

## Special Full Council 10th of September 2014

Present: Councillors Toms, Dingle, Mrs Powell, Crane, Bishop, Soady and Crossley

Armand welcomed all.

Part One of this will be a gathering evidence exercise and then Part Two will be the Councillors to make recommendations to Council.

Apologies received from Councillors Mrs Graham-Jones, Martin Gregory, Edwina Hannaford, Trevor Stacey, and Roy Hendy.

No declarations of interest.

Cllr Soady proposed the Motion seconded by Cllr Jimmy Dingle to bring this matter to a Full Special Council Meeting. Cllr Armand Toms explained that the complaint over the Mayor is being dealt with by Cornwall Council.

The second complaint is about a member of staff which we will be dealing with tonight.

Mrs Marsh gave her statement.

Mrs Marsh questioned by the Councillors that were present.

Cllr Tom's explained we were going to go into Part 2 because it's dealing with a member of staff, and the results will be announced at Full Council. Discussions over the proper procedure for reporting the results of this meeting took place as the members of the public present wanted results tonight. As this was a Full Council Meeting Cllr Toms is going to clarify the situation afterwards.

Cllr Tom's proposed we went into Part Two seconded by Michala Powell, all in favour.

Discussion took place from the Councillors over what had happened, Cllr Soady said it was triggered of by an incident involving the Mayor, Mrs Frith got dragged into this via the Mayor.

Cllr Toms explained that the letter was sent to Mrs Frith but addressed to the Cllrs as well, it was agreed that the letter could have been sent to all the Cllrs as a blind carbon copy (bcc) .

Cllr Dingle thinks that all significant correspondence should have a response, agreed with by Cllr Soady. Cllr Toms thought that we should get all correspondence 3 days before a meeting. Cllr Dingle thinks we are about openness and transparency and he has heard there is a muttering in the town that we aren't transparent and open as we should be.

Cllr Toms proposed that we would write to Mrs Marsh and Mrs Frith copying in the Councillors so they could have their options on the letters before they were received by the recipients.

All correspondence to the Councillors, including e-mails are to be acknowledged within five working days, and if deemed necessary read out at Full Council.

Proposed Cllr Dingle      Seconded Cllr Soady, all agreed.

If something is addressed to all Councillors it will be automatically sent to all Councillors (by post if no e-mail account held).

Proposed Cllr Toms      Seconded Cllr Crane, all agreed.

If a matter relates to the Mayor and/or if he/she is not available it should automatically be referred to the Deputy Mayor.

Proposed Cllr Crossley      Seconded Cllr Dingle, all agreed.

All Looe Town Councillors are to set up (or helped to do so) an independent e-mail account that is to be displayed on the Town Council website.

Proposed Cllr Powell      Seconded Cllr Dingle, all agreed.

**Meeting closed 20:05**

Councillor Armand Toms

36 Trenant Road

East Looe

Cornwall PL13 1EP

Dear Mrs Frith,

**Re: COMPLAINT FROM MRS MARSH**

As the Chairman of the Special Council meeting on the 10<sup>th</sup> September, 2014; the Councillors came to a unanimous decision to write to you formally regarding the complaint against you from Mrs Marsh. The members present felt that there were shortcomings in your approach to the complaint against the Mayor, Cllr Bryan.

The Council require the following procedures to be put in place with immediate effect:-

1. All correspondence to Councillors, including emails, to be acknowledged in five working days and as a rule, read to Full Council.
2. Incoming correspondence addressed to all Councillors to be forwarded to individuals without delay either by post, email or hand delivered.
3. All matters relating to the Mayor to be forwarded to the Deputy Mayor without delay, in the Mayor's absence.
4. All Councillors to set up an independent email account to be displayed on the Council website. *(Technical help can be provided to achieve this for any Councillor requiring assistance)*

These added provisions should give a measure of assurance to members of the public that all letters or emails, including complaints, will be seen and dealt with by yourself and the Council in a spirit of openness and transparency.

Councillor Armand Toms.

Deputy Mayor. (For and on behalf of Looe Town Council.)

01503 264823

Councillor Armand Toms

36 Tenant Road

East Looe

Cornwall PL13 1EP

Dear Mrs Marsh,

**Re: Complaint against the TOWN CLERK to Looe Town Council.**

As the Chairman of the Special Council Meeting on the 10<sup>th</sup> September 2014 which considered your complaint against the Town Clerk to Looe Town Council, Mrs A Frith, dated 14 August 2014; I write to you formally on behalf of the Council.

Councillors discussed at length the issues raised in your letter of complaint. It was a unanimous decision to write formally to Mrs Frith voicing concerns regarding her involvement and the procedure that she followed in dealing with your complaint.

It was also agreed that the following legislation be put in place forthwith:-

1. All correspondence to Councillors, including emails, to be acknowledged within five working days; consideration given whether or not, as a rule read at the following Full Council Meeting.
2. Correspondence addressed to all Councillors will be forwarded to individuals, without delay, either by post, email or hand delivered.
3. All matters relating to the Mayor to be forwarded to the Deputy Mayor without delay, in the Mayor`s absence.
4. All Councillors will set up an independent email account that will be displayed on the Council website.

These added measures should give a measure of assurance to members of the public that all letters or emails, including complaints, will be seen and dealt with by the Council in the spirit of openness, transparency and accountability.

With regard to your complaint against the Mayor, I will convene a Full Council Meeting to debate the outcome of the Cornwall Council investigation when the findings of that investigation are made known.

Kind regards,

Armand Toms.

Deputy Mayor.( For and on behalf of Looe Town Council.)

01503 264823