

**LOOE TOWN COUNCIL**

**MINUTES OF PROCEDURES COMMITTEE MEETING**

held in the Committee Room, The Guildhall, East Looe on  
Monday 14<sup>th</sup> June 2010 at 7pm

**REPORT TO COUNCIL**

**PRESENT**

Cllrs. D J Bryan, E B Galipeau, M Gregory  
Mrs E Hannaford, K Smith, C Rose and D Welch

**IN ATTENDANCE**

The Clerk – Mrs A Frith  
Cllr A Toms

**1. APOLOGIES**

Apologies for absence were received from Cllrs J R B Dingle and M Joy.

**2. TO ELECT A CHAIRMAN AND VICE-CHAIRMAN**

**.1 Chairman**

Councillor Rose proposed that Councillor Smith be elected to serve as Chairman for the coming year, seconded by Councillor Bryan it was:

**RESOLVED**

Unanimously to elect Councillor Smith to serve as Chairman for the coming year.

**.2 Vice-Chairman**

Councillor Smith proposed that Councillor Welch be elected to serve as Vice-Chairman for the coming year, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously to elect Councillor Welch to serve as Vice-Chairman for the coming year.

**3. TO RECEIVE DECLARATIONS OF INTEREST**

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

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

Councillor Toms declared an interest in any matter concerning Looe Harbour Commission.

**4. TO DISCUSS DRIVING ECONOMIC DEVELOPMENT, GOVERNANCE AND STRONGER COMMUNITES**

The Chairman asked Councillor Mrs Hannaford to report. Councillor Mrs Hannaford updated those members of the Committee that had not been involved in the MCTi process, a lot of work had gone into this Plan, some of the information has now been brought forward to the current draft (see attachment to Notes from the In-Quorate Meeting of the Quality Town Status Sub-Committee of 9<sup>th</sup> June 2010). Councillor Mrs Hannaford also provided a CD with all the relevant supporting

documents on which will be held in the office. Although the MCTi Plan is now three years old a lot of it is still applicable. We need to examine the way we work as a town to be more efficient and improve communications.

In Councillor Mrs Hannaford's opinion the first steps to take to progress are:

- a) How we organise ourselves
- b) How we organise communications
- c) Which projects Looe Town Council can lead on
- d) How the projects will be funded.

A planned approach is needed to move on and Councillor Mrs Hannaford asked the Committee to study the draft and come back to the next meeting with their ideas.

There followed much discussion as to how projects could be progressed. Councillor Toms suggested that links with Mr Hinks, Alison Gibson and Catherine Thompson – all Cornwall Council Officers – be encouraged perhaps by creating a “wish list” from all the Town organisations and then having informal discussions regarding the sourcing of funding possibly also involving the Community Network Manager.

The issue of employing a Town Manager was also discussed as Looe Town Council cannot progress on their own. The role and remit of a Town Manager would need to be discussed at another meeting.

It was agreed that each Committee member would go through the draft to identify what can be done in partnership as a project to start with that can be achieved. Councillor Rose, as Chairman of Finance and Works, will look for a Looe Town Council ‘lone’ project and Councillor Smith, as Chairman of Planning, will do the same.

#### **5. TO DISCUSS TOWN COUNCIL TRUSTEES ON OUTSIDE BODIES**

The Clerk explained to the Committee that Councillor Joy had asked for this agenda item as, in his opinion all Town Council Trustees should be Councillors.

This matter was discussed at length, Councillor Toms and Councillor Mrs Hannaford both stated that all town trusts should be formally elected (as Looe Town Council and Looe Harbour Commission are) as they would then be accountable and bound by a Code of Conduct. Councillor Bryan stated that if the Trusts were to become elected bodies for a fixed term the planning for the future would be much easier.

It was suggested that this matter be reviewed after the forthcoming election for two replacement Councillors has taken place on 12<sup>th</sup> August.

Councillor Mrs Hannaford proposed that the current vacancy on West Looe Town Trust for a Council nominated Trustee should be deferred until a clear policy is in place, seconded by Councillor Galipeau it was:

AGREED

With a vote of 5/2 abstentions to recommend to Full Council that the decision on the nomination of a West Looe Town Trust Trustee be deferred until after the Town Council election on 12<sup>th</sup> August 2010.

Councillor Galipeau proposed that Council nominations to Outside Bodies should be Councillors except in exceptional circumstances with specific reference to East Looe Town Trust and West Looe Town Trust Trustees, seconded by Councillor Gregory it was:

AGREED

With a vote of 4/3 abstentions to recommend to Full Council that Council nominations to outside bodies should be Councillors except in exceptional circumstances.

**6. TO APPROVE THE CIVIC SUNDAY ORDER OF PROCESSION**

The Clerk had provided a draft of the Order of Procession (as attached) for discussion.

Councillor Smith proposed that the draft be approved, seconded by Councillor Gregory it was unanimously agreed.

**7. MATTERS FOR FURTHER OR URGENT DISCUSSION**

.1 CALC

A recent newsletter informed of an Induction Training For New Councillors document is available on the CALC website.

**The Meeting closed at 8.40pm**