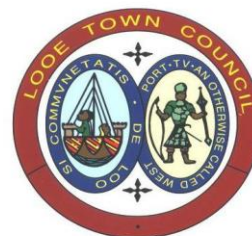


**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Policy, Strategy and Finance Committee**

Held in the Council Chamber, Looe Library and Community Hub,  
The Millpool, West Looe PL13 2AF  
Telephone: 01503 262255

**On Monday 16<sup>th</sup> March 2020 at 7.00pm**

**PRESENT:** Chairman: Councillor Simon Barker  
Councillors E Hannaford, M Gregory, J Holmes and A Toms

**IN ATTENDANCE:** Mel Colton-Dyer – Commercial Strategy Director and Town Clerk

**Open Forum**

There were no members of the public present.  
Cllr Barker welcomed Cllr Holmes to the meeting.

<b>85</b>	<b>Apologies for absence</b> Apologies for absence were submitted on behalf of the Councillors J Newman and J Dingle. Cllrs Toms and Holmes were co-opted on to the committee.	<b>ACTIONS</b>
<b>86</b>	<b>Declarations of Interest</b>  Cllr Toms – Cornwall Council, Looe Harbour Commission and Looe Development Trust.  Cllr Holmes – Allotment Association.	
<b>87</b>	<b>Approve the minutes of the PSF meeting held on the 3<sup>rd</sup> February 2020</b>  Minutes were checked for accuracy. Cllr Hannaford proposed, Cllr Gregory seconded – all agreed.	

88	<p><b>Matters arising from the minutes</b></p> <p>73 – Actioned. There was a discussion on moving historic data. It was <b>resolved</b> to start afresh. Cllr Gregory proposed, Cllr Barker seconded – all agreed.</p> <p>73 (e) – allotments a meeting has been held.</p> <p>76 – actioned</p> <p>77 – actioned</p> <p>78 – actioned</p> <p>79 – in process</p> <p>80 – Lift maintenance</p> <p>82 – actioned</p> <p>83 - actioned</p>	<p><b>CSD to continue to communicate.</b></p> <p><b>Library Manager to action</b></p>
	<p><b>Financial</b></p>	
89	<p><b>Profit and Loss review</b></p> <p>Profit and Loss was circulated and reviewed.</p> <p>Bank Accounts were discussed, and it was <b>resolved</b> that Cllr Barker and Cllr Hannaford would be superusers and Cllr Gregory would be added as a signatory. Proposed by Cllr Barker and seconded by Cllr Gregory.</p>	<p><b>RFO/E&amp;D Manager</b></p>
90	<p><b>Risk Register</b></p> <p>The Financial Risk Register 18/19 was reviewed and <b>adopted</b>. Cllr Gregory proposed, Cllr Hannaford seconded all in favour.</p>	
91	<p><b>Budget Monitor</b></p> <p>Cllr Barker to work with RFO.</p>	
92	<p><b>Patients Car Park</b></p> <p>Proposed that we go through David Read re Patients car park to waive outstanding rent and fast track to devolve. It was <b>resolved</b> to take this course of action. Cllr Hannaford proposed, Cllr Gregory seconded all in favour.</p>	<p>CSD to action</p>
93	<p><b>Policies</b></p> <p>Policy audit (Cllr Barker and CSD to action).</p> <p>Business Continuity, Financial Standing orders and Looe emergency plan are to be focussed on over the next few weeks.</p>	<p>SB/CSD</p> <p><b>CDS to contact Falmouth for BCP as example</b></p>

