

LOOE TOWN COUNCIL

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Finance and Strategy Committee Minutes

Held in

The Council Chamber, Looe Library and Community Hub, The Millpool, Looe

On 18th November 2024 at 6.00pm

Present: Cllr Simon Barker (SB)
Cllr Stephen Remington (SR)
Cllr Martin Gregory (MG)

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

Members of the Public: Two

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome Cllr Remington welcomed everyone to the meeting of the Finance and Strategy Committee.	
FAS/24-25/27	To Receive Apologies for absence. It was RESOLVED to approve the minutes of the previous meeting of the Finance and Strategy Committee on 16 th September 2024. Proposed by Cllr Gregory and seconded by Cllr Simon Barker. All in favour.	

FAS/24-25/28	To Receive Declarations of Interest None received.	
FAS/24-25/29	To Receive Questions from members of the public Questions were received from the members of public present.	RFO to write reply.
FAS/24-25/30	Finance and Strategy Committee Minutes It was RESOLVED to approve the minutes of the previous Finance and Strategy Committee meeting held on 16 th September 2024 Proposed by Cllr Remington seconded by Cllr Gregory. All in favour.	
Policy and Strategy		
FAS/24-25/31	To receive an update report, from the Clerk A report from the Clerk was circulated and noted and the Clerk gave an overview of her report.	
FAS/24-25/32	Scheme of Delegation and Terms of Reference To resolve to recommend to Full Council the revised scheme. The scheme of delegation and terms of reference were circulated and noted. This document reflects the changes to financial regulations. Discussion ensued around 4.1.1 and the Deputy Clerk's responsibility for agreeing terms of leases, licence, conveyance or transfer. It was RESOLVED to recommend to Full Council the revised scheme of Delegation and Terms of Reference with the insertion to 4.1.1 'subject to agreement of Council's legal representative and/or the Town Clerk'. Proposed by Cllr Barker and seconded by Cllr Remington. All in favour.	
FAS/24-25/33	Safeguarding Policy This agenda item was deferred to a later meeting.	

<p>FAS/24-25/34</p>	<p>The Worker Protection Act 2023</p> <p>To resolve to recommend to Full Council a revision to the Staff Handbook to comply with a new positive duty for councils (employers) to prevent sexual harassment in the workplace which came into effect on 26th October 2024.</p> <p>A revision to the Employee handbook section 6.3 Bullying and Harassment procedure was circulated and noted. Discussion ensued around the need to include that ‘discrimination towards staff will not be tolerated’</p> <p>It was RESOLVED to recommend to Full Council to adopt the revision to the Staff Handbook to include ‘discrimination against staff will not be tolerated’ to comply with a new positive duty for councils (employers) to prevent sexual harassment in the workplace (26.10.2024).</p> <p>Proposed by Cllr Gregory and seconded by Cllr Remington. All in favour.</p>	
<p>FAS/24-25/35</p>	<p>2025/6 Action Plan</p> <p>The draft Action Plan 2025/26 was circulated and noted.</p> <p>The Clerk informed the meeting that this 3-year strategic action plan has been produced to take the Council through the first stage of a new Council next year. Themed Priorities identified within the report include.</p> <p>Delivering for the Community Safer Looe Sustainable Local Economy Greener Looe Investing in Young People Ambitious Council</p> <p>Discussion ensued around considering the lifespan of the van and budgeting for future replacement. Possible eligibility for new grants through the Business and Learning Working group were discussed. The RFO will bring detail of the next meeting of the earmarked reserves.</p>	<p>RFO to report to next meeting earmarked reserves.</p>
<p>Finance</p>		
<p>FAS/24-25/36</p>	<p>To receive an update report from the RFO</p> <p>A report from the RFO was circulated and noted. The RFO gave</p>	

	an overview and clarification of her report.	
FAS/24-25/37	<p>To receive the following reports and resolve to approve:</p> <p>1. Bank reconciliations September & October 2024</p> <p>Cllr Remington confirmed the Bank reconciliations for September and October were all in order.</p> <p>It was RESOLVED to approve the Bank reconciliations. Proposed by Cllr Remington and seconded by Cllr Barker. All in favour.</p> <p>2. Previous Supplier payments</p> <p>It was RESOLVED to approve the previous supplier payments. Proposed by Cllr Barker and seconded by Cllr Remington. All in favour.</p>	
FAS/24-25/38	<p>To receive the following reports and resolve to approve</p> <p>1. Expenditure reports September & October 2024</p> <p>2. BACS payments due 18th November 2024</p> <p>1 It was RESOLVED to approve the expenditure reports for September and October 2024. Proposed by Cllr Gregory and seconded by Cllr Remington. All in favour.</p> <p>2 It was RESOLVED to approve the BACS payments due to 18th November 2024. Proposed by Cllr Barker and seconded by Cllr Remington. All in favour.</p>	
FAS/24-25/39	<p>To receive and note a report on Income v Expenditure 2024-25</p> <p>The Income v Expenditure 2024-25 were circulated and noted.</p> <p>Cllrs thanked the RFO for well-presented reports, including a year-end forecast.</p>	
FAS/24-25/40	<p>To receive the first draft of the Budget for 2025-26 along with Looe Tax Base & Forecast for 2024-25</p> <p>The RFO summarised the report clarifying proposed expenditure of election expenses, rise in NI contributions. Discussion ensued around charges for the toilets at the Seafront and Millpool, proposed precept and draft budget deficit. The RFO will work with the Deputy Clerk on the maintenance plan to include</p>	

	<p>yearly & biannual expenses.</p> <p>It was agreed to refer to the SAC Committee the decision to renew the flash flood insurance cover once the flood gates are fitted to the Community Hub building.</p>	Refer to SAC flash flood insurance renewal.
FAS/24-25/41	<p>Community Grant Application</p> <p>To consider an application from Cornwall Air Ambulance.</p> <p>It was RESOLVED approve a grant of £750 for Cornwall Air Ambulance. Proposed by Cllr Barker and seconded by Cllr Remington. Carried 2 for/ 1 against.</p>	RFO
FAS/24-25/42	<p>Exclusion of members of the press and public.</p> <p>Exclusion of the Press and Public. Standing Order 3d. The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>No items.</p>	
FAS/24-25/43	Date of next meeting: Monday 9th December 2024	

The Meeting closed at 7.06 pm.

Signed

Date.....