

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Policy, Strategy and Finance Committee

Held by Zoom

On Monday 10th August 2020 at 6.00pm

PRESENT: Chairman: Councillor Simon Barker (SB)
Councillors M Gregory (MG), E Hannaford (EH) and J Miller (JM)

IN ATTENDANCE: Cllr Armand Toms
Laura Kellaway – Environment and Devolved Services Manager/Deputy Clerk (EDSM)
Fiona Wilkes-Jones, Responsible Financial Officer (RFO)

Open Forum - Welcome

19.	Welcome	ACTIONS
20.	<p>Apologies for absence</p> <p>Cllr Dingle gave his apologies</p>	
21.	<p>Declarations of Interest</p> <p>Cllr Toms – Cornwall Council, Looe Harbour Commission, Looe Development Trust Cllr Hannaford – Cornwall Council</p>	
22.	<p>Questions from members of the public</p> <p>There were no members of the public present.</p>	
23.	<p>Approve the minutes of the PSF meeting held on the 13th July 2020</p> <p>The minutes were checked for accuracy. EDSM to amend small grammatical errors. Cllr Hannaford proposed, Cllr Barker seconded – all in favour</p>	<p>EDSM to amend for grammatical errors</p>

<p>24.</p>	<p>Matters arising from the minutes of the meeting of 13th July 2020</p> <p><u>Ref Min no: 15.1</u> Discussions with Allotments Association ongoing. CSD to progress</p> <p><u>Ref Min no: 15.3</u> Cllr Barker to talk with Lloyds re banking as issue with his own business banking which is hindering his application for LTC online banking</p> <p><u>Ref Min no: 15.4</u> Cllr Toms to chase David Read re patients' car park rent</p> <p><u>Ref Min no: 15.5</u> Cllr Toms continuing with Emergency Plan. To be added to agenda for next PSF meeting</p> <p><u>Ref Min no: 16</u> Staff handbook should apply to volunteers albeit a 'light' version which is more relevant to volunteers. Cllrs Hannaford and Barker to review from LTC viewpoint and Cllr Miller to review from volunteer perspective</p> <p><u>Ref Min no: 17</u> Operational plan. All committees working on TORs but visions and values need to be done at same time. All agreed external help is required. Cllr Hannaford offered to source a facilitator from within CC Localism team to assist. Cllr Hannaford proposed, Cllr Gregory seconded, all in favour Letter to CC and LEP, Tim Dwelly has agreed to attend a mtg</p> <p><u>Ref Min no: 18</u> Finance. Cllr Barker produced a departmental summary to Full Council, there are further changes required for variances on balance sheet. Cllr Barker to discuss further with CSD. CSD to arrange meeting on her return from leave. RFO and Cllr Hannaford suggested Cllr Barker speak with internal auditor to understand what is required. RFO to provide contact details</p> <p>Finance actions still to be actioned by RFO due to current workloads.</p> <p>Last years' accounts not yet on website as have been amended for internal auditor. RFO directed Cllrs to MS Teams platform where all information is saved</p> <p>At last Full Council, it was agreed that there were 3 Exemptions from requirement for annual submission of funding applications - Looe in Bloom, burial ground and Xmas lights</p>	<p>CSD to progress</p> <p>SB to speak with Lloyds Bank</p> <p>AT to chase David Read CSD to add to next PSF Agenda</p> <p>EH/SB/JM to review</p> <p>EH to liaise with CC Localism team for support</p> <p>CSD/SB to discuss</p> <p>RFO to provide auditor contact details to SB</p> <p>RFO to continue with O/S actions</p>
<p>25.</p>	<p>Finance</p> <p>Cllr Hannaford advised that full TRO cost not provided to Full Council last year. Public consultation on TRO plans was undertaken by CC and so LTC is committed to that cost of £16K</p>	

<p>26.</p>	<p>Policy Staff Handbook Discussed earlier in the meeting</p> <p>Framework for policy revision and renewal Cllr Hannaford has looked at policies and some are not fit for purpose. All policies need reviewing but this needs to be a prioritised list/framework with possibly some policies being combined. It was suggested that a newer councillor reviews. Cllr Miller offered to look at policies with a view to being delegated to committees to prioritise. Cllr Hannaford proposed, seconded by Cllr Gregory, all in favour</p>	<p>JM to review all policies</p>
<p>27.</p>	<p>Strategy</p> <p>Cllr Hannaford recommended that, based on a previous suggestion by Cllr Rose, Committee Chairs and Vice Chairs review the areas of their own committees’ remit and communicate/collaborate more effectively together to minimise duplication of effort. It was suggested that bi-monthly catch up meetings of Committee Chairs and Vice Chairs would be useful. Cllr Hannaford proposed that a Committees Co-ordination meeting is held in October and every 2 months thereafter with all Committee Chairs and Vice Chairs in attendance. Seconded by Cllr Gregory, all in favour.</p> <p>CSD suggested the splitting Policy and Strategy from Finance and instead hold as separate meeting. Councillors felt this was a positive move and would allow for shorter, more effective meetings. It was suggested that this is recommended to Full Council. Cllr Barker proposed making every other PSF meeting a Finance meeting. He also proposed that delegation to approve invoices be given to Finance Committee and that Matters Arising are pre-recorded by video by the Clerk and sent to Committee members prior to the meeting as with Full Council. Seconded by Cllr Hannaford, all in favour.</p>	<p>CSD to arrange Committees Co-operation meeting for October</p> <p>CSD to add to next FC agenda for approval</p> <p>CSD to pre-record Matters Arising</p>
<p>28.</p>	<p>Matters for Further or Urgent Discussions as Determined by the Chairman</p> <p>There were no matters for further or urgent discussion.</p>	
<p>29.</p>	<p>To Move the Meeting to Part Two (Confidential) to discuss Financial Requests.</p> <p>Cllr Barker proposed, seconded by Cllr Gregory, all in favour to move the meeting to Part 2 for discussion on financial matters.</p>	

<p>30.</p>	<p>Part 2 discussions Funding requests</p> <ul style="list-style-type: none"> - Rusty Bucket – committee discussed letter received regarding their funding request. Cllr Hannaford proposed, seconded by Cllr Barker, all in favour to fund the amount of £1475 for computers. With regard to request for annual financial support with costs, Cllrs would want to have sight of annual costs to be able to make any decision. It was suggested that further dialogue with Rusty Bucket be undertaken to understand the costs in more detail - Xmas Lights financial detail was examined, £1500 requested for lights. Cllr Gregory proposed giving full amount of request but also to have meeting with Xmas Lights association in conjunction with LHC to discuss future plans for light replacement and cash flow requirements. Seconded by Cllr Hannaford, all in favour. 	
<p>31.</p>	<p>Date of next meeting: Monday 14th September 2020.</p>	

The Meeting closed at 8.25 pm.

Signed.....

Date.....