



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Tuesday 21st July 2015 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Councillors D J Bryan, P Crossley,
Mrs E Hannaford and A Toms (Ex-officio)

IN ATTENDANCE

Town Clerk – Mrs Anne Frith
Cllrs C Rose and D Welch
Mrs Laura Kellaway – Amenities Manager

		ACTIONS
13.	<p><u>APOLOGIES</u> Apologies for absence were received from Councillors T Crane, R Hendy and M Gregory. Apologies were also received from Mr M Camp (Tourist Information Centre Manager).</p> <p><u>ABSENT</u> Cllrs Mrs E Graham-Jones and T Stacey.</p> <p>Cllr Bryan (Vice-Chairman) took the Meeting and proposed that Cllrs C Rose and D Welch be co-opted for this meeting only to enable the meeting to be quorate, seconded by Cllr Crossley it was : Unanimously agreed.</p>	
14.	<p><u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no Declarations made.</p>	
15.	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 30TH JUNE 2015.</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 30th June 2015 be approved, seconded by Cllr Bryan it was:</p> <p><u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 30th June.</p>	

16.	<p><u>TO RECEIVE A REPORT FROM THE TOURIST INFORMATION MANAGER</u></p> <p>Mr Camp's report (as attached Appendix A) had been circulated to Members.</p> <p>Cllr Bryan asked that Mr Camp inform him when the next Looe Valley Line meeting is to be held so that he can attend as the Council Representative.</p>	
17.	<p><u>CORRESPONDENCE</u></p> <p>Two letters from members of the public complimenting the Tourist Information Centre and the Tourist Information Centre Staff on their excellent service had been received. These letters had been circulated to Members and they asked for their thanks to be passed on to the Tourist Information Centre staff. (See attached Appendices B and C).</p>	
18.	<p><u>TO SET UP A WORKING GROUP TO ASSIST THE TOURIST INFORMATION CENTRE MANAGER</u></p> <p>The Chairman informed the Committee that Cllrs Dingle and Gregory had already volunteered and he confirmed that he would be happy to join this working group, also Cllr Toms volunteered.</p> <p>Cllr Toms stated that the Tourist Information Centre needs refurbishing and agreed that the "Love Looe" brand should be used on products for selling.</p> <p>Cllr Toms suggested that the £10,000 put into the budget for tourism promotion be split using half for refurbishment and half for new "Love Looe" products to increase sales and profit.</p> <p>It was agreed that a meeting of the working group take place as soon as possible and that a sales target should be set.</p>	
19.	<p><u>TO RECEIVE AN INITIAL REPORT FROM THE AMENITIES MANAGER AND DETERMINE A FORWARD PLAN</u></p> <p>Mrs Kellaway gave her report of the progress made to date as attached Appendix D.</p> <p>Mrs Kellaway produced two quotations for legionella testing as required by law. The Committee asked that these be circulated to all Councillors for approval.</p> <p>There was further discussion about advertising in the toilets, charging and further work required.</p> <p>Cllr Toms suggested that a budget should be allocated to the Amenities Manager and Cllr Bryan proposed that this request be referred to the Finance and General Purposes Committee, this was unanimously agreed.</p> <p>The Clerk was asked to put together a draft tender document for contractors to enable an approved contractor list to be formulated, the draft to be circulated to all Councillors and Mr Steve Morton for approval.</p> <p>The Committee congratulated Mrs Kellaway on her work so far.</p>	Clerk to draft a Tender document.

20.	<p><u>MATTERS REFERRED FROM OTHER COMMITTEES</u> There were no matters referred.</p>	
21.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Pleasure Boats Bookings</u> It was suggested that the Tourist Information Centre look into taking on the bookings for the pleasure boats, this follows a conversation with Mally Toms who stated that, as the Shark Angling Club were no longer dealing with bookings the boat owners are missing out. It was agreed that further conversations be held with the boat owners.</p> <p><u>.2 Britain's Best High Street</u> Cllr Toms had forwarded an email received regarding a competition being run by Google, the Committee requested further information and suggested that it be circulated to all businesses on receipt.</p> <p><u>.3 Community Clean-up</u> Cllr Mrs Hannaford informed that there is an award through Cornwall in Bloom with possible scope for Looe to enter. Cormac have a trailer with all equipment available to undertake a Community Clean up. Cllr Mrs Hannaford stated that she would work with Mrs Kellaway on this.</p> <p><u>.4 Refurbished Guildhall Toilets</u> Cllr Bryan suggested that there should be an official opening when the refurbishment is completed and suggested this be done by Cllrs Toms and Gregory. The Clerk informed that the builder had suggested that the current ladies facility be kept open, running as it does now as unisex, until the main holiday season is over, the Committee discussed this suggestion and agreed that a decision be made when the new facility is open with the possibility of keeping the ladies facility open until September.</p> <p>The Meeting closed at 7.58pm</p>	

Signed by the Chairman

Date