

**LOOE TOWN COUNCIL**

**KONSEL TRE LOGH**

Looe Library and Community Hub,  
The Millpool, West Looe PL13 2AF  
Telephone: 01503 262255  
Clerk to the Council Mel Colton-Dyer  
VAT Reg: 381 5093 50



Please note that this meeting is open to members of the public by Zoom. This can be by computer, mobile phone, laptop or home phone. If you would like to attend please email the Town Clerk [mel@looetowncouncil.gov.uk](mailto:mel@looetowncouncil.gov.uk) or ring 01503 262255.

7<sup>th</sup> September 2020

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Policy, Strategy and Finance Committee convened by the Chair on **Monday 14<sup>th</sup> September 2020 at 6.00pm** by Zoom.

OPEN FORUM - The Council allows time at the beginning of each Council Meeting for members of the Public to ask questions or make statements at the discretion of the Chairman, with each statement or question taking no longer than five minutes. There will be no right to ask supplementary questions or debate any answer received. Prior notice is not mandatory, but persons wishing to ask questions are encouraged to submit them in writing prior to the meeting to enable any investigations to be made.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Mel Colton-Dyer', written in a cursive style.

**Mel Colton-Dyer**  
**Commercial Strategy Director and Town Clerk**

## AGENDA

		<b>Timings</b>
<b>1.</b>	Welcome	5 minutes
<b>2.</b>	To Receive Apologies	
<b>3.</b>	To Receive Declaration of Interest	
<b>4.</b>	To Receive Questions from members of the public	15 minutes
<b>5.</b>	To Resolve to Approve the Minutes of the Meeting held on 10 <sup>th</sup> August 2020	5 minutes
<b>6.</b>	Questions on the Clerks report on matters arising from the Minutes of the Meeting held on 10 <sup>th</sup> August 2020	10 minutes
<b>7.</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>• AGAR and Internal Audit</li> <li>• Invoice authorisation</li> <li>• Debtors</li> <li>• National salary award 2020/21</li> <li>• Bank Balances</li> <li>• Monthly accounts V Budget</li> <li>• TRO</li> <li>• Photocopier</li> <li>• Financial requests</li> </ul>	60 minutes
<b>8.</b>	<b>Policy</b> <ul style="list-style-type: none"> <li>• Emergency Plan</li> <li>• Progress on Policy Review</li> </ul>	15 minutes
<b>9.</b>	<b>Strategy</b> <ul style="list-style-type: none"> <li>• Library/Community Hub/Offices Covid-19 re-opening strategy</li> <li>• Millpool Working Group</li> <li>• Town Team formation</li> </ul>	10 minutes
<b>10.</b>	Other urgent business as determined by the Chairman (information only)	5 minutes
<b>11.</b>	Exclusion of members of the press and public To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information	
<b>12.</b>	<b>Date of the next meeting: Monday 12<sup>th</sup> October 2020</b>	