

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Finance Committee

Held at the Council Chamber, Looe Library & Community Hub.

On Thursday 18th August 2022 at 6.00pm

Present: Councillor Simon Barker (SB)- Chair; Cllr James Lundy (JL),
Cllr Edwina Hannaford (MG), Cllr Armand Toms (AT)

In Attendance: Fiona Wilkes-Jones, Responsible Financial Officer (RFO)

	Welcome	ACTIONS
	The Chair welcomed everyone to the meeting	
129.	To Receive and Accept Apologies Apologies were received and accepted from Cllr Gregory, Cllr Smith, and Cllr Remington.	
130.	To Receive Declarations of Interest Cllr Hannaford declared an interest in anything pertaining to Cornwall Council Cllr Toms declared an interest in anything pertaining to Looe Harbour Commission, Looe Development Trust, and Cornwall Council. Cllr Lundy declared an interest in one of the supplier payments proposed on agenda.	
131.	To Receive Questions from members of the public There were no members of the public present.	
132.	To Approve the Minutes of the Meetings held on 16th May 2022 It was RESOLVED to approve the minutes of the meeting held on 16 th May 2022 Proposed by Cllr Toms , seconded by Cllr Hannaford- All in favour.	
133.	Matters arising from the minutes of the meeting held on 16th May 2022 Minute 98 - Bank authorisers – Cllr Gregory confirmed that he was now able to authorise. Cllr Toms advised that his had to apply again for bank access. Minute 107.1 - Millpool survey – Cllr Barker confirmed that he would review	SB RFO

	<p>Minute 117.1 - Warwick Lite – no update on further quotes</p> <p>Minute 117.8 – Insurance – RE: Guildhall toilets on the agenda for SAM’s</p> <p>Minute 117.8 – Insurance – all completed</p> <p>Minute 117.11 – Donations – paid to Boundless Trust</p> <p>Minute 117.12 – Rental Debt – RFO advised extra forms completed awaiting confirmation</p>	<p>RFO to update</p> <p>SAM’s</p> <p>RFO to update</p>
134.	<p>Supplier payments list for authorisation</p> <p>A review of consumable products costs needs to be undertaken. Ideally annually. Cllr Barker offered his support on analysing a particular supplier. The list of supplier payments list were thoroughly checked along with the two correctly applied donation requests.</p> <p>It was resolved to approve all payments as listed apart from the third donation request. Proposed by Cllr Hannaford, seconded by Cllr Barker. All in favour -Cllr Lundy abstained from the payment relating to NDP</p>	<p>RFO to supply invoices to SB</p> <p>AT contact St Martins church -late invoices</p> <p>RFO contact third applicant & pay invoices approved</p>
135.	<p>Vat return</p> <p>Cllrs reviewed the Vat return QE 30.6.22</p>	
136.	<p>Bank reconciliations</p> <p>Cllr Barker has received these for checking before our next finance meeting</p>	SB to complete
137.	<p>Looe Public Schools</p> <p>Cllr Barker has offered to become a standing Cllr on the Looe Public schools Exhibition Foundation</p>	RFO to update SB
138.	<p>PKF Littlejohn</p> <p>RFO informed the committee that additional information had been submitted to the auditor.</p>	RFO to update when completed
139.	<p>Income V Expenditure 2022-23</p> <p>Cllrs looked at June & July’s figures</p>	
140.	<p>Income V Expenditure 2021-22-review</p> <p>Comparison figures were reviewed over two financial years. Along with detailed capital expenditure for 2021-22. Having these figures will help in future budget setting .</p> <p>Cllr Hannaford and Cllr Tom’s thanked the RFO for her excellent work.</p>	RFO to circulate to appropriate committee’s

141.	Other Urgent Business as Determined by the Chair No matters	
142.	To Move the Meeting to Part Two (Confidential) to discuss Financial matters. Matters discussed in part1	
143.	Date of next Finance Committee meeting: Monday 12 th September 2022	

The Meeting closed at 7:00 pm

Signed

Date.....

DRAFT