

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Finance and Strategy Committee**

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

**On Tuesday 18<sup>th</sup> September 2023 at 6.00pm**

**Present:** Cllr Simon Barker (SB)  
Cllr Stephen Remington (SR)  
Cllr Martin Gregory (MG)  
Cllr Jasper Graham-Jones (JGJ)  
Cllr Chris Harwood (CH)

**In Attendance:** Fiona Wilkes-Jones, Responsible Financial Officer (RFO)  
Lynda Powell, Town Clerk (LP)  
Schanine Bonney (SB)  
One member of the public.

	<b>Welcome</b>	<b>ACTIONS</b>
	Cllr Barker welcomed everyone to the meeting of the Finance and Strategy Committee and introductions were made to the member of the public in attendance.	
<b>16</b>	<b>To Receive and Accept Apologies</b> Apologies were sent in advance of the meeting from Cllr Smith.	
<b>17</b>	<b>To Receive Declarations of Interest</b> There were no declarations of interest.	
<b>18</b>	<b>To Receive Questions from members of the public</b> None.	
<b>19</b>	<b>To Resolve to Approve the Finance &amp; Strategy Minutes Held on the 29<sup>th</sup> of August 2023.</b> It was <b>resolved</b> to approve the minutes of the previous Finance and Strategy committee minutes held on 29 <sup>th</sup> August 2023, proposed by Cllr Remington seconded by Cllr Harwood, all in favour.	

20	<p><b>RFO- Update on Matters Arising</b></p> <p>The RFO said that she is still waiting for the external auditor to confirm 2022/23 audit.</p> <p>The extension to submitting the Precept demand has been agreed by Cornwall Council to 31<sup>st</sup> January 2024. This will ensure the maximum time to review the budget for 2024/23.</p> <p>The committee reviewed the RFO's report, it was agreed that the committee should review the investments annually, the RFO and Cllr Barker will produce a report for this committee and the Full Council in December.</p> <p>It was <b>resolved</b> to produce the report for investment review for December, proposed by Cllr Barker, seconded by Cllr Graham-Jones, all in favour.</p> <p>It was <b>resolved</b> to transfer a proportion of the precept over to Cornwall Council deposit account, proposed by Cllr Barker, seconded by Cllr Graham-Jones, all in favour.</p>	<p><b>SB and RFO</b></p> <p><b>RFO</b></p>
21	<p><b>To Approve Supplier Bacs payments Aug/Sep 2023 and Debit Card Payments July/Aug 23.</b></p> <p>It was <b>resolved</b> to approve the supplier payments, proposed by Cllr Barker, seconded by Cllr Graham-Jones, all in favour.</p>	
22	<p><b>To Approve Direct Debits 2023/24</b></p> <p>The RFO said that she will look at possible new providers for the telephone line, it was then suggested that internet calls could be a practical alternative as an add on to our current service.</p> <p>It was <b>resolved</b> to approve the Direct Debit payments, proposed by Cllr Graham-Jones, seconded by Cllr Stephen Remington, all in favour.</p>	<p><b>RFO</b></p>
23	<p><b>To Approve Bank Reconciliations, transfer of Funds and Consider Further Investments.</b></p> <p>Cllr Barker advised the committee that due to ill health this action has not been completed, therefore, it was agreed to defer this item until the next meeting.</p>	
24	<p><b>To Review Income and Expenditure July/Aug 2023.</b></p>	

	<p>The figures for July and August were reviewed by the committee, no questions were raised.</p> <p>In November, the RFO will produce the first draft budget for 2024/25 along with Year-to-Date figures and a forecast for the remainder of 2023/24.</p>	<b>RFO</b>
<b>25</b>	<p><b>To Approve the Renewal of Contract for the Internal Auditor 2023-24 and 2025-26.</b></p> <p>It was <b>resolved</b> to remain with the current provider for a further 3 years, proposed by Cllr Barker, seconded by Cllr Remington, all in favour.</p>	
<b>26</b>	<p><b>To Accept the Revised Equality and Diversity Policy.</b></p> <p>It was <b>resolved</b> to accept the revised version of the new equality and diversity policy, proposed by Cllr Barker, seconded by Cllr Graham-Jones, all in favour.</p>	
<b>27</b>	<p><b>To Agree the Priorities for the 2024 Action Plan.</b></p> <p>Cllr Remington said that there were nine priorities for the action plan which were:</p> <ul style="list-style-type: none"> <li>• Maintenance of Assets</li> <li>• Refurbishment of Assets</li> <li>• Explore Toilet charging</li> <li>• Wheeled Sports facility</li> <li>• Tourism/Visit Looe Site</li> <li>• Safer Looe Partnership Group</li> <li>• Pedestrian/signage/disability access</li> <li>• Plan and coordinate volunteer activity</li> <li>• Community Energy Solution</li> </ul> <p>It was agreed that Cllr Remington would prepare a report for the Full council on the 19<sup>th</sup> of September.</p>	<b>SR</b>
<b>28</b>	<p><b>Part 2: Exclusion of members of the press and public</b></p> <p>No Matters</p>	
<b>29</b>	<p><b>Date of next Finance and Strategy Committee meeting:</b></p> <p>13<sup>th</sup> November 2023</p>	

The Meeting closed at 7.23pm

Signed .....

Date.....