

AGENDA ITEM No 13a

LOOE TOWN COUNCIL

Minutes of The Quality Town Status Sub-Committee Meeting
held in the Tourist Information Centre on Friday 15th January 2010 at 7pm

REPORT TO COUNCIL

PRESENT

Chairman: Cllr B Galipeau
Cllrs D J Bryan, Mrs E Hannaford, M Joy, C Lambert,
C Rose and D Welch

IN ATTENDANCE

The Clerk – Mrs A Frith

4. APOLOGIES

Apologies for absence were received from Cllrs J R B Dingle and J Hoskin

5. TO RECEIVE DECLARATIONS OF INTEREST

Councillor Bryan declared an interest in any matter raised concerning East Looe Town Trust.

Councillor Mrs Hannaford declared an interest in any matter raised concerning Cornwall Council.

6. MATTERS ARISING FROM THE MINUTES OF MEETING OF 10th NOVEMBER 2009

Councillor Rose requested that “Minutes of the Meeting” be amended to “Notes of the Meeting” as the meeting had not been quorate.

.1 Ref Note No: 3 – Newsletter

The Chairman reported that incorporating Looe Town Council’s newsletter within the Looe Development Community News had been ratified at Full Council and the first edition will be out at the end of this month.

7. TO PROGRESS THE OUTLINE WORKPLAN

The Chairman reported that the Work Plan is on target and he had discussions with the Clerk and had gone through the criteria to be met.

Some areas require more in depth attention such as a Statement of Intent for training and the Annual Report. Councillor Welch had sourced examples of Statement of Intent which can be amended to suit Council’s needs.

Councillor Welch will also put together a training induction plan for new Councillors to be discussed at the next meeting.

Councillors Joy, Mrs Hannaford, Rose and Galipeau will meet on 18th January 2010 to identify projects within the LAP/MCTi plan that Looe Town Council can take the lead on.

The Clerk will start to put together an application file of the criteria relating to general administration.

8. TO ARRANGE A DATE FOR THE NEXT MEETING

A provisional date of 24th March 2010 was agreed subject to all members confirmation.

The Meeting closed at 8.20pm.