

LOOE TOWN COUNCIL

PROCEDURES COMMITTEE MEETING

held in the Committee Room, The Guildhall, East Looe on
Monday 20th July 2009 at 7pm

REPORT TO COUNCIL

PRESENT

Cllrs. D. J. Bryan, J. R. B. Dingle,
M. Joy, C. Rose, W. Scarah
K. Smith and D. Welch

IN ATTENDANCE

The Clerk – Mrs. A. Frith
Mr. C. Clements

21. APOLOGIES

Apologies for absence were received from Cllr Mrs E Hannaford

22. TO ELECT A CHAIRMAN AND VICE-CHAIRMAN

.1 Chairman

Cllr Joy proposed that Cllr Dingle be elected as Chairman for the coming year, seconded by Cllr Bryan it was:

RESOLVED

Unanimously that Cllr Dingle be elected to serve as Chairman for the coming year.

.1 Vice-Chairman

Cllr Joy proposed that Cllr Welch be elected a Vice-Chairman for the coming year, seconded by Cllr Rose it was:

RESOLVED

Unanimously that Cllr Welch be elected to serve as Vice-Chairman for the coming year.

23. TO DISCUSS ISSUES RAISED BY CLLR MRS HANNAFORD

An e-mail complaint had been sent to the Mayor and, with Cllr Mrs Hannaford's permission, had been referred to this Committee. However, Cllr Mrs Hannaford had requested that this Agenda item be deferred to the next meeting of this Committee as she was unable to be present at this meeting.

Cllrs Smith and Bryan felt that this matter should be discussed in her absence as to defer the matter would prolong the Clerk's uncertainty.

After much discussion it was proposed by Cllr Joy and seconded by Cllr Rose that the matter be deferred but a letter of full support and unqualified confidence be sent to the Clerk.

It was agreed to defer the matter to the next meeting with a vote of 5/2 against.

A copy of the complaint is to be circulated to all members of this Committee.

24. **TO DISCUSS PRODUCING A TOWN PLAN**
This matter was referred to the Town Plan Sub-Committee.
25. **TO DISCUSS ISSUES ARISING FROM THE CORNISH GUARDIAN ARTICLE OF 8th JULY 2009**
This matter was deferred to the meeting of 4th August 2009 with a proposal from Cllr Joy, seconded by Cllr Dingle and unanimously agreed.
26. **TO DISCUSS ISSUES ARISING FROM THE PROPOSED BARBICAN DEVELOPMENT**
Cllr Smith proposed that, as a member of the public was present, this matter be moved to Part Two, seconded by Cllr Bryan this was unanimously agreed.
27. **TO DISCUSS CODE OF CONDUCT TRAINING FOR NEW COUNCILLORS**
The Clerk was asked to find out if Cornwall Council have any plans to hold training sessions in the near future, if not the Council will conduct the training itself.
28. **TO REVIEW THE COUNCIL'S STANDING ORDERS**
Cllr Joy proposed that this Committee should be renamed as the Standards and Procedures Committee, that the Committee should be made up of Chairmen of the other Standing Committees, the current Vice-Chairman of this Committee, Councillor D Bryan – an ex Mayor and that this Committee should not be open to the public, seconded by Councillor Rose it was unanimously agreed.
As the Procedures Committee was not a Standing Committee of Council until adopted as such last year there is no remit for this Committee and this should be included in the Standing Orders.
Cllr Smith volunteered to work with the Clerk on this matter.
29. **TO REVIEW SPECIFIC COUNCILLOR ROLES**
The Chairman explained that this had been the previous Mayor's idea but unfortunately it was not working. He proposed that, instead of the specific roles, matters that arise should be referred to the Chairman of the relevant Committee for them to deal with, seconded by Cllr Rose this was unanimously agreed.
Cllr Bryan raised the concern that, as the Council Representative for the Looe Area Partnership, he has had no notification of any meetings that may have taken place. The Clerk was asked to write and find out the reason for this.
30. **TO DISCUSS DEVOLUTION OF SERVICES**
The Clerk had written to Mr Lavery, Chief Executive of Cornwall Council, stating that Looe Town Council wished to take on various services, with the appropriate funding. No reply has yet been received.

31. MATTERS FOR FURTHER OR URGENT DISCUSSION

.1 “Meet the Councillors” Day

This suggestion had been made by the Mayor to encourage the residents of Looe to get to know their Councillors and the work of the Council, particularly in view of the fact that we have an election coming up. This was discussed and it was agreed that this day should be arranged for a Saturday between 10am and 1pm with extensive publicity before the event.

.2 E-Mail and Telephone Security

Cllr Smith suggested that all Councillor's with e-mail facilities should have Looe Town Council e-mail addresses set up as, if personal e-mail addresses are used it could result in private matters being investigated. He also suggested the a disclaimer is put at the bottom of e-mails sent by Councillors stating that the content is the personal view of the sender and does not represent the view of the Council.

It was also suggested that all telephone calls, both incoming and outgoing, should be taped for the protection of both public and the office staff, Cllr Rose will look into this and report back.

32. TO DISCUSS AN INFORMAL SOCIAL EVENT WITH OTHER ORGANISATIONS

This suggestion was also made by the Mayor as a way of getting to know the members of all the Town's organisations and also invite the contiguous parishes to attend a wine and cheese evening. It was agreed that this is a very valid thing to do and it should be arranged.

33. MR COLIN CLEMENTS

Mr Clements asked the Committee what procedure should be followed to make a complaint against a Councillor. The Chairman asked Mr Clements to call in and see the Clerk, who will explain the procedure. Mr Clements did not mention the Councillor or the complaint he feels he has but he stated that he does have a paper trail. It was agreed that Mr Clements will call in to speak to the Clerk.

The Chairman then asked Mr Clements to leave the Meeting to enable discussions to take place in Part Two.

The Meeting closed at 7.55pm.