

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 15th September 2026 at 6.00pm

Present: Cllr Simon Barker (SB) – Chair
Cllr Jon Holmes (JH)
Cllr Mark Pughe (MPU) – Vice Chair
Cllr Stephen Remington (SR)

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

Members of the Public: None

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome Cllr Simon Barker welcomed everyone to the meeting of the Finance and Strategy Committee.	
FAS /26-27/026	To Receive apologies for Absence and reasons given. There were no apologies received. Cllr Jasper Graham-Jones (JGJ), Cllr Abbas Matini (AB), and Cllr Michala Powell (MP) were absent.	

FAS /26-27/027	To Receive Declarations of Interest / Requests for Dispensations. None Received.	
FAS /26-27/028	Public Participation None present.	
FAS /26-27/029	Minutes: Finance and Strategy Committee Minutes It was RESOLVED to approve the minutes of the previous Finance and Strategy Committee held on 14 th July 2026. Proposed by Cllr Mark Pughe, seconded by Cllr Simon Barker. All in favour.	
Finance		
FAS /26-27/030	To receive an update from the Responsible Finance Officer (RFO). The RFO's report was circulated and noted. The RFO provided an overview of the report. Councillors were invited to form a working party to review the Council's strategy, and to consider the first draft of the 2027–28 budget. It was RESOLVED to note the Responsible Finance Officers report. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.	
FAS /26-27/031	To receive the following reports and resolve to approve: 1. Bank reconciliation checks July & August 2026. 2. Previous Supplier payments & expenses. 3. LTC monthly expenditure report July & August 2026. 4. VAT return QE.30.06.26 1. The bank reconciliation checks for July and August 2026 were circulated, reviewed and noted. Cllr Barker confirmed that the checks were complete and in order. 2. The previous supplier payments and expenses were circulated, reviewed and noted. Cllr Barker confirmed that they were in order.	

	3. The LTC monthly expenditure reports for July and August 2026 were circulated, reviewed and noted. 4. The VAT return for the quarter ended 30 June 2026 was circulated, reviewed and noted. It was RESOLVED to approve the: 1. Bank reconciliation checks July & August 2026. 2. Previous Supplier payments & expenses. 3. LTC monthly expenditure report July & August 2026. 4. VAT return QE.30.06.26 Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour.	
FAS /26-27/032	To review and resolve to approve: 1. Bank Mandate position The Bank Mandate report was circulated and noted. It was RESOLVED to approve the addition of Cllr Mark Pughe as a new Limited Signatory. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour. It was RESOLVED to approve the addition of the Finance Officer as a new Limited Signatory, once the probationary period has been successfully completed. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.	
FAS /26-27/033	To receive and note a report on: 1. Income v Expenditure 2026-27. 2. Reserve and project expenditure. 1. The Income v Expenditure 2026-27 report was circulated and noted. 2. The Reserve and Project expenditure report was circulated and noted. The RFO provided an overview of the Income v Expenditure 2026-27 report. The Town Clerk reported on a meeting concerning the Visitor Levy, at which positive feedback was received regarding summer visitor numbers. Advertising opportunities in the public toilets have been offered. Discussion followed regarding non-compliance with toilet	

	payment requirements and the timing of the barriers. It was RESOLVED to approve and note the Income v Expenditure report and the Reserve and Project expenditure report. Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour.	
FAS /26-27/034	To resolve that the Responsible Finance Officer undertakes a review of the Financial Regulations, Investment Strategy and the Risk Register and reports back to the future meeting of the Committee with any recommendations for amendment. It was RESOLVED that the Responsible Finance Officer, in conjunction with the Budget Working Party, undertake a review of the Financial Regulations, Investment Strategy and Risk Register, and report any recommendations for amendment to a future meeting of the Committee. Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour.	
Policy and Strategy		
FAS /26-27/035	To review the policies listed below, consider proposed amendments identified in the Town clerk's report and recommend adoption of the revised policies to Full Council. 1. Anti-fraud and Corruption Policy 2. Appropriate Policy Document 3. Broadcasting and social Media at Council Meetings Policy 4. Code of Conduct for Members 5. Complaints Procedure 6. Councillor Co-option Policy 7. Data Protection and Privacy Policy 8. Disciplinary Policy 9. Equality and Diversity Policy 10. Freedom of Information Policy 11. Grievance Policy 12. Health and Safety Policy 13. Information Technology Policy 14. Surveillance Camera Policy	

	The listed policies were circulated and noted. The Town Clerk gave an overview of the policies. Discussion ensued and it was agreed to further review the Information Technology Policy. The Surveillance Camera Policy was to be referred to the Services, Assets and Community Committee to enable investigation to the potential costs of future increased memory storage hardware. It was RESOLVED to recommend Full Council adopt the revised policies listed: 1. Anti-fraud and Corruption Policy 2. Appropriate Policy Document 3. Broadcasting and social Media at Council Meetings Policy 4. Code of Conduct for Members 5. Complaints Procedure 6. Councillor Co-option Policy 7. Data Protection and Privacy Policy 8. Disciplinary Policy 9. Equality and Diversity Policy 10. Freedom of Information Policy 11. Grievance Policy 12. Health and Safety Policy Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.	
FAS /26-27/036	Exclusion of members of the press and public. It was RESOLVED 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 exclude the public and press from the meeting during consideration of the following matters. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.	
FAS /26-27/037	To receive the following grant application and resolve to approve: 1. Looe Business Forum The Looe Business Forum grant application was circulated and noted. Discussion ensued and it was agreed to defer the decision to Full Council pending a request for further	

	information.	
FAS /26-27/038	To receive and resolve to recommend: 1. Reserve allocation after YE 31.3.26 The Reserve allocation after YE 31.3.26 was circulated and noted. It was RESOLVED to recommend to Full Council the approval of the reserve allocations for the 2026–27 financial year, as detailed in Appendix A. Proposed by Cllr Mark Pughe and seconded by Cllr Simon Barker. All in favour.	
FAS /26-27/039	To receive and resolve to approve: 1. Renewal of the broadband contract. The renewal details of the broadband contract were circulated and noted. It was RESOLVED to approve the renewal of the two broadband lines, as currently configured, for a further one year contract. Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour.	
FAS /26-27/040	Date of next meeting: Tuesday 17th November 2026	

The Meeting closed at 7:11 pm.

Signed

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