

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Finance and Strategy Committee

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

On 16th September 2024 at 6.00pm

Present:

- Cllr Simon Barker (SB)
- Cllr Stephen Remington (SR)
- Cllr Martin Gregory (MG)
- Cllr Armand Toms (AT)
- Cllr Jamie Pearn (JP)

In Attendance: Fiona Wilkes-Jones, Responsible Financial Officer (RFO)
Donna Folland, Admin Officer (AO)

Members of the Public: 1 member of the public

	Welcome	ACTIONS
	<p>Cllr Barker welcomed everyone to the meeting of the Finance and Strategy Committee.</p> <p>It was RESOLVED to co opt Cllr Armand Toms into the meeting. Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p>	
FAS 24/25 /12	<p>To Receive and accept apologies. To receive, and consider for approval, apologies for absence and reasons given.</p> <p>Apologies for Absence were received from Cllr Tony Smith (TS).</p> <p>It was RESOLVED to accept the apologies and the reasons given. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p> <p>Cllr Jasper Graham-Jones (JGJ) was absent.</p>	

<p>FAS 24/25 /13</p>	<p>To Receive Declarations of Interest Councillors are reminded to declare any interest on any item on the agenda at this point or at any point during the meeting in accordance with the Council’s Code of Conduct.</p> <p>Cllr Armand Toms declared an interest in matters pertaining to Cornwall Council, Looe Development Trust, and Looe Harbour Commissioners.</p>	
<p>FAS 24/25 /14</p>	<p>To Receive Questions from members of the public To receive representations from members of the public in respect to the business on the agenda.</p> <p>The member of the public raised a concern regarding advertising Council meetings on Facebook and the front page of the Council website.</p>	
<p>FAS 24/25 /15</p>	<p>Finance and Strategy Committee Minutes To resolve to approve the minutes of the previous meeting of the Finance and Strategy Committee held on 25th July 2024.</p> <p>It was RESOLVED to approve the minutes of the previous Finance and Strategy committee minutes held on 25th July 2024.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. Carried 1 for and 2 abstentions.</p>	
	<p>Finance</p>	
<p>FAS 24/25 /16</p>	<p>To receive an update report from the RFO.</p> <p>The report from the RFO was circulated and noted.</p>	
<p>FAS 24/25 /17</p>	<p>To receive the following reports and resolve to approve:</p> <ol style="list-style-type: none"> 1. Bank reconciliations July and August 2024. <p>Cllr Stephen Remington confirmed the bank reconciliations for July and August 2024 were all in order.</p> <ol style="list-style-type: none"> 2. Previous Supplier payments. <p>The previous supplier payments were circulated and noted.</p> <p>It was RESOLVED to approve the previous Supplier payments.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p>	

<p>FAS 24/25 /18</p>	<p>To receive the following reports and resolve to approve</p> <p>1. Expenditure reports July and August 2024</p> <p>The expenditure reports were circulated and noted.</p> <p>It was RESOLVED to approve the Expenditure reports for July and August 2024. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p> <p>2. BACS payments due on 16th September 2024</p> <p>It was RESOLVED to approve the BACS payments due on 16th September 2024. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	
<p>FAS 24/25 /19</p>	<p>To receive and note Year End Income v Expenditure 2023-24 & Reserves</p> <p>The year end Income V Expenditure 2023-24 was circulated and noted. There had been a few adjustments on the VAT on takings from the Library & seafront toilets. The RFO has submitted some adjustments and will complete remaining amendments in the November 2024 VAT return.</p>	
<p>FAS 24/25 /20</p>	<p>To receive and note a report on Income V Expenditure 2024-25</p> <p>The 2024-25 Income V Expenditure report was circulated and noted. The RFO explained that the income was higher due to grants received and expenditure was similar to budgeted expectations. The RFO will have the 1st draft budget for next year at the November meeting. The RFO has reviewed the electricity providers. From 1st October 2024 the LTC buildings will be with British Gas and the Toilets with Corona Electric.</p>	
<p>Policy and Strategy</p>		
<p>FAS 24/25 /21</p>	<p>To receive an update report from the Clerk.</p> <p>The Clerk’s report was circulated and noted. The report included an update on actions from previous resolutions (Polkirt Arcade, land adjacent to the library, Marketing and Communications Strategy, Policies and Plans and 2024/25 Action Plan). The report also included a timetable for reviewing policies during 2024/25 and a summary report of progress against the 2024 Action Plan.</p>	

<p>FAS 24/25 /22</p>	<p>Financial Regulations 2024 To resolve to recommend to Full council the new model Financial Regulations.</p> <p>The Financial Regulations 2024 were circulated and noted. Following a meeting between the Clerk, Chair and Deputy Chair changes were made based on the NALC template and adapted to meet the needs of LTC to streamline and protect the finances. These will be reviewed in March/April 2025 to be adopted at the Annual meeting.</p> <p>It was RESOLVED to recommend to Full Council the new model Financial Regulations. Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p>	
<p>FAS 24/25 /23</p>	<p>Marketing and Communications Plan To receive a report from Cllr Stephen Remington.</p> <p>Cllr Remington’s report was circulated and noted. The report included initial examination of identified issues and agreed priorities to start exploring including, a signage policy, extending the visitor season with plans in Autumn and Christmas 2024, audits to identify gaps, promoting new initiatives and a recently started visitor survey.</p>	
<p>FAS 24/25 /24</p>	<p>Policy Review 1. To review and resolve to recommend to Full council a new Training and Development Policy.</p> <p>The training and Development Policy was circulated and noted. No questions were raised. The need for more Councillors to apply in May was identified.</p> <p>It was RESOLVED to recommend to Full Council the new Training and Development Policy. Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p> <p>The member of the public left the meeting at 6:49 pm</p>	
<p>FAS 24/25 /25</p>	<p>Exclusion of members of the press and public</p> <p>In accordance with 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</p>	

	<p>matters:</p> <p>To consider quotes received for improvements to the parking area adjacent to the library.</p> <p>It was RESOLVED to exclude members of the public and press from the meeting during consideration of quotes received for improvement to the parking area adjacent to the Library.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Martin Gregory. All in favour.</p> <p>Improvements to the parking area adjacent to the library, costs and possibilities for income were considered.</p> <p>It was RESOLVED to invite expressions of Interest from potential parties for income to rent the space. Proposed by Cllr Stephen Remington and Seconded by Cllr Simon Barker. All in favour.</p>	
<p>FAS 24/25 /26</p>	<p>Date of next meeting: Monday 18th November 2024</p>	

The Meeting closed at 7:03 pm.

Signed

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