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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 22nd July 2025 at 6.00pm

Present: Cllr Stephen Remington (SR)
Cllr Jamie Pearn (JP)
Cllr Jasper Graham-Jones (JGJ)
Cllr Chris Rose – (CR)
Cllr Adrian Rusu – (AR)

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

Members of the Public: None present.

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome In the absence of the Chair and following the resignation of the Vice Chair. Cllr Stephen Remington agreed to Chair the meeting until the election of a new Vice Chair. Cllr Stephen Remington welcomed everyone to the meeting of the Finance and Strategy Committee. Cllr Remington welcomed Cllr Adrian Rusu and gave an overview of the Committee. All Cllrs and staff introduced themselves.	
FAS/25-26/024.	**To Receive and accept apologies.**	

	It was **AGREED** to accept the apologies for absence and the reasons given from Cllr Simon Barker (SB) and Cllr Mark Pughe (MPU).	
FAS/25-26/025.	**To Receive Declarations of Interest / Requests for Dispensations.** None declared.	
FAS/25-26/026.	**To consider the appointment of a Vice-Chair of the Finance & Strategy Committee following the resignation of Cllr Remington from that position.** It was **RESOLVED** to co-opt Cllr Adrian Rusu onto the committee for the meeting. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones (JGJ). All in favour. It was **RESOLVED** appoint Cllr Chris Rose to the position of Vice Chair of the Finance & Strategy Committee. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones (JGJ). Carried 4 for / 1 abstention. Cllr Chris Rose agreed to Chair the remainder of the meeting.	
FAS/25-26/027.	**To Receive Questions from members of the public in respect to the business on the agenda.** None present.	
FAS/25-26/028.	**To resolve to approve the Finance & Strategy minutes held on the 2nd June 2025** It was **RESOLVED** to approve the minutes of the previous Finance and Strategy Committee meeting held on 2nd June 2025 **Proposed** by Cllr Stephen Remington (SR) **seconded** by Cllr Jamie Pearn (JP). Carried 3 for /2 abstained as not present at the meeting.	
Finance		
FAS/25-26/029.	**To receive an update report form the RFO.**	

	The report from the RFO was circulated and noted. The RFO gave an overview of her report. Discussion ensued around the costs to LTC for the Polkirt Arcade. It was agreed that the senior management team would investigate possibilities of use for the unit.	**Senior Management Team**
FAS/25-26/030.	**To receive the following reports and resolve to approve:** **1. Bank Reconciliations May & June 2025.** It was agreed that an additional Committee member would be appointed to confirm the Bank Reconciliations. Future Bank Reconciliations would be confirmed by either the Chair or Vice Chair of the Finance and Strategy Committee. **2. Previous Supplier payments**. It was **RESOLVED** to approve the Previous Supplier payments. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/031.	**To receive the following reports and resolve to approve:** **1. Expenditure website reports April, May & June 2025.** It was **RESOLVED** to approve the expenditure website reports April, May & June 2025. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones (JGJ). All in favour.	
FAS/25-26/032.	**To receive and note a report on** **1. Income v Expenditure 2025-26.** It was **RESOLVED** to receive and note the Income v Expenditure report. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Jasper Graham-Jones (JGJ). All in favour. Councillors thanked the RFO for her detailed reports.	
FAS/25-26/033.	**To receive an update on telephone and broadband information.**	

	A report on the telephone and broadband was circulated and noted. The RFO gave an overview of the report. A second broadband line is to be trialled. Upon completion of a trial period Officers will report back to Council. New quotes will be sought for September.	
Policy and Strategy		
FAS/25-26/034.	**To receive an update report form the Clerk.** The Clerk's report was circulated and noted. The Clerk gave an overview of her report.	
FAS/25-26/035.	**Disciplinary Policy & Procedure** To resolve to recommend the Disciplinary Policy & Procedure to Full Council. It was **RESOLVED** to recommend the Disciplinary Policy & Procedure to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/036.	**Employee code of Conduct** To resolve to recommend the Employee Code of Conduct to Full Council. It was **RESOLVED** to recommend the Employee Code of Conduct to Full Council. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/037.	**Equality and Diversity Policy** To resolve to recommend the Equality & Diversity Policy to Full Council. It was **RESOLVED** to recommend the Equality and Diversity Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/038.	**Grievance Policy & Procedure** To resolve to recommend the Grievance Policy & Procedure to Full Council.	

	It was **RESOLVED** to recommend the Grievance Policy & Procedure to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/039.	**Homeworking Policy** To resolve to recommend the Homeworking Policy to Full Council. It was **RESOLVED** to recommend the Homeworking Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/040.	**Lone Working Policy** To resolve to recommend the Lone Working Policy to Full Council. It was **RESOLVED** to recommend the Lone Working Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/041.	**Redundancy Policy** To resolve to recommend the Redundancy Policy to Full Council. It was **RESOLVED** to recommend the Redundancy Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/042.	**Safeguarding Policy** To resolve to recommend the Safeguarding Policy to Full Council. It was **RESOLVED** to recommend the Safeguarding Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	

FAS/25-26/043.	**Staff Appraisal Policy** To resolve to recommend the Staff Appraisal Policy to Full Council. It was **RESOLVED** to recommend the Staff Appraisal Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/044.	**Time off in Lieu Policy** To resolve to recommend the Time off in Lieu Policy to Full Council. It was **RESOLVED** to recommend the Time off in Lieu Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/045.	**Volunteering Policy** To resolve to recommend the Volunteering Policy to Full Council. It was **RESOLVED** to recommend the Volunteering Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/046.	**Whistleblowing Policy & Procedure** To resolve to recommend the Whistleblowing Policy & Procedure to Full Council. It was **RESOLVED** to recommend the Whistleblowing Policy & Procedure to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/047.	**Workplace Pensions and Auto-enrolment Policy** To resolve to recommend the Workplace Pensions and Auto-enrolment Policy to Full Council. It was **RESOLVED** to recommend the Workplace Pensions and Auto-enrolment Policy to Full Council.	

	Proposed by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/048.	**Exclusion of members of the press and public.** 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 matters. None Present.	
FAS/25-26/049.	**Confidential items for discussion.** None.	
FAS/25-26/050.	**Date of next meeting:** Tuesday 16th September 2025	

The Meeting closed at 7:10pm. The Chair Cllr Chris Rose thanked all for their attendance.

Signed ....

Date..