

FS/25-24/31 Clerk's Report Finance and Strategy Committee

Minute	Action	Progress
	Marketing and Communications Strategy	Waiting for results from Visitor Survey. Included in Action Plan for 25/26 with small budget.
	Policies and Plans	<p>An update is provided at Appendix A</p> <p>Cornwall Council are currently reviewing the Code of Conduct Policy that Council use. It is sensible that our own review and adoption follows any changes from Cornwall Council.</p> <p>Reserves Policy – this will be discussed at next F&S 9th December along with discussion of reserves.</p> <p>A review of Staff Appraisals policy and Time Off in Lieu will be considered in January alongside the Employee Handbook.</p>
	2024/5 Action Plan	The Community Energy Working Group met in October and their priorities have been included in the 2025/6 Action Plan
FAS/24-25/22	Financial Regulations	Approved by Full Council
FAS/24-25/24	Training and Development Policy	Approved by Full Council
FAS/24-25/25	Land Adjacent to the Library	Services, Assets and Community Committee will recommend a tender document to Full Council on 25.11.24

Appendix A

Name of policy/document	Date of approval	Date of review	Approved Full Council
Financial regulations	15.5.2023	15.7.24	
Social Media	20.5.24	15.7.24	5.8.24
Reserves Policy	15.5.2023	16.9.24	
Marketing & Communications Plan		16.9.2024	
Code of Conduct	15.5.2023	16.9.24	
Health & Safety Policy	29.8.23	16.9.24 (annual review)	

Risk Management Strategy	15.5.2023	19.9.24 (annual review)	
Signage Policy Flyposting Policy adopted and guidance for voluntary groups adopted		19.9.24	
Training and Development Policy		19.9.24	21.10.24
Action Plan 25	19.9.2024	18.11.24	
Safeguarding Policy	20.5.2024	18.11.24	
Staff Appraisals	20.5.2024	18.11.24 (annual review)	
Time off in lieu	20.5.2024	18.11.24 (annual review)	
Employee Handbook	20.5.2024	20.1.25 (annual review)	
Employee code of conduct	20.5.2024	20.1.25 (annual review)	
Disciplinary Policy & Procedure	20.5.2024	20.1.25 (annual review)	
Anti Fraud and Corruption Policy	15.5.2023	20.1.25	
Emergency Plan	22.2.2024	20.1.25	
Asset Register	20.5.24	17.3.25	
Grievance Policy and Procedure	20.5.2024	17.3.25 (annual review)	
Home Working Policy	20.5.2024	17.3.25 (annual review)	
Lone Working Policy	20.5.2024	17.3.25 (annual review)	
Equality & Diversity Policy	20.5.2024	17.3.25	
Publication scheme	20.5.2024	17.3.25 (annual review)	
Complaints Procedure	15.5.2023	17.3.25	
Data Protection and Privacy Policy	20.5.24	17.3.25 (annual review)	
Freedom of Information Policy	20.5.24	17.3.25 (annual review)	

Press and Publicity	20.5.24	17.3.25 (annual review)	
Unreasonable or Vexatious Complaint Policy	15.5.2023	17.3.25	
Volunteering Policy	20.5.2024	12.5.25	
Workplace pensions and auto enrolment	15.2.2023	12.5.25 (annual review)	
Whistleblowing	20.5.2024	12.5.25	
Standing orders	20.5.2024	Annual meeting	
Scheme of Delegation	20.5.2025	Annual meeting	
Finance Regulations	8.24	Annual meeting	
Business Continuity Plan	15.5.2023	15.7.25	
Councillor Co-option Policy	8.8.2023	8.8.2026	
Community Grants Policy	25.3.2024	25.3.2027	
Neighbourhood Plan	March 2022	2030	

Appendix B

Action Plan Overview

May 2024-April 2025

	Maintenance & Refurbishment of Assets	Skatepark	Business and Learning Initiatives	Looe Safety Partnership	Pedestrians/Traffic in Town	Volunteer Activity	Community Energy Solutions
Staff Lead	Deputy Clerk	Lynda	Lynda	External group	Deputy Clerk	External Group	Lynda
Councillor Lead	Jon Holmes	none	Stephen Remington	Chris Harwood	?	Tony Smith	tbc
Other staff	Andy and team Fiona	none	Donna	Schanine (admin support)	Schanine	n/a	Donna/Catherine
Committee/Working Group	SAC	Full Council	WG Business and Learning		Planning/SAC	n/a	New working group
What will be delivered	Monthly maintenance Refurbishment Plan in place for Council assets	-planning permission agreed - HoTs agreed - fundraising begun -MoUs in place	Has separate action plan – on track	Primarily exists as co-ordination group	-provide Street Marshal Signage policies developed and understood by business community and local organisations	Group to share action plan	Policy on photovoltaic Research completed on community wide interventions Community understands what

					Consultation re options for future management		solutions could work for them
May				Scope Additional Security		Some community action on litter	
June		LDT agreed to submit planning application		Security Report	Street Marshal Letters to businesses re A boards Flyposting policy discussion Monitoring of A boards	Some community action on litter	Councillor membership agreed
July				Additional Security	Monitoring of A boards		
Aug	Scope energy solutions for Library and Community Hub Energy report complete	Pre-App application Delayed should be submitted September		Additional Security	Monitoring of A boards Flyposting policy approved. Guidance for community groups	Exploring licence for Hannafore and volunteer opportunities.	
Sep	Mariners Garden Create Refurbishment Plan	Heads of Terms complete Revised HoTs currently	Deliver pilot projects	Additional Security	Signage policy Review Street Marshal role		

		being considered by Cornwall Council					
Oct	Refurb plan for council assets – SAC decided this was not a priority for next year due to need to repair other assets.			Emergency Plan Desk Top Exercise – lead yet to be identified so no date confirmed	Community consultation re options for improvements	Report to Full Council re options for Rose beds	First meeting took place. Scope of work agreed .
Nov	Refurb plan costed for year 1	Pre App submitted. HoTs revised and ready to be considered by Full Council Fund raising has not started			Include cost of TRO in 25 budget if applicable		
Dec							
January				Work with Business Forum and			

				Safety Partnership to fund security for town.			
March							
April							
Costs	Sep spreadsheet of costs for ongoing maintenance.	Legal Fees	Money for match funding of grant	7,500 (security provision)	7,500 (Street Marshal)	0	Professional fees for reports tbc