



LOOE TOWN COUNCIL

KONSEL TRE LOGH

Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF.
Telephone: 01503 262255
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Members of the Finance and Strategy Committee

Looe Town Council

14th January 2026

Dear Councillors

You are hereby summoned to attend a meeting of the Finance and Strategy Committee, Looe Town Council for the purpose of transacting the following business.

This meeting will be held at Council Chambers, Looe Library and Community Hub, The Millpool, Looe, PL13 2AF on:

Tuesday 20th January 2026

Yours faithfully

A handwritten signature in black ink that reads "Sam White".

Sam White

Looe Town Clerk

Please note that this meeting is open to members of the public. *If you would like information about attending a meeting or how to ask a question, please email enquiries@looetowncouncil.gov.uk or ring 01503 262255*

Meeting of the Finance and Strategy Committee Looe Town Council
Tuesday 20th January 2026 at 6.00pm



AGENDA

Welcome		
FAS/25-26/094	To Receive Apologies for Absence To receive, and consider for approval, apologies for absence and reasons given.	
FAS/25-26/095	To Receive Declarations of Interest/ Requests for Dispensations To RECEIVE any declarations of interest. To RESOLVE to grant dispensations where appropriate. 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.	
FAS/25-26/096	To Receive Questions from members of the public¹ To receive representations from members of the public in respect to the business on the agenda. ¹	15 mins
FAS/25-26/097	Finance and Strategy Committee Minutes To resolve to approve the minutes of the previous meeting of the Finance and Strategy Committee held on 15 th December 2025.	
Finance		
FAS/25-26/098	To receive an update report from the RFO	
FAS/25-26/099	To receive the following reports and resolve to approve: 1) Bank reconciliations December 2025 2) Previous Supplier payments	
FAS/25-26/100	To receive the following reports and resolve to approve 1) LTC expenditure report December 2025	
FAS/25-26/101	To receive and note a report on 1) Income v Expenditure 2025-26	
FAS/25-26/102	To receive, note, recommend 1) Forecast for 2025-26 2) Budget 2026-27	
FAS/25-26/103	Date of the next meeting: Tuesday 17th March 2026.	

¹ In accordance with Looe Town Council Standing Orders 3e, f and g members of the public may make representations , answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public may speak for no more than 3 minutes, and the period of time designated for public participation shall not exceed 15 minutes unless directed by the Chair of the meeting.

enquiries@looetowncouncil.gov.uk

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 15th December 2025 at 6.00pm

Present:

Cllr Simon Barker (SB) – Chair
Cllr Mark Pughe (MPU) – Vice Chair
Cllr Stephen Remington (SR)
Cllr Jasper Graham-Jones (JGJ)
Cllr Chris Harwood (CH)
Cllr Jon Holmes (JH)
Cllr Abbas Matini (AM)

In Attendance:

Sam White, Town Clerk (TC)
Fiona Wilkes-Jones, Responsible Financial Officer (RFO)
Sharon Payne (DTC)
Donna Folland, Admin Officer (AO)

Members of the Public: None

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	<p>Welcome</p> <p>Cllr Simon Barker welcomed everyone to the meeting of the Finance and Strategy Committee.</p> <p>Cllr Barker gave Cllrs Chris Harwood and Jon Holmes the option to be co-opted onto the Finance and Strategy Committee and then able to vote or to be an observer of the meeting.</p>	

	<p>It was RESOLVED to co-opt Cllrs Jon Holmes and Chris Harwood onto the Finance and Strategy Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
FAS/25-26/082	<p>To Receive and accept apologies.</p> <p>Apologies for absence and the reasons given were accepted from Cllrs Chris Rose and Jamie Pearn.</p>	
FAS/25-26/083	<p>To Appoint a Vice-Chair for the Committee.</p> <p>Cllr Chris Rose has resigned as Vice Chair of the Finance and Strategy Committee.</p> <p>It was RESOLVED to appoint Cllr Mark Pughe as Vice Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	
FAS/25-26/084	<p>To Receive Declarations of Interest/Requests for Dispensations.</p> <p>None received.</p>	
FAS/25-26/085	<p>To Receive Questions from members of the public</p> <p>None present.</p>	
FAS/25-26/086	<p>Finance and Strategy Committee Minutes.</p> <p>It was RESOLVED to approve the minutes of the previous Finance and Strategy committee minutes held on 11th November 2025.</p> <p>Proposed by Cllr Simon Barker, seconded by Cllr Stephen Remington. Carried 5 for /2 abstained as not present at the meeting.</p>	
Finance		
FAS/25-26/087	<p>To receive an update report from the RFO.</p> <p>Cllr Barker suggested moving Agenda item 93 before item 92 to enable discussion on the Strategic plan to inform discussions</p>	

	<p>on draft Budgets.</p> <p>The report from the RFO was circulated and noted. The RFO gave an overview of her report. Cllr Mark Pughe requested a copy of the installation design of the Broadband service within the Council building.</p> <p>The RFO confirmed that the transfer of funds to the CCLA account would be completed this week.</p>	<p>RFO to provide Broadband Installation design.</p> <p>RFO transfer funds to the CCLA account.</p>
FAS/25-26/088	<p>To receive the following reports and resolve to approve:</p> <p>1. Bank reconciliations November 2025 & Charge card.</p> <p>Cllr Barker confirmed that the Bank reconciliations and Charge card were in order and a new format would be shared with the Committee.</p> <p>It was RESOLVED to approve the Bank reconciliations November 2025 and Charge card.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>2. Previous Supplier payments.</p> <p>It was RESOLVED to approve the Previous Supplier payments.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington.</p>	
FAS/25-26/089	<p>To receive the following reports and resolve to approve:</p> <p>1. LTC expenditure report November 2025.</p> <p>The LTC expenditure report November 2025 was circulated and noted. Thanks were given to the RFO for the detailed monthly reports and forecasts.</p>	
FAS/25-26/090	<p>To receive the Interim Internal Audit Report 2025-26</p> <p>1. Hudson Accounting Report.</p> <p>The Interim Internal Audit report 2025-26 was received and noted. The agreement with Hudson Accounting will terminate after the final Internal audit of 2025-26. The RFO will review the recommendations received for another Audit Accounting provider.</p>	<p>RFO to locate another Audit accounting provider for from 2026-27.</p>

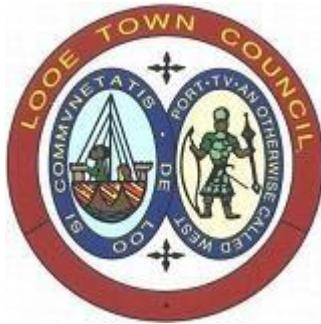
FAS/25-26/091	<p>To receive and note a report on</p> <p>1. Income v Expenditure 2025-26.</p> <p>The Income v Expenditure 2025-26 was circulated.</p>	
FAS/25-26/092	<p>To receive, note, recommend</p> <p>1. Forecast for 2025-26</p> <p>The Forecast for 2025-26 was circulated and noted. The Chair gave an overview of the 2025-26 budget forecast and the expectation that the need to use the earmarked reserves will be less than predicted. Discussion ensued around Monies for the Food Festival are being held for next year. Cllrs requested that the Food Festival accounts be separated to avoid confusion.</p>	
Policy and Strategy		
FAS/25-26/093	<p>To receive a report on the Strategic Plan 2026-29.</p> <p>The draft Strategic Plan was circulated and noted. The TC gave an overview of the Plan and thanked Cllrs for attending the strategic discussion session to establish the 6 Key Priorities areas within the Strategic Plan.</p> <p class="list-item-l1">1. Widen Community engagement and support.</p> <p class="list-item-l1">2. Facilitate opportunities for our young people.</p> <p class="list-item-l1">3. Preserve and improve community assets.</p> <p class="list-item-l1">4. Deliver value for money and maximise income opportunities</p> <p class="list-item-l1">5. Within the Council, build resilience, boost skills and plan for succession</p> <p class="list-item-l1">6. Constantly seek marginal gains.</p> <p>Discussion ensued around reviewing applications for Grants. It is proposed to reconfigure the Community Grants scheme, splitting into two tranches each year with a maximum grant award of £500 enabling more organisations to be supported. The possibility of Service level agreements may be considered if appropriate.</p> <p>The TC shared an update on possible movement in the future for Assets being devolved from Cornwall Council and the Town Council needing to be comfortable with acquiring assets and possible repairs and costs involved.</p> <p>It was RESOLVED to receive the Strategic Plan 2026-29 with the inclusion of a paragraph at the beginning detailing the positive things the Council are currently offering and recommend to Full Council.</p>	TC to update with inclusion of a paragraph detailing what the Council

	Proposed by Cllr Jon Holmes and seconded by Cllr Stephen Remington. All in favour.	currently offer.
FAS/25-26/092	<p>2. Draft budget 2026-27</p> <p>The Draft budget 2026-27 was circulated and noted. The RFO gave an overview informing Cllrs that the draft is a cautious prediction of the budget for 2026-27.</p> <p>Discussion ensued around ensuring the key priorities within the Strategic Plan will need to feed into the draft budget. Potential increases to income, expenditure and the need for succession planning, using in house skills, staffing and potential funding highlighted.</p> <p>3. Draft Reserves allocation</p> <p>It was RESOLVED to establish a working group to meet in January with Officers to review the draft budget and reserves allocation. Cllrs Simon Barker, Stephen Remington and Mark Pughe agreed to participate.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	
FAS/25-26/093	Date of next meeting: 20th January 2026	

The Meeting closed at 7:57 pm.

Signed

Date.....



Author: Responsible Finance Officer
Committee: Finance & Strategy
Status Public
Agenda Item FAS 25-26/098
Date: 15.01.2026

Resolutions, Recommendations & reviews from Finance & Strategy Committee meetings

Appointment of Vice Chair	It was Resolved to appoint Cllr Mark Pughe
Bank Reconciliations for November 2025 & chargecard	It was Resolved to Approve both
Supplier payments completed	It was Resolved to Approve all previous supplier payments.
Expenditure Report November 2025	It was Resolved to Approve this reports
Income v Expenditure Report 2025-25	The Income v Expenditure Report was reviewed & noted.
Forecast- Draft Budget- Tax Base- Draft Reserves	It was received & noted. It was Resolved to establish a working group to meet in January 2026.
Strategic Plan 2026-29	It was Resolved to recommend to Full Council.

Update on other items

Broadband

The Broadband detail will be completed after the budget and precept submission.

CCLA deposit fund

An opening deposit of £25,000 has been transferred.

Bank reconciliation Form

A form has been created to show opening closing balances along with member signatures.

Water

Still awaiting feedback from Everflow regarding the leak in the spring and the sub meter query.

Internal audit

Review of potential internal auditors to be completed over the coming months.

Budget 2026-27

The budget working group met twice during January to scrutinise budget lines and align the Councils priorities and Strategic Plan within the budget.

Several budget lines have been revised within the budget for 2026-27.

This is to better reflect departmental responsibilities.

The current income v expenditure report and forecast will not be changed until year-end 31.03.26

Priorities

Financial policies for review.

Financial Regulations

Investment Strategy

Risk Assessment

Reserves



Author: Responsible Finance Officer
Committee: Finance & Strategy
Status Public
Agenda Item FAS 25-26.102.1
Date: 16.01.26

Looe Town Council Forecast 2025-26

Forecast 2025-26	Budget	Forecast
Income summary		
Precept	£569,900	£569,900
Rental income	£12,950	£12,997
Toilet income (entry & advertising)	£49,216	£50,187
Grant income	£0	£19,225
Miscellaneous	£26,000	£34,680
Total income	£658,066	£686,989
Expenditure summary		
Overheads	£35,290	£46,885
Admin/Council	£225,211	£219,130
Hub/Library	£157,934	£144,197
Facilities/toilets	£212,620	£224,432
Services/Assets	£29,565	£28,552
Grant/donations	£19,200	£18,021
Total expenditure	£679,820	£681,217
Surplus/deficit	-£21,754	£5,772
Earmarked Reserves expenditure		£40,205

Excludes Looe Food Festival income & expenditure

Income is forecast to exceed the budget by £28,923 excludes Looe Food Festival funds. This positive variance is due to match funding received for the security provision in Looe during the summer, TRIPP grant funding and match funding for Looe street security from the Looe Business Forum.

Expenditure is forecast to exceed the budget by £1,397 again excluding Looe Food Festival expenses. Overheads are higher from professional fees for Creative Looe study £15,250 which are mainly covered by the TRIPP grant. Also, facilities costs are higher from water and wages.

Capital projects from ear-marked reserves are expected to reach £40,205. However, three months are still remaining from this financial year and costs are likely change.



Author: Responsible Finance Officer
Committee: Finance & Strategy
Status Public
Agenda Item FAS 25-26.102.2
Date: 16.01.26

1. Purpose

To recommend the Looe Town Council Budget and Precept demand for the financial year 2026-27 to Full Council.

2. Summary

The Finance & Strategy Committee, supported by the Committee working group, have aligned the Councils priorities and Strategic Plan within the proposed budget for 2026-27.

Other Committees have reviewed their service areas and recommended revisions, which have been incorporated into this budget.

A Forecast report has assisted with the budgeting process along with analysis of previous financial years.

3. Budget and Precept 2026-27

Looe Town Council Budget 2026-27 v4

Departments	Budget 2026-27
Income summary	
Precept	£596,682
Rental income	£12,950
Toilet income (entry & advertising)	£65,000
Grant income	£0
Miscellaneous	£17,000
Total income	£691,632
Expenditure summary	
Overheads	£44,349
Admin/Council & Civic	£263,516
Hub/Library	£160,071
Facilities/toilets	£217,860
Asset & Services	£14,450
Looe Community Grant Funding	£24,500
Total expenditure	£724,746
Surplus/deficit	-£33,114

Includes revised budget lines

4. Detail

- A new staffing structure has been recommended by the Staffing Committee for 2026-27. This will provide for a shortfall of council capacity and meet demands on improving and delivering services for the community, along with continuity planning.
- Provision has been included for a potential National Joint Councils agreed payrise of up to 4% along with incremental pay scale increases.
- The Staffing Committee also recommended that the Councils workplace employer pension contributions may rise to a maximum of 12% subject to the employee matching the increase above their minimum contribution.
- Inflationary increases have been applied to other expenditure.
- Several budget lines have been revised within the new budget to better reflect departmental responsibilities.
- The Councils other income streams had committee recommendations to increase the toilet entry systems at the Millpool & Seafrot and to its Surgery annual parking permits.
- The Looe Town Tax Base for 2026-27 has reduced by 0.19%

5. Conclusion

The Council has limited income generating assets and therefore remains reliant on the precept to fund services.

To support the proposed budget, the Council will draw down £33,114 from reserves.

To meet the expenditure requirements and cover the reduction of the tax base, an increase in the precept demand is recommended to £596,682. This represents a 4.9% increase.

6. Recommendation

To recommend to Full Council a Precept demand for 2026-27 of £596,682 which equates to a Council tax rise of 4.9% along with the budget summary listed at 3.0