

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Finance and Strategy Committee

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

On Tuesday 29th August 2023 at 6.00pm

Present: Cllr Simon Barker (SB)
Cllr Stephen Remington (SR)
Cllr Tony Smith (TC)
Cllr Chris Harwood (CH)

Apologies Cllr Martin Gregory

In Attendance: Fiona Wilkes-Jones, Responsible Financial Officer (RFO)
Lynda Powell, Town Clerk (LP)

	Welcome	ACTIONS
	The Clerk welcomed everyone to the first meeting of the Finance and Strategy Committee.	
1	To Receive and Accept Apologies Cllr Gregory gave apologies.	
2	To Receive Declarations of Interest There were no declarations of interest.	
3	To Receive Questions from members of the public There were no members of the public present.	
4	Election of Chair and Vice Chair It was resolved to appoint Cllr Barker as Chair of the Finance and Strategy Committee. Proposed by Cllr Remington, seconded by Cllr Smith. All in favour. It was resolved to appoint Cllr Remington as Vice-Chair of the Finance and Strategy Committee. Proposed Cllr Barker, seconded Cllr Smith. All in favour.	

5	<p>Policy & Strategy Minutes 13th April 2023</p> <p>It was agreed that these minutes would be approved at the next meeting of the Full Council.</p>	
6	<p>Terms of Reference.</p> <p>Minor amendments were suggested at sections:</p> <p>1 amend to read priorities <i>as</i> scheduled in the agreed action plan 3 To make recommendations or request to the <i>Town Clerk</i> 4 <i>monitor</i> performance over the past year. 8. add <i>To support the delivery of the action plan by receiving reports from officers and other committees.</i></p> <p>It was RESOLVED to agree to approve the Terms of Reference subject to the minor amendments to the wording at 1, 3, 4 and 8. Proposed by Cllr Smith, seconded Cllr Remington all in favour.</p>	<p>Clerk to action amendments</p>
7	<p>Bank Reconciliations – July, August 2023.</p> <p>The RFO had been on leave so it was agreed that these would be approved at a future meeting of the Committee.</p>	<p>RFO</p>
8	<p>Income and Expenditure July 2023.</p> <p>The committee reviewed the report for June and July 2023. No queries were raised.</p>	<p>RFO</p>
9	<p>Renewal of electricity contracts</p> <p>It was RESOLVED to wait until April 2024 to renew the Council’s electricity contract. Proposed by Cllr Barker, seconded by Cllr Smith. All in favour</p>	<p>RFO</p>
10	<p>New policies</p> <p>It was RESOLVED to approve the Data Protection & Privacy Policy subject to a review date being added. Proposed by Cllr Remington, seconded Cllr Harwood. All in favour.</p> <p>It was RESOLVED to approve the Homeworking Policy subject to a minor amendment to the facilities and equipment section to read, The council will provide you with any equipment <i>deemed</i> necessary. Proposed by Cllr Harwood, seconded by Cllr Remington. All in favour.</p> <p>It was agreed to review the Equality and Diversity Policy at the next meeting.</p> <p>It was RESOLVED to approve the Health and Safety Policy subject to 2.2.5 being amended to read, <i>All planned preventative maintenance is to be</i></p>	<p>Clerk</p>

	<p><i>conducted in accordance with the agreed maintenance schedule. All defective equipment, furniture and structures requiring corrective maintenance is to be reported and resolved without delay.</i> Proposed Cllr Holmes, seconded Cllr Remington.</p> <p>It was agreed that the Clerk would develop a proposal for responding to out of hours emergencies.</p>	Clerk
11	<p>Strategic Priorities and Action Plan</p> <p>It was agreed to circulate the priority list amongst committee members for comments as a first step towards developing the 2024 action plan.</p>	All
12	<p>Timetable for the creation of the 2024 Action Plan and Budget</p> <p>It was agreed to amend the plan and the Finance and Strategy meetings as follows</p> <p>18th September – draft action plan 13th November – financial review (to include 6 months of actuals and a 6-month forecast) 4th December – draft budget 12th December – report to Full Council 30th January – precept agreed by Full Council</p>	All
13	<p>Communication and Events Policy</p> <p>It was agreed to develop this policy after the Visit Looe review was complete.</p>	
14	<p>Part 2: Exclusion of members of the press and public</p> <p>There were no items to discuss.</p>	
	<p>Date of next Finance and Strategy Committee meeting: 18th September 2023 at 6.00pm</p>	

The Meeting closed at 7.50 pm

Signed

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