

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Finance Committee**

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

**On Wednesday 28th September 2022 at 6.00pm**

**Present:** Councillor Simon Barker (SB)- Chair; Cllr James Lundy (JL),  
Cllr Martin Gregory (MG)

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

	<b>Welcome</b>	<b>ACTIONS</b>
	The Chair welcomed everyone to the meeting	
<b>143.</b>	<b>To Receive and Accept Apologies</b> Apologies were received and accepted from Cllr Toms, Cllr Remington & Cllr Hannaford.	
<b>144.</b>	<b>To Receive Declarations of Interest</b> none	
<b>145.</b>	<b>To Receive Questions from members of the public</b> There were no members of the public present.	
<b>146.</b>	<b>To Approve the Minutes of the Meetings held on 18<sup>th</sup> August 2022</b> Insufficient members to approve the minutes of the meeting held on 18 <sup>th</sup> September 2022	Refer to next meeting
<b>147.</b>	<b>Matters arising from the minutes of the meeting held on 18<sup>th</sup> August 2022</b> none	
<b>148.</b>	<b>Supplier payments</b> Clarification was required on some invoices. Cllr Barker is reviewing usage & costs of consumables. Cllr Barker proposed the payment of all invoices seconded by Cllr Lundy- all in favour	
<b>149.</b>	<b>Bank reconciliation checks</b> Cllr Baker to review the bank statements & Sage accounts reconciliations next	

	<p>week, ready for the next meeting.</p> <p><b>Additional online authoriser/signatory</b>  LTC now only has two active bank signatories. The proposal is to have Cllr Tony Smith as an extra person. The RFO has already consulted with Cllr Smith. Cllr Smith as a signatory/authoriser proposed by Cllr Barker seconded by Cllr Gregory – all in favour</p> <p>The deputy clerk now has a debit card for small revenue transactions  No news on the clerk receiving the charge card</p>	<p><b>RFO to start application</b></p> <p><b>RFO to chase</b></p>
150.	<p><b>Lloyds bank closure</b>  When Lloyds bank Looe closes any CHAPS, payments would be required to travel to Liskeard which isn't practical. Therefore, transfers into our higher interest account will only be done by BACS. We are limited to £25k per transaction. Now the deputy clerk has a debit card we can transfer the precept funds into the higher interest account by CHAPS.</p>	<p><b>RFO to complete</b></p> <p><b>RFO &amp; DC</b></p>
151.	<p><b>Mayor's charity bank account</b>  This needs to be registered as a charity, recommended by Cllr seconded by Cllr – all in favour</p>	<p><b>TC start application For Full Council</b></p>
152.	<p><b>PKF Littlejohn- external auditor</b>  The conclusion of LTC audit has been received &amp; uploaded to the website  Full Council has agreed to continue with the SAAA's allocation of external auditor for the next five years.</p>	<p><b>RFO not required to respond</b></p>
153.	<p><b>Delegated powers</b>  Cllr referred to the resolution at Full Council</p>	
154.	<p><b>Income V Expenditure 2022-23</b>  Final payment of Precept CTS grant has been received  A review of the income &amp; expenditure was undertaken</p>	<p><b>RFO draft</b></p>
155.	<p><b>Draft Budget 2023-24</b>  The draft budget was looked over where it showed previous year's figures along with year to date. Committees to submit their recommendations &amp; lots of variables still to consider. Cllr Barker recommended that there be a staffing committee meeting.  The RFO &amp; Cllr Barker to meet to look at figures more closely</p>	<p><b>Cllr Gregory to liaise with Cllr Smith</b></p> <p><b>RFO to organise</b></p>
156.	<p><b>Earmarked Reserves 2022-23</b>  Remaining reserves are to be carried forward into this year &amp; the remaining allocation to be undertaken over the coming months from decisions at SAM's, council priorities.  Cllr Gregory suggested that the council investigate Public Works loan in preparation for asset maintenance works &amp; the Business learning Hub.</p>	<p><b>Cllr Gregory &amp; Barker organise a SAM's meeting</b></p> <p><b>RFO</b></p>
157.	<p><b>Donation request</b>  A review of the request was undertaken.  Cllr Barker proposed the payment to Looe Development Trust for the Christmas lights for 2022-23, seconded by Cllr Gregory- all in favour  Cllr Barker recommended that a full review be done regarding the wider provision of Christmas lights within Looe.</p>	<p><b>Cllr Barker -CT</b></p>
155.	<p><b>Other Urgent Business as Determined by the Chair</b>  No matters</p>	

155.	To Move the Meeting to Part Two (Confidential) to discuss none	
129.	Date of next Finance Committee meeting: 14 <sup>th</sup> November 2022	

The Meeting closed at 7:05 pm

Signed .....

Date.....

DRAFT