would meet costs equally with the Looe Allotment Association for expenditure specifically linked to the lease transfer. Members also requested sight of the minutes from the Allotment Association confirming the organisation has agreed to the proposed lease transfer. Members would furnish the interim Clerk with the contact details of the principal officer at the association.</p>	<p>Interim Clerk</p> <p>Interim Clerk</p> <p>Interim Clerk/ Director</p>
<p>58-19PSF Council Banking Arrangements and proposed Investment Strategy</p> <p>The RFO referred to a recent transaction with the allocation of funds to purchase of a lawn mower for use at the War Memorial. The RFO commented on the procedure used and further that the specific finances for the war memorial had been subsumed into the "general fund" some 8-9 years earlier. After further consideration and in the circumstances, it was resolved (Mayor proposing and Deputy Mayor seconding) that the finances for the lawn mower are now given as a grant to the RBL. It was also recommended that the Council undertake a condition survey on the railings surrounding the war memorial and make financial provision for repairs.</p> <p>The RFO the presented a proposed Investment Strategy for the Council. The RFO detailed legislation and how the proposed strategy would operate maximizing potential and simultaneously minimizing risk. After considering the matter further it was resolved (Chairman proposing and Mayor seconding) that this Council adopts the proposed Investment Strategy and in addition</p> <p>i) Includes a section that this Council confirms its commitment to an ethical policy and will not invest in organisations that are involved in the fossil fuel or similar industries.</p> <p>ii) That the deposit accounts with Lloyds Bank are closed with all finances transferred into the current account.</p> <p>iii) The RFO will make contractual arrangements for with Cornwall Council and the CCLA for investments from this Council in compliance with the Council Investment Strategy.</p>	<p>Amenities Manager</p> <p>RFO</p>



<p>59-19PSF External Auditors Report</p> <p>The RFO drew attention to the external auditor’s report. The external auditor had firstly questioned the original supporting documents to the AGAR as being incorrect. The RFO reported that he had submitted the corrected documents using information from the year end Council finance package that had been agreed by Council as correct. However, the internal auditor’s report had also identified the failure of the Council to carry out risk assessments and manage those risks even though the council had answered “yes” on the AGAR. The external auditor reported the findings were consistent with weaknesses identified by the internal auditor. The Committee resolved (Mayor proposing and Deputy Mayor seconding) to undertake a thorough review of the weaknesses identified by both auditors and under the direction of the RFO, introduce corrective actions.</p>	RFO
<p>60-19PSF Items Referred to this Committee: -</p> <p>a) East Looe Town Trust – Request for financial assistance for a tractor: - This matter was referred to council when the outstanding information on contributions from other sources would be promulgated to members and it is recommended that a decision is made at Council.</p>	Council
<p>61-19PSF Requests for Financial Assistance: -</p> <p>a) Cornwall Air Ambulance – New Heli Appeal Noted. After considering the matter it was resolved (Town Mayor proposing and Councillor J Dingle seconding), that this Council grant £300 to the appeal.</p> <p>b) Merlin – Merlin MS Centres – Noted. After considering the matter it was resolved (Town Mayor proposing and Councillor J Dingle seconding), that this Council grant £250 toward the centres.</p>	Interim Clerk Interim Clerk
<p>62-19PSF Proposed formation of a Cabinet</p> <p>The Deputy Town Mayor spoke to his paper and posited the suggestion that a cabinet would also act as scrutiny for the progress of the projects and see things through. Councillor J Dingle voiced the opinion that the Council was undergoing a transition period and questioned if this is the right time to consider this. Councillor Mrs. Edwina Hannaford suggested not considering this matter for another 3 months. Following further discussion, the Deputy Town Mayor sought to withdraw the proposition and re-introduce it in the future. The Committee resolved to accept the withdrawal of the proposition by the Deputy Town Mayor.</p>	
<p>63-19PSF Financial Comparison (September)</p> <p>The RFO presented an indicative financial comparison based on a cash P & L produced from the Council financial system. The RFO reported that without any budget having been entered into the financial system, the analysis was based on the most appropriate cost centre applicable to either the income or expenditure. Members expressed satisfaction and thanks for the information.</p>	
<p>64-19PSF Accounts for payment: -</p>	



PAYEE	REASON	GROSS	(VAT)	NETT
ASG Security	Fire Alarm System	510.00	85.00	425.00
ASG Security	Access Control System	918.00	153.00	765.00
Hannafore Point Hotel	Spa (Mayors Allowance)	275.00	45.31	229.69
L Kellaway	Keys for External & Internal Keys	53.20	0.00	53.20
Cornwall Council	Clerk Advert	660.00	100.00	560.00
Millpool Centre	Hire of Room for Civic Sunday	70.00	0.00	70.00
Tor Mark	TIC Books (Sale or Return)	112.73	0.00	112.73
Tor Mark	TIC Books (Sale or Return)	205.52	0.00	205.52
Nick Clowes	Batons for Library Shelving	594.00	99.00	495.00
Nick Clowes	Interim Certificate (3rd Payment)	9,853.70	1,642.28	8,211.42
Restore Datashred	Confidential Waste Collection	72.00	12.00	60.00
Alliance	PC Consumables	207.10	34.52	172.58
Alliance	PC Consumables	4.80	0.80	4.00
Alliance	Library Consumables	26.76	4.46	22.30
Royal British Legion	Wreaths and Posies	99.00	0.00	99.00
OFR Limited	Bibliotec Machine Move	108.00	18.00	90.00
Hannafore Point Hotel	Room Hire	58.00	8.00	50.00
Western Web	Domain name renewal (futurelooe.town)	66.00	11.00	55.00
Western Web	Removal of Instyle Search Boxes	36.00	6.00	30.00
Trelawney Fire & Security	CCTV System	3,750.00	625.00	3,125.00
Cornwall ALC	Good Councillor Guides	10.97	0.00	10.97
BIFFA	Waste Collection	112.75	18.79	93.96
L Kellaway	2 special delivery postages	13.20	0.00	13.20
Royal Mail	Redirection Service (3 months)	211.00	0.00	211.00
South Coast Bakery	Civic Sunday Buffet	396.00	0.00	396.00
Jays of Cornwall	Library Storage and move charges	912.00	152.00	760.00
Classic Fire	Fire Extinguishers	449.76	74.96	374.80
Nick Clowes	Interim Certificate (4th Payment)	2,030.51	338.42	1,692.09
Looe Boat Owners Assoc	Tide Timetables	110.00	0.00	110.00
M & P Electrical	Replace faulty circuit board	132.00	22.00	110.00
Clerk and Councils Direct	2020 Subscription Renewal	180.00	0.00	180.00
Wills Bingley	Accounting Assistance	360.00	60.00	300.00
Angela Conner	Expenses	75.92	0.00	75.92
Petty Cash	Reimbursement	10.30	0.00	10.30
Cornwall Development Co	Jobline Staffing	47.20	7.87	39.33
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Trevor Pond	Work Trousers	10.00	0.00	10.00
	DIRECT DEBIT			
SSE	Electricity - Library Charges	197.01	9.38	187.63
SSE	Electricity - Library Charges	142.62	6.79	135.83
HMRC	Tax/NIC (Sept/Oct)	2,389.33	0.00	2,389.33
Amazon	2 Lenovo P/C's	679.96	113.32	566.64
Engie	September Elec - Guildhall	138.68	6.60	132.08
Everflow	Oct/Dec Water Charges (Pub Cons)	7,000.14	0.00	7,000.14
British Gas	October Elec (W/L Store)	8.88	0.42	8.46
British Gas	October Elec (Hannafore Toilets)	32.97	1.57	31.40
British Gas	October Elec (W/L Toilets)	16.69	0.79	15.90
British Gas	October Elec (Seafront Toilets)	59.05	2.81	56.24
British Gas	October Elec (Millpool Toilets)	66.19	3.15	63.04



Accounts for Payment: -

PAYEE	REASON	GROSS	(VAT)	NETT
	DEBIT CARD			
Gear4Music	PA Speaker Stand	29.71	4.95	24.76
Amazon	4 D Bulbs for WL Store	27.92	0.00	27.92

Members also resolved to purchase an additional 4 tables and 20 chairs to equip the Council chamber as indicated in the quotation supplied by the office staff.

65-19PSF Budget 2020-21

The RFO presented a budget brief that included proposed expenditure for the revenue and capital account, project initiation documents and project statement. The Committee also considered the indicative September Financial Comparison. After considering the documents it was **resolved** to delegate to the RFO to populate the document using historical costs as a basis and projected additional and future costs for the Council meeting in January 2020.

RFO

66-19PSF Date of next meeting

Monday 3rd February 2020.

67-19PSF Any Business that has been disclosed to the Chairman and members prior to the meeting (for information)

None

Meeting Closed at 8.59 pm _____ Chairman