



MINUTES OF THE Finance and Strategy Committee
Held at the Council Chamber, Looe Library & Community Hub.

On 20th January 2025 at 6.00pm

Present: Cllr Simon Barker (SB)
Cllr Stephen Remington (SR)
Cllr Jamie Pearn (JP)
Cllr Armand Toms (AT)
Cllr Jasper Graham-Jones (JGJ)

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

Members of the Public: 2

	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 to the meeting. Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham Jones. All in favour.</p>	
FAS/24-25/44	<p>To Receive Apologies for Absence and reasons given.</p> <p>It was RESOLVED to accept the apologies for absence and the reasons given by Cllr Chris Harwood and Cllr Martin Gregory.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	
FAS/24-25/45	To Receive Declarations of Interest	

	<p>Cllr Armand Toms declared an interest in matters pertaining to Cornwall Council, Looe Development Trust, and Looe Harbour Commissioners.</p>	
FAS/24-25/46	<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>Questions were received from the two members of public present.</p> <p>The Clerk responded to the questions.</p>	
FAS/24-25/47	<p>Finance and Strategy committee Minutes To resolve to approve the minutes of the previous meeting of the Finance and Strategy committee held on 18th November 2024.</p> <p>There were insufficient Councillors present to approve the minutes of the previous meeting held on 18th November 2024.</p> <p>It was RESOLVED for the minutes to the Finance and Strategy Committee to be approved at the Full Council meeting on 27th January 2025.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	LP
	Finance	
FAS/24-25/48	<p>To receive an update report from the RFO. The report from the RFO was circulated and noted.</p>	
FAS/24-25/49	<p>To receive the following reports and resolve to approve:</p> <ol style="list-style-type: none"> 1) Bank reconciliations November & December 2024. 2) Previous Supplier payments. <p>Cllr Stephen Remington confirmed that the Bank reconciliations are all in order.</p> <p>It was RESOLVED to approve the November & December Bank reconciliations and previous supplier payments.</p> <p>Proposed by Cllr Simon Barker and seconded Cllr Stephen Remington. All in favour.</p>	RFO

<p>FAS/24-25/50</p>	<p>To receive the following reports and resolve to approve:</p> <ol style="list-style-type: none"> 1) Expenditure reports November & December 2024. 2) BACS payments due 21.01.25. <p>It was RESOLVED to approve the expenditure reports for November and December 2024 and the BACS payments due on 21.1.2025. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	<p>RFO</p>
<p>FAS/24-25/51</p>	<p>Interim internal audit 2024-25 report.</p> <p>To review and minute acceptance of the report.</p> <p>The RFO summarised the items for improvement and explained the internal audit process.</p> <p>It was RESOLVED to agree acceptance of the Interim Internal Audit Report 2024-25. Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	<p>RFO</p>
<p>FAS/24-25/52</p>	<p>To receive and note a report on Income v Expenditure 2024-25.</p> <p>The Income v Expenditure report for 2024-25 was circulated and noted. The RFO gave a summary of the report.</p>	
<p>FAS/24-25/53</p>	<p>To receive a reserves statement, draft budget for 2025-26, Looe tax base and forecast for 2024-25.</p> <p>To resolve to recommend the 2025-26 budget and precept to Full Council.</p> <p>The draft budget for 2025-26, reserves statement, Looe tax base and projected forecast for 2024-25 were reviewed. Cllr Remington gave an overview of his report. Discussion ensued on the Budget considerations for 2025-26 and the impact of possible increases of 5%, 7.5% or 10% to the precept and the necessity to use reserves to cover the deficits.</p> <p>It was RESOLVED to recommend to Full Council an increase to the precept of 7.5% to £569,900 and the Budget for 2025-26 as Income £658,066, Expenditure £679,820 and a requirement of the use of reserves of £21,754.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p>	<p>RFO</p>

	Policy and Strategy	
FAS/24-25/54	<p>To receive an update report from the Clerk. The Clerk’s report was circulated and noted. The Clerk gave an overview of her report and the review of the policies. Key documents will need to be reviewed ahead of the annual meeting. All other documentation will be reviewed on a rolling programme. Cllr Stephen Remington and Cllr Simon Barker volunteered to attend a meeting in April 2025 to review key policy documents ahead of the Annual Meeting.</p>	LP, SR, SB
FAS/24-25/55	<p>2025/6 Action Plan To resolve to recommend the 2025/6 action plan to Full Council.</p> <p>The 2025/6 Action plan was circulated and noted. The Clerk informed the Committee that plans are currently worked on a 1-year cycle. Consideration to progressing to a three-year strategic plan developed in consultation with the community, would allow for the delivery of agreed objectives with greater ability to plan expenditure in the medium term.</p> <p>It was RESOLVED to recommend the 2025/6 Action Plan to Full Council. Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham Jones. All in favour.</p>	LP
FAS/24-25/56	<p>Exclusion of members of the press and public</p> <p>To consider passing the following resolution, “In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed.”</p> <p>No items for discussion. Councillors thanked the Officers for their detailed reports.</p>	
FAS/24-25/57	<p>Confidential items for discussion. None, save where Council wishes to discuss any commercial information and confidential elements of public report.</p> <p>No items for discussion.</p>	
FAS/24-25/58	Date of next meeting: Monday 17 th March 2025	

The Meeting closed at 7:04 pm.

Signed

Date.....

DRAFT