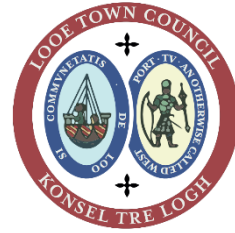


# LOOE TOWN COUNCIL

## KONSEL TRE LOGH



### Finance and Strategy Committee Minutes

Held in

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

On 20<sup>th</sup> January 2026 at 6.00pm

**Present:** Cllr Simon Barker (SB)  
Cllr Stephen Remington (SR)  
Cllr Mark Pughe (MPU)  
Cllr Jamie Pearn (JP)  
Cllr Jon Holmes (JH)  
Cllr Abbas Matini (AM)

**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
	<p><b>Welcome</b></p> <p>Cllr Mark Pughe welcomed everyone to the meeting of the Finance and Strategy Committee.</p> <p>Cllr Jon Holmes expressed an interested in being co-opted onto the Finance and Strategy Committee for the meeting.</p> <p>It was <b>RESOLVED</b> to co-opt Cllr Jon Holmes onto the Finance and Strategy Committee for the meeting.</p>	

	<b>Proposed</b> by Cllr Stephen Remington and <b>seconded</b> by Cllr Abbas Matini. All in favour.	
<b>FAS/25-26/094</b>	<b>To Receive and accept apologies.</b>  It was <b>AGREED</b> to accept the apologies for absence and the reasons given from Cllr Chris Rose.  Cllr Jasper Graham-Jones (JGJ) was absent.	
<b>FAS/25-26/095</b>	<b>To Receive Declarations of Interest / Requests for Dispensations.</b>  None declared.	
<b>FAS/25-26/096</b>	<b>To Receive Questions from members of the public in respect to the business on the agenda.</b>  None present.  Cllr Simon Barker joined the meeting 6:07pm.	
<b>FAS/25-26/097</b>	<b>Finance and Strategy Committee Minutes</b>  It was <b>RESOLVED</b> to approve the minutes of the previous Finance and Strategy Committee meeting held on 15 <sup>th</sup> December 2025.  <b>Proposed</b> by Cllr Stephen Remington (SR) <b>seconded</b> by Cllr Mark Pughe. Carried 4 for /2 abstained as not present at the meeting.	
<b>Finance</b>		
<b>FAS/25-26/098</b>	<b>To receive an update report, from the RFO.</b>  The report from the RFO was circulated and noted. There were no further questions from Cllrs.	
<b>FAS/25-26/099</b>	<b>To receive the following reports and resolve to approve:</b> <b>1. Bank Reconciliations December 2025.</b>  It was agreed the December 2025 Bank Reconciliations would be approved at the next meeting of the Finance and Strategy Committee.	

	<p><b>2. Previous Supplier payments.</b></p> <p>The Previous Supplier payments were circulated and noted.</p> <p>There was a query over a payment of £805.51. The RFO will update Cllrs with details of the expenditure.</p> <p>It was <b>RESOLVED</b> to approve the Previous Supplier payments.</p> <p><b>Proposed</b> by Cllr Simon Barker and <b>seconded</b> by Cllr Stephen Remington. All in favour.</p>	<b>RFO</b>
<b>FAS/25-26/0100</b>	<p><b>To receive the following reports and resolve to approve:</b></p> <p><b>1. LTC expenditure report December 2025.</b></p> <p>It was <b>RESOLVED</b> to approve the LTC expenditure report December 2025.</p> <p><b>Proposed</b> by Cllr Simon Barker and <b>seconded</b> by Cllr Mark Pughe. All in favour.</p>	
<b>FAS/25-26/0101</b>	<p><b>To receive and note a report on</b></p> <p><b>1. Income v Expenditure 2025-26.</b></p> <p>The Income v Expenditure 2025-26 report was circulated and noted.</p> <p>Councillors thanked the RFO for her detailed reports.</p>	
<b>FAS/25-26/0102</b>	<p><b>To receive, note, recommend.</b></p> <p><b>1. Forecast for 2025-26</b></p> <p>The Forecast for 2025-26 was circulated and noted.</p> <p>The RFO gave an overview of the Forecast for 2025-26. Cllrs agreed that there were no surprises within the report and it showed a good management of resources and predictions were coming in under budget for the year.</p> <p><b>2. Budget 2026-27</b></p> <p>The Budget 2026-27 was circulated and noted detailing income, Looe's Tax base, predicted expenditure and key changes. Thanks were given to the working group with the</p>	

	<p>assistance of Officers who have aligned the Councils Strategic Plan alongside the provision of existing services within the budget for 2026-27. A one-page information sheet will be produced for the public to clarify the Councils expenditure and reasoning for the Precept increase.</p> <p>It was <b>RESOLVED</b> to recommend to Full Council an increase to the Precept demand to £596,682 which equates to a rise of 4.9% in Council Tax and the budget for 2026 -27 expenditure at £724,926 with income at £691,632 and a requirement to drawdown Reserves of £33,294 to balance the budget for 2026-27.</p> <p><b>Proposed</b> by Cllr Simon Barker and <b>seconded</b> by Cllr Stephen Remington. All in favour.</p>	
FAS/25-26/0103	<b>Date of next meeting:</b> Tuesday 17 <sup>th</sup> March 2026	

**The Meeting closed at 6:28pm.**

Signed .....

Date.....



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**Author:** Responsible Finance Officer  
**Committee:** Finance & Strategy  
**Status:** Public  
**Agenda Item:** FAS/25-26/108  
**Date:** 12.03.2026

### Resolutions, Recommendations & reviews from Finance & Strategy Committee meetings

Bank Reconciliations for Dec 2025 & chargecard	Deferred to next F&S meeting
Previous supplier payments completed	It was Resolved to Approve all previous supplier payments. The query over the installation of the broadband & invoice query are within the member folder.
Expenditure Report December 2025	It was Resolved to Approve now on LTC website
Income v Expenditure Report 2025-25	It was reviewed & noted.
Forecast 2025-26 & Final Budget 2026-27	It was Resolved to recommend to Full Council.

#### Precept demand

The precept demand was submitted to Cornwall Council on 28<sup>th</sup> January 2026 along with our Precept Statement. This payment is split into two equal instalments the first payment is in April and final payment in September.

#### Water

A credit of £3,372 was received for the overcharging of Hannafore water. No credit has yet been received from the leak from April 2025.

#### Bank Statement & Sage reconciliation Form

A form has been created to show closing monthly bank balances, total funds and member signatures when statement checks have been completed going forward.

#### CCLA deposit fund

An amendment form was submitted to CCLA confirming that interest will now be reinvested.

### **Broadband**

The new broadband provider is working well in the offices and the CCTV.  
Further detail for members is provided separately

### **Insurance**

The FlashFlood renewal for the Library building has increased this year by 19%  
Insurers won't provide flood cover for the Library building, The old vets, West Looe Store and the Millpool, and Guildhall toilets. This is why the council took the decision to take this additional cover.  
All quotes received to date to for members is provided separately.

### **Vat return**

The vat return QE 31.12.25 was a reclaim of £5,071.84. Funds were received in February.

### **Employer pension contribution**

Letters have been sent to all employees explaining the changes to employer contributions from April 2026. Notification will be sent to Creative Pension Trust/ Cushon Master Trust Group about the changes in early April.

### **Patient car park charges 2026-27**

Letters are to be sent this month regarding the increased annual charges for parking spaces, along with information on the updated barrier system.

### **Data audit**

A data audit is about to be completed.

### **Internal audit**

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

### **Policies & Internal control**

A working group has been organised to review the Reserves Policy, Investment Strategy, Financial Regulations, Risk Assessment and internal controls.

### **Community Infrastructure Levy Annual Report 2025-26**

This report needs to be completed and submitted to Cornwall Council.

**Looe Town Council supplier payments-expenses 12.2.26**

<b><u>Aquaid South Coast -new franchising</u></b>				
31/01/2026	██████	AQUAID MONTHLY WATER AND RENTAL	£64.78	£64.78
<b><u>Cormac Solutions</u></b>				
15/01/2026	██████	CORMAC SALT BIN AND REFILL OF SALT	£360.82	on hold
<b><u>Cobit South West Ltd</u></b>				
01/02/2026	██████	COBIT REMOTE SUPPORT	£449.51	
29/12/2025	██████	IT ADDITIONAL SUPPORT ON/OFF SITE	£186.00	£635.51
<b><u>cornwall electrical system</u></b>				
24/01/2026	██████	CORNWALL ELECTRICAL SIM FOR HF CONVS	£67.20	£67.20
<b><u>CWC SOLICITORS</u></b>				
03/02/2026	██████	CWC SOLICITORS FOR LEGAL FEES	£950.40	£950.40
<b><u>DOORCARE SOUTH WEST</u></b>				
04/02/2026	██████	DOORCARE SW REPAIR OF HUB MAIN DR	£187.92	£187.92
<b><u>DM LOCKSMITHS</u></b>				
11/02/2026	█	HUB FRONT DOOR REPLACEMENT LOCK +15KEYS	£285.00	£285.00
<b><u>Hi -Tec Washrooms</u></b>				
29/01/2026	██████	HI TEC WASHROOMS PADDLEGATES FOR CONVS	£3,800.40	£3,800.40
<b><u>Jackson Lift Group</u></b>				
04/02/2026	██████	JACKSON LIFTS SERVICE OF PLATFORM LIFT	£74.40	
04/02/2026	██████	JACKSON LIFTS SERVICE OF PASSENGER LIFT	£143.70	£218.10
<b><u>Malcolm Sheffield - Reimbursement</u></b>				
06/02/2026	██████	MS EXPENSE LIBRARY DELIVERY SERVICE	£20.25	
23/01/2026	██████	MS EXPENSE LIBRARY DELIVERY SERVICE	£11.25	£31.50
<b><u>NU SIGN MARINE LTD</u></b>				
29/01/2026	██████	NU SIGN UPDATING THE MAYORAL BOARD WRITING	£127.62	£127.62
<b><u>PARC SIGNS LTD</u></b>				
04/02/2026	██████	PARCSIGNS HERITAGE SIGN	£293.87	£293.87
<b><u>P&amp;M STRUCTURAL</u></b>				
10/02/2026	██████	P & M STRUCTURAL EAST LOOE CONVS STRUCTURAL INSPECTION	£550.00	£550.00
<b><u>PROPELAIR</u></b>				
24/11/2025	██████	PROPELAIR REPLACEMENT SEALS AND LIDS	£417.96	£417.96
<b><u>Space Design</u></b>				
06/02/2026	██████	SPACE DESIGN SF CONVS ROOF SURVEY - 8 HOURS	£624.00	£624.00
<b><u>LOOE STORAGE</u></b>				

01/02/2026	██████████	LOOE STORAGE FOR STORAGE OF ST FURNITURE	£120.00	£120.00
<b><u>The Guildhall Market</u></b>				
07/11/2025		bacs guildhall nr Payment on Account- over payment .10pence	-£0.10	
20/01/2026	██████████	GUILDHALL CLEANING AND MAINTENANCE CONSUMABLES	£80.37	£80.27
<b><u>Trelawney Fire &amp; Security</u></b>				
06/02/2026	██████████	TRELAWNEY REPAIRS TO CAR PARK BARRIER	£126.00	£126.00
<b><u>SW Legionella</u></b>				
06/02/2026	██████████	ANNUAL LEGIONELLA RISK ASSESSMENT	£294.00	£294.00
<b><u>Unique Fire &amp; Security Ltd</u></b>				
20/01/2026	██████████	UNIQUE ALARM INSTALLATION	£445.20	£445.20
<b><u>Wagstaff window cleaning</u></b>				
12/02/2026	██████████	WAGSTAFF HUB WINDOW CLEANING	£40.00	£40.00
<b>Grand Totals:</b>			<b>£9,720.55</b>	<b>£9,359.73</b>

## Looe Town Council Suppliers BACS 19.1.26

	<b><u>AUK Supplies</u></b>		
24/11/2025	██████ KNEELING PADS	£22.20	<b>£22.20</b>
	<b><u>Aquaid South Coast -new franchising</u></b>		
31/12/2025	██████ AQUAID WATER AND RENTAL	£71.94	<b>£71.94</b>
	<b><u>JET PRESSURE WASHING -T/A The Casual Gardening Company</u></b>		
06/01/2026	██████ CASUAL GDNG JET POWER FOR TWICE YEARLY GD HANNAFORE	£600.00	<b>£600.00</b>
	<b><u>Cornwall Council - Other Charges</u></b>		
15/01/2026	██████ CORNWALL COUNCIL EVENT ORDER AND ADMIN FEE LANTERN PARADE	£61.00	
09/01/2026	██████ CORNWALL COUNCIL FOR 3 X DBS CHECKS	£118.50	<b>£179.50</b>
	<b><u>Cobit South West Ltd</u></b>		
01/01/2026	██████ COBIT REMOTE SUPPORT	£449.51	<b>£449.51</b>
	<b><u>cornwall electrical system</u></b>		
24/12/2025	██████ CORNWALL ELECTRICAL MONTHLY SIM HF CONV S	£33.60	
24/12/2025	██████ CORNWALL ELECTRICAL MONTHLY SIM SF CONV S	£33.60	<b>£67.20</b>
	<b><u>Jewsons Ltd</u></b>		
09/01/2026	██████ JEWSONS BAGS OF ROCK SALT	£47.90	<b>£47.90</b>
	<b><u>Kestrel Guards Security Services</u></b>		
15/01/2026	██████ KESTREL GUARDS ANNUAL KEY HOLDING FEE	£87.79	<b>£87.79</b>
	<b><u>PARC SIGNS LTD</u></b>		
12/01/2026	██████ PARC SIGNS FOR NEW TOWN SIGNS	£8,204.58	<b>£8,204.58</b>
	<b><u>SLCC- Society of Local Council Clerks</u></b>		
08/01/2026	██████ SLCC 3 MONTH EXTENSION RFO	£36.00	<b>£36.00</b>
	<b><u>LOOE STORAGE-STEVE KITTO</u></b>		
01/01/2026	██████ LOOE STORAGE MONTHLY STORAGE	£120.00	<b>£120.00</b>
	<b><u>Trelawney Fire &amp; Security</u></b>		
19/12/2025	██████ TRELAWNEY PATIENTS CAR BARK BARRIER UPDRADE	£3,202.80	<b>£3,202.80</b>
	<b><u>TWINNING COMMITTEE CORNWALL</u></b>		
15/01/2026	██████ TWINNING COMMITTEE YEARLY AFFILIATION FEE	£100.00	<b>£100.00</b>
	<b><u>Wagstaff window cleaning</u></b>		
15/01/2026	██████ WAGSTAFF WINDOW CLEANING	£40.00	<b>£40.00</b>
	<b><u>James Hallam -Insurance brokers</u></b>		
13/01/2026	██████ JAMES HALLAM VAN INSURANCE POLICY	£704.00	<b>£704.00</b>
	<b><u>Grand Totals:</u></b>	<b>£13,933.42</b>	<b>£13,933.42</b>

## **LOOE TOWN COUNCIL SUPPLIER PAYMENTS 20.1.26**

### **Barbican Motors**

19/01/2026	■■■■	BARBICAN MOTORS FOR VAN MOT, TYRES AND TRACKING	£213.00	<b>£213.00</b>
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### **INTO BODMIN CIC**

18/01/2026	■■■■	INTO BODMIN CREATIVE LOOE STUDY	£13,500.00	<b>£13,500.00</b>
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### **GJ Plumbing & Heating**

19/01/2026	■■■■	GJ PLUMBING SF CONVS SHOWER VALVE REPLACEMENT	£165.00	
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19/01/2026	■■■■	GJ PLUMBING HF CONVS TOILET CISTERN REPLACEMENT	£280.00	<b>£445.00</b>
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<b>Total payment</b>			<b>£14,158.00</b>	<b>£14,158.00</b>
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## Looe Town Council supplier payments & expenses 27.2.26

<b><u>Bang Bang Creative- SIMALOSA- SIMON RICKMAN</u></b>			
23/02/2026	██████████	SIMALOSA WEB VL ANNUAL HOSTING FEE	300.00 300.00
<b><u>Cormac Solutions-CORSERV</u></b>			
15/01/2026	██████████	CORMAC SALT BIN AND REFILL OF SALT	360.82 360.82
<b><u>JBA SOUVENIRS LTD</u></b>			
17/02/2026	██████████	JBA SOUVENIRS BUNTING FOR EVENTS	48.96 48.96
<b><u>Looe Locksmiths- GRAHAM MALONEY</u></b>			
24/02/2026	██████████	LOOE LOCKSMITH REPAIR OF FRONT DR LOCK	79.58 79.58
<b><u>Liskeard Property Management Ltd</u></b>			
21/01/2026	██████████	POLKIRT ARCADE SERVICE DEMAND 2025	875.38 875.38
<b><u>Liskeard Signs &amp; Trophies</u></b>			
17/02/2026	██████████	LISKEARD SIGNS PATIENTS CAR PARK SIGNS	130.00 130.00
<b><u>STEPHEN REMINGTON</u></b>			
22/01/2026	██████████	SR EXPENSE TRAVEL EXPENSES CALC MEETING	64.40
27/01/2026	██████████	SR EXPENSE TRAVEL EXPENSES PARKING FEE TOURISM SUMMIT	22.50 86.90
<b><u>WATER2 BUSINESS</u></b>			
31/01/2026	██████████	OLD VETS JAN25-OCT25 WATER CHARGES	157.58 157.58
<b>Grand Totals:</b>			<b>£2,039.22 £2,039.22</b>

## **Looe Town Council Supplier payments/reimbursements 29.1.26**

### **Armand Toms**

21.1.26	██████████	HAND TOOLS FOR VOLUNTEERS COVERED BY GRANT FUNDING	£100.00	<b>£100.00</b>
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### **Biffa Waste Services Ltd**

23/01/2026	██████████	BIFFA GENERAL WASTE COLLECTION NYE	£338.88	<b>£338.88</b>
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### **Looe development Trust**

18/08/2025	██████████	REMAINING BALANCE FROM SKATEPARK COSTS MISSED	£234.00	<b>£234.00</b>
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### **Malcolm Sheffield - Reimbursement**

09/01/2026	██████████	MS EXPENSE FOR LIBRARY DELIVERY SERVICE	£11.25	<b>£11.25</b>
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### **Anthony Yeomans**

26/01/2026	██████████	REFUNDED X2 FOB DEPOSITS	£70.00	<b>£70.00</b>
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**total payment**

**£754.13    £754.13**

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LTC expenditure Jan-26

**Jan-26**

<b>Date</b>	<b>Details</b>	<b>Net Amount</b>	<b>Tax Amount</b>	<b>Gross Amount</b>
15/01/2026	CC-RATES-OFFICE 25-26 MONTHLY PAYMENT	£343.00	£0.00	£343.00
15/01/2026	CC-RATES-LIBRARY 25-26 MONTHLY PAYMENT	£343.00	£0.00	£343.00
13/01/2026	CC-RATES-WL STORES 25-26 MONTHLY PAYMENT	£92.00	£0.00	£92.00
18/01/2026	INTO BODMIN CREATIVE LOOE STUDY	£11,250.00	£2,250.00	£13,500.00
01/01/2026	COBIT REMOTE SUPPORT	£136.75	£27.35	£164.10
01/01/2026	COBIT MS OFFICE SYSTEMS SUBS	£237.84	£47.57	£285.41
01/01/2026	LOOE STORAGE MONTHLY STORAGE	£120.00	£0.00	£120.00
01/01/2026	SAGE ACCOUNTANCY SOFTWARE SUBS	£243.00	£48.60	£291.60
06/01/2026	CASUAL GDNG JET POWER FOR TWICE YEARLY GDNG MARINERS GDN	£600.00	£0.00	£600.00
05/01/2026	WEST LOOE STORES MILK FOR HUB	£1.95	£0.00	£1.95
08/01/2026	EVERFLOW GH CONVS WASTE WATER	£499.86	£0.00	£499.86
08/01/2026	EVERFLOW HF CONVS WASTE WATER	£281.36	£0.00	£281.36
08/01/2026	EVERFLOW SF CONVS WASTE WATER	£103.54	£0.00	£103.54
08/01/2026	EVERFLOW MP CONVS AND HUB WASTE WATER	£231.57	£0.00	£231.57
08/01/2026	EVERFLOW WL CONVS WASTE WATER	£183.51	£0.00	£183.51
08/01/2026	SLCC 3 MONTH EXTENSION	£30.00	£6.00	£36.00
12/01/2026	PARC SIGNS FOR NEW TOWN SIGNS	£6,837.15	£1,367.43	£8,204.58
15/01/2026	WAGSTAFF WINDOW CLEANING	£40.00	£0.00	£40.00
13/01/2026	JAMES HALLAM VAN INSURANCE POLICY	£704.00	£0.00	£704.00
01/01/2026	BRITISH GAS ELECTRICITY HUB 50% SPLIT	£527.64	£105.53	£633.17
01/01/2026	BRITISH GAS ELECTRICITY HUB 50% SPLIT	£527.64	£105.53	£633.17
01/01/2026	SW HYGIENE SAN BIN COLLECT HUB	£46.06	£9.21	£55.27
01/01/2026	SW HYGIENE SAN BIN COLLECT MP CONV	£178.83	£35.77	£214.60
01/01/2026	SW HYGIENE SAN BIN COLLECT GH CONV	£111.08	£22.22	£133.30
01/01/2026	SW HYGIENE SAN BIN COLLECT SF CONV	£165.28	£33.06	£198.34
01/01/2026	SW HYGIENE SAN BIN COLLECT WL CONV	£78.57	£15.71	£94.28
01/01/2026	SW HYGIENE SAN BIN COLLECT HF CONV	£105.67	£21.13	£126.80
15/01/2026	KESTREL GUARDS ANNUAL KEY HOLDING FEE	£73.16	£14.63	£87.79
15/01/2026	CORNWALL COUNCIL EVENT ORDER AND ADMIN FEE LANTERN PARADE	£61.00	£0.00	£61.00
15/01/2026	TWINNING COMMITTEE YEARLY AFFILIATION FEE	£100.00	£0.00	£100.00
09/01/2026	CORNWALL COUNCIL FOR 3 X DBS CHECKS	£109.50	£9.00	£118.50
09/01/2026	JEWSONS BAGS OF ROCK SALT	£39.92	£7.98	£47.90
19/01/2026	1P MOBILE SIM CARD MONTHLY CHARGE FOR BARRIER	£4.17	£0.83	£5.00
19/01/2026	WEST LOOE STORES MILK FOR HUB	£3.20	£0.00	£3.20
19/01/2026	BARBICAN MOTORS FOR VAN MOT, TYRES AND TRACKING	£186.50	£26.50	£213.00
19/01/2026	GJ PLUMBING SF CONVS SHOWER VALVE REPLACEMENT	£165.00	£0.00	£165.00
19/01/2026	GJ PLUMBING HF CONVS TOILET CISTERN REPLACEMENT	£280.00	£0.00	£280.00
05/01/2026	AMAZON WINDOW CLEANING POLE KIT	£19.96	£3.99	£23.95
08/01/2026	AMAZON BATTERY CHARGER FOR MAINTENANCE	£4.74	£0.95	£5.69
08/01/2026	AMAZON COFFEE FOR EVENTS	£10.69	£0.00	£10.69
05/01/2026	AMAZON KETTLE FOR HUB	£17.50	£3.50	£21.00
05/01/2026	AMAZON KNITTING NEEDLES FOR EVENT	£3.69	£0.00	£3.69
05/01/2026	AMAZON LITHIUM BATTERY FOR MAINTENANCE	£12.46	£2.49	£14.95
05/01/2026	AMAZON CLEANING MATERIALS	£6.58	£1.32	£7.90
05/01/2026	AMAZON CLEANING MATERIALS	£8.32	£1.67	£9.99
09/01/2026	AMAZON OUTDOOR LIGHT	£33.64	£6.72	£40.36
10/01/2026	AMAZON ELECTRIC SOCKETS	£12.49	£2.50	£14.99
10/01/2026	AMAZON OUTDOOR LIGHT	£21.64	£4.32	£25.96

## LTC expenditure Jan-26

10/01/2026	AMAZON STATIONERY	£9.39	£1.87	£11.26
09/01/2026	AMAZON WASHING UP LIQUID FOR HUB	£1.25	£0.25	£1.50
15/01/2026	CORMAC SALT BIN AND REFILL OF SALT	£300.68	£60.14	£360.82
14/01/2026	TELECOM NW BROADBAND	£70.00	£14.00	£84.00
13/01/2026	AMAZON WET FLOOR SIGNS FOR CONVS	£33.32	£6.66	£39.98
16/01/2026	AMAZON STATIONERY	£14.16	£2.83	£16.99
17/01/2026	AMAZON POSTER FRAMES	£16.79	£3.36	£20.15
20/01/2026	UNIQUE ALARM INSTALLATION	£371.00	£74.20	£445.20
16/01/2026	AMAZON STATIONERY	£6.66	£1.33	£7.99
16/01/2026	AMAZON HAND DRYER	£80.00	£16.00	£96.00
16/01/2026	AMAZON HAND DRYER	£4.16	£0.83	£4.99
20/01/2026	AMAZON NAPKINS FOR EVENTS	£8.32	£1.67	£9.99
21/01/2026	AMAZON TAPE FOR EVENTS	£9.73	£1.95	£11.68
21/01/2026	AMAZON TABLE CLOTH FOR EVENTS	£49.95	£9.99	£59.94
23/01/2026	BIFFA GENERAL WASTE COLLECTION PLUS NYE	£282.40	£56.48	£338.88
24/01/2026	CORNWALL ELECTRICAL SIM FOR HF CONVS	£28.00	£5.60	£33.60
24/01/2026	CORNWALL ELECTRICAL SIM FOR HF CONVS	£28.00	£5.60	£33.60
09/01/2026	EXPENSE FOR LIBRARY DELIVERY SERVICE	£11.25	£0.00	£11.25
03/01/2026	RING DOOR BELL ANNUAL SUBS	£66.66	£13.33	£79.99
03/01/2026	WORLDPAY CARD TAKINGS DAILY CHARGE	£0.10	£0.01	£0.11
08/01/2026	WORLDPAY CARD TAKINGS DAILY CHARGE	£0.12	£0.01	£0.13
10/01/2026	WORLDPAY CARD TAKINGS DAILY CHARGE	£0.15	£0.01	£0.16
15/01/2026	WORLDPAY CARD TAKINGS DAILY CHARGE	£0.22	£0.02	£0.24
22/01/2026	WORLDPAY CARD TAKINGS DAILY CHARGE	£0.63	£0.02	£0.65
29/01/2026	HMRC JAN PAYE	£2,795.80	£0.00	£2,795.80
29/01/2026	HMRC JAN STU-LOAN REPAYMENT	£81.00	£0.00	£81.00
29/01/2026	HMRC JAN NI	£4,444.67	£0.00	£4,444.67
23/01/2026	BIFFA GENERAL WASTE COLLECTION COUNCIL	£27.04	£5.41	£32.45
23/01/2026	BIFFA GENERAL WASTE COLLECTION CONVS	£27.04	£5.41	£32.45
23/01/2026	BIFFA RECYCLING WASTE COLLECTION	£96.23	£19.25	£115.48
26/01/2026	WEST LOOE STORES MILK FOR HUB	£3.20	£0.00	£3.20
26/01/2026	CORNWALL COUNCIL PLANNING APPLICATION	£596.00	£0.00	£596.00
12/01/2026	TRURO CITY COUNCIL TOURISM SUMMIT	£50.00	£0.00	£50.00
21/01/2026	REIMBURSEMENT TOOLS FOR HF TIDY UP	£100.00	£0.00	£100.00
22/01/2026	GWR TRAIN TICKET TO ST IVES FOR TC	£5.50	£0.00	£5.50
04/01/2026	ASDA PAY AS YOU GO X 5 LINES FOR JANUARY	£25.00	£0.00	£25.00
16/01/2026	POUND FABRICS FABRIC FOR EVENTS	£49.00	£5.99	£54.99
20/01/2026	GUILDHALL CLEANING AND MAINTENANCE CONSUMABLES	£80.37	£0.00	£80.37
29/01/2026	HI TEC WASHROOMS PADDLEGATES FOR CONVS	£3,167.00	£633.40	£3,800.40
29/01/2026	NU SIGN UPDATING THE MAYORAL BOARD WRITING	£106.35	£21.27	£127.62
06/01/2026	ROYAL MAIL POSTAGE FOR TOURISM	£0.87	£0.00	£0.87
14/01/2026	ROYAL MAIL POSTAGE FOR TOURISM	£1.74	£0.00	£1.74
26/01/2026	ROYAL MAIL POSTAGE FOR TOURISM	£1.80	£0.00	£1.80
31/01/2026	AQUAID MONTHLY WATER AND RENTAL	£53.99	£10.79	£64.78
13/01/2026	AMAZON PAPER	£33.32	£6.66	£39.98
20/01/2026	BRITISH GAS ELECTRICITY	£26.75	£1.34	£28.09
20/01/2026	BRITISH GAS ELECTRICITY	£26.75	£1.33	£28.08
20/01/2026	BRITISH GAS ELECTRICITY	£41.07	£2.05	£43.12
20/01/2026	BRITISH GAS ELECTRICITY	£41.07	£2.04	£43.11
17/01/2026	AMAZON SANDISC SD CARD	£10.82	£2.16	£12.98
23/01/2026	AMAZON COFFEE FOR HUB AND EVENTS	£24.00	£0.00	£24.00
23/01/2026	AMAZON STATIONERY FOR HUB	£13.72	£2.74	£16.46

## LTC expenditure Jan-26

23/01/2026	AMAZON RAPID BATTERY CHARGER FOR MAINTENANCE	£18.32	£3.66	£21.98
23/01/2026	AMAZON PRINTER PAPER FOR HUB	£33.32	£6.66	£39.98
31/01/2026	AIS PRINTER FEES	£159.80	£31.96	£191.76
26/01/2026	WORLDPAY DAILY CARD TAKINGS CHARGE	£0.17	£0.02	£0.19
27/01/2026	WORLDPAY DAILY CARD TAKINGS CHARGE	£0.10	£0.01	£0.11
14/01/2026	CORONA ENERGY CHAGE SF CONVS	£69.85	£3.49	£73.34
14/01/2026	CORONA ENERGY CHAGE SF CONVS	£103.49	£5.17	£108.66
14/01/2026	CORONA ENERGY CHAGE WL CONVS	£21.36	£1.06	£22.42
14/01/2026	CORONA ENERGY CHAGE WL CONVS	£30.18	£1.51	£31.69
14/01/2026	CORONA ENERGY CHAGE MP CONVS	£104.04	£5.20	£109.24
14/01/2026	CORONA ENERGY CHAGE MP CONVS	£45.89	£2.29	£48.18
14/01/2026	CORONA ENERGY CHARGE MP CONVS	£64.43	£3.22	£67.65
14/01/2026	CORONA ENERGY CHARGE GH CONVS	£48.92	£2.44	£51.36
14/01/2026	CORONA ENERGY CHARGE GH CONVS	£21.62	£1.08	£22.70
14/01/2026	CORONA ENERGY CHARGE MP CONVS	£42.76	£2.13	£44.89
23/01/2026	EXPENSE LIBRARY DELIVERY SERVICE	£20.25	£0.00	£20.25
31/01/2026	WATER 2 BUSINESSES ELECTRIC AND WATER OLD VETS	£157.58	£15.49	£173.07
22/01/2026	EXPENSE TRAVEL EXPENSES CALC MEETING	£57.60	£0.00	£57.60
22/01/2026	EXPENSE TRAVEL EXPENSES PARKING FEE CALC MEETING	£6.80	£0.00	£6.80
27/01/2026	EXPENSE TRAVEL EXPENSES PARKING FEE TOURISM SUMMIT	£22.50	£0.00	£22.50
21/01/2026	POLKIRT ARCADE SERVICE DEMAND 2025	£875.38	£0.00	£875.38
12/01/2026	LLOYDS BANK MONTHLY FEES	£8.50	£0.00	£8.50
31/01/2026	CREATIVE PENSIONS JANUARY26	£3,007.18	£0.00	£3,007.18
31/01/2026	TRURO FABRICS FABRIC FOR ST PIRANS DAY EVENT	£13.00	£0.00	£13.00
30/01/2026	ADOBE ACROBAT PRO FOR FEB	£16.64	£3.33	£19.97
26/01/2026	BIFFA CREDIT NOTE MISSED COLLECTION	-£19.32	-£3.86	-£23.18
14/01/2026	CORONA CREDIT NOTE FOR WL CONV	-£66.82	-£3.33	-£70.15
23/01/2026	AMAZON CREDIT FOR DAMAGED PRINTER PAPER	-£33.32	-£6.66	-£39.98
14/01/2026	CREDIT CORONA ELECTRIC MP PCS	-£107.78	-£5.39	-£113.17
14/01/2026	CREDIT CORONA ELECTRIC SF PCS	-£106.16	-£5.30	-£111.46
31/01/2026	WATER 2 BUSINESS VAT CHARGES NOW ZERO	£0.00	-£15.49	-£15.49
20/01/2026	EVERFLOW CREDIT RE CHARGED EXTRA BEFORE SUB METER HAN.K	-£3,372.30	£0.00	-£3,372.30
<b>Total</b>		<b>£39,760.48</b>	<b>£5,226.20</b>	<b>£44,986.68</b>

**Feb-26**

<b>Date</b>	<b>Details</b>	<b>Net Amount</b>	<b>Tax Amount</b>	<b>Gross Amount</b>
15/02/2026	CC-RATES-OFFICE 25-26 MONTHLY PAYMENT	£343.00	£0.00	£343.00
15/02/2026	CC-RATES-LIBRARY- 25-26 MONTHLY PAYMENT	£343.00	£0.00	£343.00
01/02/2026	SHIRE LEASING RENTAL AND MAINT SUBS	£1,498.00	£299.60	£1,797.60
16/02/2026	VISTA PRINT PRINTING FABRIC FOR EVENTS	£35.77	£7.16	£42.93
01/02/2026	SAGE ACCOUNTING SOFTWARE SUBS	£243.00	£48.60	£291.60
01/02/2026	LOOE STORAGE FOR STORAGE OF ST FURNITURE	£120.00	£0.00	£120.00
02/02/2026	GREENBARNES NEW NOTICE BOARD BARRATS ESTATE	£1,141.94	£228.39	£1,370.33
02/02/2026	CO OP MILK FOR HUB	£1.85	£0.00	£1.85
01/02/2026	COBIT REMOTE SUPPORT	£136.75	£27.35	£164.10
01/02/2026	COBIT MS OFFICE	£237.84	£47.57	£285.41
04/02/2026	JACKSON LIFTS SERVICE OF PLATFORM LIFT	£62.00	£12.40	£74.40
04/02/2026	JACKSON LIFTS SERVICE OF PASSENGER LIFT	£119.75	£23.95	£143.70
03/02/2026	CWC SOLICITORS FOR LEGAL FEES	£900.00	£50.40	£950.40
04/02/2026	DOORCARE SW REPAIR OF HUB MAIN DR SERVICING	£156.60	£31.32	£187.92
06/02/2026	SPACE DESIGN SF CONVS ROOF SURVEY - 8 HOURS	£520.00	£104.00	£624.00
06/02/2026	EXPENSE LIBRARY DELIVERY SERVICE	£11.25	£0.00	£11.25
06/02/2026	TRELAWNEY REPAIRS TO CAR PARK BARRIER	£105.00	£21.00	£126.00
04/02/2026	PARCSIGNS HERITAGE SIGN	£244.89	£48.98	£293.87
10/02/2026	P & M STRUCTURAL EAST LOOE CONVS STRUCTURAL INSPECTION	£550.00	£0.00	£550.00
12/02/2026	WAGSTAFF HUB WINDOW CLEANING	£40.00	£0.00	£40.00
06/02/2026	SW LEGIONELLA -LEGIONELLA RISK ASSESSMENT REVIEW 2026	£245.00	£49.00	£294.00
11/02/2026	DW LOCKSMITH DOOR LOCK REPLACEMENT	£285.00	£0.00	£285.00
17/02/2026	LISKEARD SIGNS PATIENTS CAR PARK SIGNS	£130.00	£0.00	£130.00
10/02/2026	BGAS ELECTRICITY OFFICES	£622.13	£124.43	£746.56
10/02/2026	BGAS ELECTRICITY HUB	£622.13	£124.42	£746.55
13/02/2026	TELECOM NW BROADBAND	£70.00	£14.00	£84.00
13/02/2026	ICO YEARLY SUBS	£73.00	£0.00	£73.00
17/02/2026	LOOE SERVICE STATION DEISEL FOR VAN	£10.00	£0.00	£10.00
28/02/2026	HMRC PAYE	£2,761.20	£0.00	£2,761.20
28/02/2026	HMRC STU LOAN REPAYMENT	£81.00	£0.00	£81.00
28/02/2026	HMRC NI	£4,474.65	£0.00	£4,474.65
18/02/2026	1P MOBILE SIM CARD	£4.17	£0.83	£5.00
08/02/2026	EVERFLOW SF CONVS	£31.44	£14.56	£46.00
08/02/2026	EVERFLOW MP CONVS	£27.52	£0.00	£27.52
04/02/2026	CORONA ENERGY CHARGE GH CONVS	£46.44	£2.32	£48.76
04/02/2026	CORONA ENERGY CHARGE MP CONVS	£78.13	£3.90	£82.03
04/02/2026	CORONA ENERGY CHARGE HF CONVS	£44.78	£2.24	£47.02
04/02/2026	CORONA ENERGY CHARGE WL CONVS	£29.90	£1.49	£31.39
04/02/2026	CORONA ENERGY CHARGE WL STORES	£21.36	£1.06	£22.42
04/02/2026	CORONA ENERGY CHARGE SF CONVS	£114.24	£5.71	£119.95
02/02/2026	WORLDPAY DAILY HUB TAKINGS CARD CHARGE	£0.12	£0.01	£0.13
03/02/2026	WORLDPAY DAILY HUB TAKINGS CARD CHARGE	£0.23	£0.02	£0.25
05/02/2026	WORLDPAY DAILY HUB TAKINGS CARD CHARGE	£0.11	£0.02	£0.13
07/02/2026	WORLDPAY DAILY HUB TAKINGS CARD CHARGE	£0.13	£0.02	£0.15
10/02/2026	WORLDPAY DAILY HUB TAKINGS CARD CHARGE	£0.05	£0.01	£0.06
20/02/2026	WORLDPAY DAILY HUB TAKINGS CARD CHARGE	£0.19	£0.01	£0.20
20/02/2026	SLCC EVENT FEE	£57.75	£11.55	£69.30
24/02/2026	LOOE LOCKSMITH REPAIR OF FRONT DR LOCK	£79.58	£0.00	£79.58

## LTC EXPENDITURE FEB-26

17/02/2026	JBA SOUVENIRS BUNTING FOR EVENTS	£40.80	£8.16	£48.96
23/02/2026	SIMALOSA WEB HOSTING FEE	£300.00	£0.00	£300.00
13/02/2026	JEWSONS COUPLING KIT	£7.24	£1.45	£8.69
12/02/2026	JEWSONS SYPHON KIT	£23.53	£4.71	£28.24
23/02/2026	CREATIVE PENSION CONT FEBRUARY	£3,026.76	£0.00	£3,026.76
20/02/2026	BIFFA STANDARD WASTE COLLECTION	£27.04	£5.41	£32.45
20/02/2026	BIFFA STANDARD WASTE COLLECTION	£27.04	£5.41	£32.45
20/02/2026	BIFFA STANDARD WASTE COLLECTION	£94.12	£18.82	£112.94
17/02/2026	BGAS ELECTRICITY HUB	£66.46	£3.32	£69.78
18/02/2026	ASDA MOBILE 1 X MONTHLY COST FOR OFFICE PHONE	£4.00	£0.00	£4.00
04/02/2026	ASDA MOBILE MONTHLY SIM COST FOR X 5 LINES	£25.00	£0.00	£25.00
21/02/2026	BT PHONE LINE RENTAL	£282.02	£56.40	£338.42
08/02/2026	AMAZON BUSINESS PRIME FOR YEAR	£95.00	£19.00	£114.00
16/02/2026	SPAR MILK FOR HUB AND CLEANERS	£1.85	£0.00	£1.85
09/02/2026	GAZEBO SHOP GAZEBO KIT FOR EVENTS	£490.83	£98.17	£589.00
27/02/2026	CANVA SOFTWARE SUBS	£107.88	£0.00	£107.88
11/02/2026	LLOYDS BANK MONTHLY FEES	£8.50	£0.00	£8.50
28/02/2026	AIS PRINTER CALL OUT FEE	£53.08	£10.62	£63.70
28/02/2026	AQUAID WATER SYSTEM RENTAL	£35.22	£7.04	£42.26
24/02/2026	CORNWALL ELECTRICAL SYSTEMS HF CONVS MONTHLY SIM	£28.00	£5.60	£33.60
24/02/2026	CORNWALL ELECTRICAL SYSTEMS SF CONVS MONTHLY SIM	£28.00	£5.60	£33.60
01/02/2026	SW HYGIENE WASTE DISPOSAL COUNCIL/PCS SPLIT	£46.06	£9.21	£55.27
01/02/2026	SW HYGIENE WASTE DISPOSAL COUNCIL/PCS SPLIT	£639.43	£127.89	£767.32
20/02/2026	EXPENSE FOR MILEAGE LIBRARY DELIVERY SERVICE	£15.75	£0.00	£15.75
08/02/2026	CORONA CREDIT GH CONVS	-571.58	0.00	-571.58
08/02/2026	EVERFLOW CREDIT HANNAFORE CONVS	-171.99	0.00	-171.99
08/02/2026	EVERFLOW CREDIT WEST LOOE CONVS	-86.56	0.00	-86.56
<b>Total</b>		<b>£21,364.37</b>	<b>£1,693.13</b>	<b>£23,057.50</b>



**Author:** Responsible Finance Officer  
**Committee:** Finance & Strategy  
**Status:** Public  
**Agenda Item:** FAS/25-26/111.1  
**Date:** 12.03.26

### Looe Town Council Income v Expenditure 2025-26 year to date

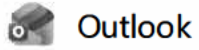
	Budget YTD Apr-Feb	Actual YTD Apr-Feb	YTD Variance
Income summary			
Precept	£569,900	£569,900	£0
Rental income	£12,325	£12,385	£60
Toilet income (entry & advertising)	£45,115	£50,281	£5,167
Grant income	£0	£18,823	£18,823
Miscellaneous	£23,833	£34,240	£10,406
<b>Total income</b>	<b>£651,173</b>	<b>£685,629</b>	<b>£34,456</b>
Looe Food Festival income		£12,025	£12,025
Expenditure summary			
Overheads	£32,485	£34,939	-£2,454
Admin/Council	£207,527	£200,961	£6,566
Hub/Library	£144,867	£128,918	£15,949
Facilities/toilets	£194,902	£192,696	£2,206
Services/Assets	£26,080	£31,758	-£5,677
Grant/donations	£19,200	£18,021	£1,179
<b>Total expenditure</b>	<b>£625,060</b>	<b>£607,292</b>	<b>£17,769</b>
Looe Food Festival expenditure		£5,840	£5,840
Surplus/deficit	£26,113	£78,337	£52,225
Earmarked Reserves	£0	£28,137	

Total income for the year to date is £685,629 which has exceeded the budget by £34,456 (excludes Looe Food Festival funds). This favourable variance is mainly driven by external funding, including match funding for the summer security provision from the Looe Business Forum of £6,752, grant income of £18,823 supporting the Looe Heritage Trail and Creative Looe projects, along with toilet cubical advertising of £3,450.

Total expenditure to date is £607,292 which is below the budget by £17,769 (excluding Looe Food Festival expenses). Underspends have occurred across several service areas. However, as one month remains in the financial year, further expenditure may still occur.

Earmarked reserve expenditure currently stands at £28,137.

Overall, grant funding has supported additional expenditure on specific projects. Lower than anticipated revenue expenditure and delays to certain projects have resulted in reduced costs in some areas.



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## Request for a grant

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**From** [REDACTED]  
**Date** Wed 11/03/2026 11:54  
**To** Sam White <town.clerk@looetowncouncil.gov.uk>

Dear Ms White

Boundless Trust request the release of the sum of £1,000 set aside for them in the 2025/26 financial year budget. These funds will be used for replacing the computers at the Haven which we are unable to upgrade to Windows 11.

Regards,

Paul Roach  
Treasurer

LOOE TOWN COUNCIL

K O N S E L T R E L O G H

# Community Grants Policy



Adopted by Council:  
25th March 2024

Draft March 2026

# LOOE TOWN COUNCIL

## Community Grants Policy

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Version ~~32.0~~

~~Approved March 2024~~ Draft March 2026

## LOOE TOWN COUNCIL

### Community Grants Policy

#### Introduction

- 1.1 Looe Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Looe for the benefit of the town.
- 1.2 The Town Council welcomes applications for its community grants scheme.
- 1.3 The Town Council makes an annual budget provision for community grants but has limited financial resources and may refuse funding applications or reduce the level of support requested. Grants awarded do not set precedents for future awards.
- 1.4 Community Grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.5 The organisation applying for a grant must be based in Looe or must be able to demonstrate the benefits it brings to the people living in the community of Looe.
- ~~1.4~~
- ~~1.5 Decisions relating to grant applications for up to £1,000 are delegated to the Finance and Strategy Committee. Applications for grants above £3,000 will be considered by Full Council.~~
- 1.6 Applicants are encouraged to look at alternative sources of funding in addition to our community grant scheme.
- 1.7 The Town Council seeks to provide grants which support our vision for an improved quality of life and environment for Looe as a great place in which to live, work, visit and invest.

#### Community Grant Scheme

- ~~2.1 Applications to the Community Grant Scheme can be submitted at any time but to be included on an agenda, grant applications should be received by the Finance Officer no later than 10 working days before the Finance and Strategy Committee or Full Council meet. The dates of committee meetings are published on the Looe Town Council website.~~
- ~~2.2 Applications can be for any amount, but the Council will only consider applications for grants of more than £3,000 by exception.~~
  - 2.1 In order that the opportunity to receive grant funding is as wide as possible, individual grants will typically be limited to £500 per application and will be considered by the Finance & Strategy Committee. Requests for grants over this amount will be considered by Full Council.
  - 2.2 There will be two application windows each year. The first will be considered at the Finance & Strategy Meeting in September? each year with an application deadline of 10 working days prior to the meeting. The second will be considered at the Finance & Strategy meeting in February? each year with an application deadline of 10 working days prior to the meeting Please check the Town Council website for up to date information on meeting dates.

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## LOOE TOWN COUNCIL

### Community Grants Policy

- 2.3 Only one application can be made in a financial year. The Financial year runs from the 1<sup>st</sup> April to the 31<sup>st</sup> March.
- 2.4 The award of a grant to an organisation or to a particular type of project does not set a precedent for future grants. Circumstances and the Council's priorities and resources vary, and this can affect decisions.
- 2.5 We ask that applicants provide match funding equivalent to the level of grant they are requesting. For example, if you request a grant of £100, we would expect match funding of £100. We ask for match funding as this means our grants budget can support more organisations. We understand that in some circumstances match funding may not be available, but you should demonstrate in your application that you have actively sought funds from other sources.

### Eligibility

- 3.1 The grant scheme is only open to 'not for profit' community organisations, local charities and community interest groups. Charities and CICs must be properly incorporated and registered with the relevant authority.
- 3.2 Organisations must have a base or visible presence in Looe or directly contribute to the interests of the residents of Looe.
- 3.3 The applicant must demonstrate a clear need for financial support.
- 3.4 Organisations must have a bank account in their own name that requires two unrelated people to authorise payments and make withdrawals.  
Organisations must be able to demonstrate sound financial management by providing up to date accounts or financial statements
- 3.5 Organisations must demonstrate that they have good governance in place including a management committee/board of directors that includes at least three unrelated individuals.
- 3.6 Grants will only be awarded for forthcoming projects – not retrospectively.
- 3.7 **Awards will not be made to:**
  - Commercial enterprises which aim to make a profit.
  - An individual person unless supported by the relevant organisation.
  - Organisations that could be funded by their main national or regional organisation.
  - Land or building where ownership is not yet established.
  - Grants with the sole aim of promoting a particular religion.
  - General fundraising campaigns.
  - Projects with party political links.
  - Funding in support of conferences and conventions.
  - A service that the state is obligated to provide.

## LOOE TOWN COUNCIL

### Community Grants Policy

- Any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010<sup>1</sup>
- Organisations with beliefs contradictory to the Council's core values.
- Organisations that have not fulfilled the conditions of any previous grants offered by the Council.

### Applying for a Grant

- 4.1 Applications must be made on the application form via the Town Council website [Community Grant/Donation application – Looe Town Council](#) and include all information requested on the form. An application will not normally go to committee until all required information has been provided.
- 4.2 Applicants must supply the previous financial year accounts and a recent (within three months) bank statement. New/start up organisations should submit a financial statement containing their proposed budget.
- 4.3 Where expenditure on a single item would exceed £1,000 the applicant should demonstrate that best value has been sought, this may be by submitting quotations.
- 4.4 Evidence of match funding must be provided.
- 4.5 If you can recover VAT, you should not include these costs in your application.
- 4.6 For the purchase of items consideration should be given to the Town Council, purchasing items and gifting them back to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

### Criteria

- 5.1 Grant applications will be considered against the following criteria:
  - Meeting the Council's vision for Looe
  - The viability of the project
  - How local people benefit.

### Conditions of Grants

- 6.1 An application to the Community Grants fund indicates agreement to the following conditions:
- 6.2 All grants are conditional upon the funding being used for the purpose specified. In the event that an applicant's project does not proceed, the funding provided by Looe Town Council must be returned.

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<sup>1</sup> It is against the law to discriminate against someone because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are called protected characteristics.

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- 6.3 The Council reserves the right to publicise their financial contribution to the project.
- 6.4 Recipients will complete a written end of project report on how the funds have been spent together with relevant invoices and receipts of expenditure.
- 6.5 Council representatives may request to visit your project to look at how funds have been spent and how the town has benefited.
- 6.6 You will be asked to attend the Council's Annual Town meeting [in May](#) to talk about your project and how funds have been spent.
- 6.6 Recipients are expected to positively promote the Council. Should any dispute arise, both the organisation and the Council will seek to resolve it in private.
- 6.7 Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- 6.8 If the donation is for an event, entry to the event is free of charge for Looe residents to attend and participate.
- 6.9 Recipients must advise the Council prior to the disposing of any resources or equipment funded/part-funded/supplied by the Council through a community grant within two years of the payment of the grant.
- 6.10 In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be available to the organisation until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the funds continue to be required for the project, a Grant Renewal Application must be submitted, usually for consideration by the Council in March of the current financial year.
- 6.11 Your organisation must abide by all relevant laws and regulations.
- 6.12 The Council may apply any additional ~~conditions~~[conditions as](#) it deems necessary as part of the grant award.

### Receipt of Grant

- 7.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
- 7.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.
- 7.3 Payments will only be made to an organisation. The Council will not issue grants to an individual.

## LOOE TOWN COUNCIL

### Community Grants Policy

#### COMMUNITY GRANT APPLICATION FORM



#### Application Form

Name of Organisation or Group:  
Purpose of Organisation or Group:  
Name of Contact:  
Email:  
Address:  
Tel/Mobile No.:  
Postcode:

Please confirm the legal status of your organisation

- Registered Charity (local)
- Registered Charity (national)
- Membership organisation
- Community Interest Company
- Other

#### **Purpose of Grant**

What will the grant be used for?

#### **Eligibility**

Please explain how your project directly benefits the people of Looe.

We expect applicants to provide match funding equivalent to the level of grant they are requesting. How will this project be match funded?

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Have you received any funding from the Town Council previously? If so, please provide details of the value of the grant (s) and the date the grant (s) were approved.

Please explain how your project will support our vision for an improved quality of life and environment for Looe as a great place in which to live, work, visit and invest.

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#### Costs

What is the total cost of the project:

Amount of grant requested.

If any single item exceeds £1,000, how have you identified that this is the best price?

Description and Value of Funds from Received / Pledged from Other Sources (Identify Sources)

#### Additional Information

For existing organisation and projects, please provide the following with your application.

- A bank account with 2 signatories
- A copy of a recent bank statement for the organisation
- A copy of your constitution, articles of association, charitable objects
- A copy of your most recent approved accounts

Please note that this application will not be considered unless it is accompanied by a copy of the relevant paperwork and will be circulated to the Council and considered a public document unless you attach a note to explain why it must remain confidential.



**Author:** Sam White  
**Committee:** Finance and Strategy  
**Status:** Public  
**Agenda Item:** FAS/25-26/113  
**Date:** 11<sup>th</sup> March 2026

## 1. Background

- 1.1. Members will recall that the Strategic Plan and Budget for 2026/27 included a proposal for realigning the Community Grants Fund to increase the overall funds available, split the fund allocation into two windows through the year and to limit the maximum grant award to £500.
- 1.2. These proposals were approved in January 2026 as part of the budget setting process so an updated Community Grants Policy is now required to reflect those changes.

## 2. Draft wording

- 2.1. A draft of the updated wording for the Policy is including alongside this report.

## 3. Detail for consideration and decision

- 3.1. Whilst it was agreed to split the allocation of grants into two windows throughout the year, the exact timing of the application windows is yet to be determined.
- 3.2. **Option 1:** September and February. This option means applicants have time to get applications in after the start of the financial year and makes allowance for the busy summer season. Having the second window in February allows for a further short window before the year end if there are still funds remaining.
- 3.3. **Option 2:** June and March. This means the fund gets off to a quick start in the year and then allows for all remaining funds to be allocated in the final window.

## 4. Recommendation

- 4.1. It is recommended that
  - 4.1.1. Changes to the Community Grants Policy are accepted
  - 4.1.2. A decision is made as to the timing of the application windows each year



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**Author:** Sam White  
**Committee:** Finance and Strategy  
**Status:** Public  
**Agenda Item:** FAS/25-26/114  
**Date:** 11<sup>th</sup> March 2026

## 1. Background

- 1.1. Progress is now being made on fundraising for the Edwina Hannaford Skatepark. The crowdfunder is up and running and other pledges of support have been secured.
- 1.2. Looe Development Trust has also made an Expression of Interest to the Community Infrastructure Levy fund.
- 1.3. Looe Town Council is providing officer time for the fundraising efforts.

## 2. Contribution by Looe Town Council

- 2.1. Money is currently held in Looe Town Council reserves for the Skatepark
  - 2.1.1. £22,553 in EMR
  - 2.1.2. £6,500 which was donated by Coca Cola when the truck visited Looe 12 years ago. This was initially intended to purchase sports equipment but that was subsequently deemed not possible due to the unsuitable coastal conditions. Due to the passage of time, it has not been possible to speak to Coca Cola about repurposing the funds from its specific use but the skatepark represents a project that will have similar positive outcomes for the community.

## 3. Recommendations

- 3.1. It is recommended that:
- 3.2. The Committee authorises the release of £22,553 from EMR to Looe Development Trust for the Edwina Hannaford Skatepark
- 3.3. The Committee authorises the release of £6,500 Coca Cola contribution to Looe Development Trust for the Edwina Hannaford Skatepark