

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Finance and Strategy Committee

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

On 13th May 2024 at 6.00pm

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

In Attendance: Lynda Powell, Town Clerk (TC)
Fiona Wilkes-Jones, Responsible Financial Officer (RFO)
Donna Folland, Admin Officer (AO)

	Welcome	ACTIONS
	Cllr Barker welcomed everyone to the meeting of the Finance and Strategy Committee.	
86.	To Receive and accept apologies. There were no apologies.	
87.	To Receive Declarations of Interest There were no declarations of interest.	
88.	To Receive Questions from members of the public There were no members of the public present.	
89.	To resolve to approve the Finance & Strategy minutes held on the 18th March 2024 There were insufficient Councillors present to approve the minutes of the meeting held on the 18 th March	TC add 18.4.24 minutes to agenda for next Full Council

	Finance	
90.	<p>RFO- Report</p> <p>The RFO informed the Committee that the reports for the internal auditor would be ready the week commencing 20th May 2024.</p> <p>Training of the Planning and Administration Officer continues.</p> <p>The RFO will be meeting with the account manager from Liskeard Property Management this month to discuss the invoice received. Advice has been sought from a Solicitor to advise how to get a copy of the lease for the property.</p> <p>Discussion ensued for cost saving priorities. It was agreed to recommend to the Services Assets and Community Committee to investigate savings of the phone and internet providers and the Library building insulation & heating.</p> <p>Councillor Barker will liaise with the RFO to produce a Report for the Annual meeting.</p> <p>The RFO informed the Committee that she would need to increase her working hours from 25hrs to 30 hours per week. The committee supported this increase being submitted to the Staffing Committee.</p>	<p>RFO reports for Auditor</p> <p>LP to seek advice from Solicitor</p> <p>Cllr Remington to advise SAC</p> <p>Cllr Barker & RFO</p> <p>RFO to inform staffing Committee</p>
91.	<p>To approve</p> <ul style="list-style-type: none"> • BACS March 2024 • BACS April 2024 • BACS May 2024 • Debit card payments for March & April <p>It was Resolved to approve the supplier payments excluding the invoices from Lecico Bathrooms and Liskeard Property Management.</p> <p>Proposed by Cllr Barker and seconded by Cllr Graham-Jones. All in favour.</p>	
92.	<p>To approve</p> <ul style="list-style-type: none"> • Bank reconciliations for January, February & March 2024. • Add Cllr Remington to approve bank reconciliations alongside Cllr Barker. • Bank balances and any fund transfers. <p>It was agreed that the Bank reconciliations for January, February & March 2024 would go to the next meeting.</p>	

	<p>It was Resolved to add Cllr Remington to approve bank reconciliations alongside Cllr Barker.</p> <p>Proposed Cllr Gregory and Seconded by Cllr Graham Jones. All in favour.</p>	RFO
93.	<p>To approve</p> <ul style="list-style-type: none"> • Expenses reports for 2023-2024 • Draft Income V Expenditure for 2023-24 <p>It was Resolved to approve annual Income V expenditure and expenses reports to reduce workload and aid transparency.</p> <p>Proposed by Cllr Remington and Seconded by Cllr Barker. All in favour.</p> <p>The RFO summarised the income and expenditure. Currently income has been exceeded by £54,909 and we are under budget by £72,160 for expenditure. Earmarked reserves are showing as £91.999 approved expenditure by the council.</p> <p>It was Resolved to approve the draft Income V Expenditure for 2023-24</p> <p>Proposed by Cllr Barker and Seconded by Cllr Graham-Jones. All in favour.</p>	
94.	<p>To approve</p> <ul style="list-style-type: none"> • Salary payment procedure. <p>Discussion ensued around the need for a new salary payment procedure and how this would work to ensure the staffing contractual requirements are met.</p> <p>It was Resolved to approve the Staff Salary Payment Procedure.</p> <p>Proposed by Cllr Remington and Seconded by Cllr Graham-Jones</p>	
95.	<p>To consider additional information regarding CCLA and make a recommendation to Full council.</p> <p>Discussion ensued following the research into CCLA and confirmation that the Church of England are not involved in Public Sector Deposit Fund and it is owned by Local Government Association. This would be a low risk investment facility with a reasonable level of security.</p> <p>It was Resolved to recommend to Full council to open a deposit fund with CCLA to spread funds between this and Cornwall Councils Call Account. The RFO to provide additional information for Councillors on how the fund is managed.</p> <p>Proposed by Cllr Barker and seconded by Cllr Graham-Jones. All in favour.</p>	RFO

	Policy and Strategy	
96.	<p>To Consider a request from Services, Assets and Community Committee to consider short/medium term use of the land adjacent to the Looe Library and Community Hub.</p> <p>Discussion ensued following the need to consider short/medium and long term use of the land next to the Library building. Further investigation to drainage and flood defences to the land will need to be completed before any further possible planning applications could be considered. It was agreed that improvements to the appearance of the area and groundwork should be investigated. The site could then be put out to tender for temporary use.</p> <p>It was Resolved for the Town Clerk to assess feasibility and costs for short term improvements to the land.</p> <p>Proposed by Cllr Remington and seconded by Cllr Barker. All in favour.</p>	TC to investigate costs for improvement to area.
97.	<p>To resolve to recommend to Full council amendments to Standing Orders.</p> <p>Councillors had received copies of the amended Standing Orders and a Summary of those amendments prior to the meeting. The TC discussed the proposed amendments and the reasoning behind them.</p> <p>It was Resolved to recommend to Full Council the amendments to the Standing Orders.</p> <p>Proposed by Cllr Remington and seconded by Cllr Gregroy. All in favour.</p>	TC to recommend amendments to Standing Orders to Full Council
98.	<p>To resolve to recommend to Full Council the re-adoption of the following policies:</p> <p>Information Management and Publicity Policies</p> <p>Data Protection and Privacy Policy/Freedom of Information Policy /Local Government Transparency Code/LTC Publication Scheme/Media and Publicity Policy/Broadcasting and Social Media at Council Meetings Policy.</p> <p>Employment Policies and Procedures</p> <p>Disciplinary Policy & Procedure/Employee code of Conduct/Employee Handbook/Equality and Diversity Policy/Grievance Policy & Procedure/Lone Working Policy/Redundancy Policy/safeguarding Policy including Guidelines & Procedure/staff Appraisals Policy & Procedure/Time Off in Liew Policy and Procedures.</p>	

	Proposed by Cllr Graham Jones and seconded by Cllr Harwood. All in favour.	
99.	<p>To resolve to recommend to Full Council the following new policies:</p> <ul style="list-style-type: none"> • Whistleblowing Policy and Procedure • Volunteering Policy <p>It was Resolved to recommend to Full Council subject to amended typos the Whistleblowing Policy and Procedure.</p> <p>Proposed by Cllr Graham-Jones and seconded by Cllr Harwood. All in favour.</p> <p>It was Resolved to recommend to Full council the Volunteering Policy.</p> <p>Proposed by Cllr Gregory and seconded by Cllr Harwood. All in favour.</p>	
100.	<p>To Resolve to recommend to Full council committee Terms of Reference and Scheme of Delegation.</p> <p>The TC informed the committee that the Scheme of Delegation has been produced to aid the day to day working. This has been based on the NALC model as well as existing schemes used by other Town Councils. It was highlighted that this is a working document that would require further work once the new Financial regulations are approved.</p> <p>Discussion ensued around the maximum number of Councillors for Committees.</p> <p>It was Resolved to propose a maximum of 9 councillors with a minimum of 3 or 1/3 of members to be quoracy.</p> <p>Proposed by Cllr Gregory and seconded by Cllr Graham-Jones</p> <p>It was Resolved to recommend to Full Council the Committee Terms of Reference and the Scheme of Delegation.</p> <p>Proposed by Cllr Graham-Jones and seconded by Cllr Harwood. All in favour.</p>	
101.	<p>Exclusion of members of the press and public</p> <p>In accordance with standing order 3d and S1(2) of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business to be discussed, to resolve to exclude the public and press from the meeting during consideration of the following matters:</p>	
	Date of next meeting:	

The Meeting closed at 7:25 pm.

Signed

Date.....

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