

AGENDA ITEM No 13

LOOE TOWN COUNCIL

PROCEDURES COMMITTEE MEETING

held in the Committee Room, The Guildhall, East Looe on
Tuesday 5th February 2008 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr. R. J. Overd
Cllrs. D. J. Bryan, J.R.B. Dingle,
M. Joy, C. Rose and W. Scarah

IN ATTENDANCE

Mrs Anne Frith – Town Clerk
Cllr. A. Toms

32. APOLOGIES

There were none.

33. TO RECEIVE DECLARATIONS OF INTEREST

Councillors Bryan, Rose and Scarah declared an interest in any matter raised concerning East Looe Town Trust.

Councillors Overd and Dingle declared an interest in any matter raised concerning West Looe Town Trust.

34. TO DISCUSS THE REMIT OF THIS COMMITTEE

The Chairman explained that this Committee was originally set up to implement the Code of Conduct, Quality Town Status etc and would meet on an ad-hoc basis. Now that it is adopted as a Standing Committee of Council a formal remit needs to be agreed.

Councillor Bryan suggested that it should be “Forward Planning for Policies and Council Projects”.

Councillor Joy suggested that it should also be a sounding board for issues to recommend to Council.

Both these suggestion were accepted unanimously.

It was agreed that meetings should be held once every six weeks, two weeks before a Full Council meeting.

35. TO DISCUSS THE AMENDMENT OF COUNCIL’S STANDING ORDERS

The Chairman explained that the amendments were required as this Committee is now a Standing Committee of Council and the Environment Committee has been renamed and has an expanded remit.

It was agreed that he and the Clerk will discuss this and put the amendments to the next Council Meeting.

36. TO DISCUSS A JOB DESCRIPTION FOR A COMMERCIAL MANAGER

The Chairman drew the Committee's attention to the draft suggestions which he had put together and circulated to all members of the Committee.

This matter was discussed at length and it was agreed that the Chairman put together a formal job description and bring it back to this Committee at the next meeting when the salary structure will also be discussed.

37. TO DISCUSS "ONE CORNWALL"

The Chairman informed the Committee that he, Councillor Bryan and the Clerk had attended a meeting in Liskeard on the 28th January 2008 which updated everyone on the current progress. The Minutes and notes from this meeting will be distributed to all present when available. The Chairman also reported that a representative from the One Cornwall One Stop Shop department had visited the office and it is now clear that these One Stop Shops will be run and staffed by Unitary Council with little or no involvement from Town and Parish Councils. They will deal with personal issues such as Social Service benefits etc. The Community Network Areas will deal with public services such as refuse, public conveniences etc.

The Interim Joint Executive Committee has now been set up with twelve County Councillors, twelve District Councillors and two representative of CALC of which he is one.

There is a meeting, to be held on the 12th February 2008, to discuss the boundary changes of the Community Network Area's and the Chairman will be attending.

38. TO DISCUSS SPECIFIC ROLES FOR COUNCILLORS

The Chairman explained that he had come up with this idea as a way of involving all Councillors in the work of Council rather than just the few that do so now.

This matter was discussed at length and a list of suggested titles drafted by the Chairman was also discussed.

The Clerk was asked to circulate the draft to all members of the Committee and the matter be discussed again at the next meeting.

39. TO DISCUSS THE DISPOSAL OF COUNCIL BOOKS

The Chairman explained that there are a considerable number of books on Local Government Law, dating back to circa 1950, in the Council Chamber and the Clerk's office and he asked if they could be disposed of.

The Committee felt that the books should be valued first and then offered to Cornwall Records Office.

The cabinet which holds the books in the Chamber should also be valued.

40. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT CONSULTATION

The Chairman will respond to this consultation.

41. MATTERS FOR FURTHER DISCUSSION

.1 West Looe Cemetery Public Conveniences

A decision is still awaited.

.2 Health Centre Car Park

It has been agreed in principle that Looe Town Council take over responsibility and the lease is awaited.

.3 Purchasing for Tourist Information Centre

Councillor Dingle informed the Committee that a representative of a small company that sells souvenirs in small quantities is coming to visit him shortly and suggested that it may be an idea for the Tourist Information Centre. He asked for the Committee's permission to empower the Clerk to purchase suitable items for the Tourist Information Centre, this was unanimously agreed.

.4 Extension to the Guildhall

In response to Councillor Joy's question Councillor Scarah informed the Committee that the East Looe Town Trust Trustees have agreed to enter into discussion with Looe Town Council but the ownership of the land has to be established first.

42. TO ARRANGE A DATE FOR THE NEXT MEETING

As discussed (see Minute No: 34) the next meeting will be held on Tuesday 1st April at 7.00pm.

The Meeting closed at 8.15 pm.