

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Policy, Strategy and Finance Committee

Held by Zoom

On Wednesday 20th May 2020 at 5.00pm

PRESENT: Chairman: Councillor Simon Barker
Councillors M Gregory, E Hannaford, J Newman, J Dingle
and J Lundy

IN ATTENDANCE: Mel Colton-Dyer – Commercial Strategy Director and Town Clerk
Laura Kellaway – Environment and Devolved Services Manager and Deputy Clerk

Open Forum

James Lundy – as Chair of Planning Committee

1.	Apologies for absence	ACTIONS
	There were no apologies received.	
	2. Declarations of Interest There were no declarations received.	
	3. Approve the minutes of the PSF meeting held on the 16th March 2020 The minutes were checked for accuracy. Cllr Hannaford proposed, Cllr Gregory seconded – all agreed with 1 abstention	
	4. Matters arising from the minutes of the meeting of 16th March 2020 .1 Min No 88/73(e) Meeting has been held and CSD continues to communicate and will pick up end of month with Diocese .2 Min No 88/80 Lift maintenance is ongoing but not due yet .3 Min No 89 Bank account – SB needs to complete online banking form again .4 Min No 92 Working with D Read on car park rent - no response received so far from CC Parking	CSD CSD SB CSD

	<p>.5 Min No 93 Business Continuity Plan has been done but yet to produce printed copy for Mayor and Deputy Mayoress. Financial Standing Orders done at Full Council Emergency Plan – Cllr Toms to update Timescale - to be reviewed by beginning Oct and reviewed annually thereafter</p> <p>.6 Min No 94 At appropriate time (after lockdown), committee coordination to be discussed. Meeting to be arranged at later date. Library working well, Looe is only one in Cornwall Doing delivery service</p>	<p>CSD</p> <p>AT</p>
	<p>Cllr Lundy asked if agenda item 9 be discussed next so that he could leave the meeting afterwards, Chair agreed.</p>	
<p>5.</p>	<p>Policies Planning Policy – Cllr Lundy explained policy had been discussed at recent Planning Committee. Discussed putting extra budget line in for Planning Appeals. Cllr Dingle proposed accepting policy and a sensible amount of £2000 be added to the budget, Cllr Hannaford seconded, all in favour.</p> <p>Cllr Lundy left the meeting at 17.40.</p> <p>Data retention Policy and Staff Handbook – Cllr Hannaford to review. Resend to Cllr Hannaford and for discussion at next meeting.</p>	<p>LK to send to EH</p>
<p>6.</p>	<p>Frequency of PSF meetings Aim to have monthly PSF or FC meetings to enable supplier invoices to be paid on time (min every 4 weeks). Proposal is therefore: Week 1 Full Council; Week 2 Briefing meeting; Week 3 PSF; Week 4 Briefing; Week 5 Full Council – Cllr Gregory proposed, Cllr Hannaford seconded, all in favour.</p>	
<p>7.</p>	<p>Looe in Bloom funding request Request is to amend funding request to pay Looe in Bloom rather than plant suppliers. Cllr Dingle proposed to pay supplier for plants (and claim VAT back) and pay remainder of committed fund to Looe in Bloom, Cllr Gregory seconded, all in favour.</p>	
<p>8.</p>	<p>Budget Progress/Discussion Ongoing work and analysis. Still more work to done and CSD/RFO to update at next meeting.</p>	<p>CSO/RFO</p>

9.	<p>Town Recovery Strategy Cllr Rose to meet with CSD next Friday (29th May) to discuss and ELTT/LHC cooperation meeting to be arranged.</p>	CSD/CR
10.	<p>Hardship Fund update Cllr Hannaford advised more requests received for hardship fund, so a need to move forward. Suggestion is for it be discussed at next cooperation meeting. LDT have previously agreed they will coordinate but requires Cllr Tom's input for latest update</p>	AT to update
11.	<p>Matters for Further or Urgent Discussions as Determined by the Chairman Toilets – CSD suggested opening Seafront disabled toilet wef 21st or 22nd May due to increase visitors to beach. Seafront to be opened first and closed last. Cllr Gregory proposed, Cllr Hannaford seconded to open Seafront from 21st or 22nd May and continue to have open but with regular reviews. LTC will need to liaise with ELTT and LHC over floor markings. Neil Hipkiss has produced 2 x socially distancing banners for harbour and seafront. Cllr Dingle offered 1000 face masks free to elderly of Looe. Suggestion made to drop 500 to Library for volunteers to distribute. Mrs Kellaway to liaise with Cllr Dingle over type of sanitisers used.</p>	LK/JD
12.	<p>Date of Next meeting:</p>	

The Meeting closed at 6.30pm.

Signed

Date.....