

LOOE TOWN COUNCIL

MINUTES OF PROCEDURES COMMITTEE MEETING

held in the Committee Room, The Guildhall, East Looe on
Tuesday 23rd November 2010 at 7pm

REPORT TO COUNCIL

PRESENT

Chairman – Councillor K Smith
Cllrs D J Bryan, E B Galipeau, Mrs E Hannaford,
and D Welch

IN ATTENDANCE

The Clerk – Mrs A Frith

27. APOLOGIES

Apologies for absence were received from Councillors M Gregory,
J R B Dingle and Mrs Powell.

28. TO RECEIVE DECLARATIONS OF INTEREST

Councillors Bryan and Galipeau 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.

**29. TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF
THE PUBLIC**

There were no members of the public present.

30. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

.1 Reference Minute No: 31.2 – Draft Minutes

Councillor Mrs Hannaford asked if the issue of draft minutes being made
public has been resolved. Councillor Galipeau explained that this matter
has not yet been agreed, any outstanding issues from the Quality Town
Status Sub-Committee will now come back to this Committee, the actual
protocols for agreement have still to be drawn together. Councillor
Galipeau also proposed that the Quality Town Status Sub-Committee be
wound up as the application has been approved by Council and is almost
ready for submission, the Committee unanimously agreed.

.2 Reference Minute Number: 32 – Role of the Deputy Mayor

Councillor Galipeau stated that the wording of paragraph 3 of this minute
was incorrect, he explained that this was not what was intended and is
diametrically opposed to what he thinks the role of the Deputy Mayor
should be and asked for the wording to be amended.

As these minutes had been ratified it was agreed to minute this
discussion as follows:

It is noted that paragraph 3 was in dispute and was meant to read “when
the Mayor is unavailable” and that Councillor Galipeau’s intention was to
state that. Councillor Bryan and Smith stated that their recollection was

as recorded by the Clerk in paragraph 3 of Minute Number: 32 of the Meeting of 26th October 2010.

31. TO DEFINE THE ROLE OF THE DEPUTY MAYOR

The Chairman had provided a definition (see attached Appendix 'A') which was discussed at length. Councillor Galipeau gave his opinion of the way in which the procedure should work.

After discussion it was suggested that perhaps the role of the Mayor should be defined first although this has not previously been needed. Councillor Smith proposed that this matter be deferred until the role of the Mayor has been defined, seconded by Councillor Mrs Hannaford it was unanimously agreed.

The Clerk suggested that the Chairman, Vice Chairman, Mayor and herself discuss the role of the Mayor together.

32. TO DISCUSS THE DRAFT POLICY FOR COUNCIL NOMINATED TRUSTEES

The Chairman suggested that this matter be deferred until the implications of the Code of Conduct are clarified. The Equalities Act will supersede the Code of Conduct and training needs to take place. This training is being organised through CALC. In the meantime all Councillors should refer to the Clerk if in doubt about anything and the Clerk was asked to circulate this message and chase up the training.

33. TO DISCUSS A DRAFT LONE WORKING POLICY

The Chairman informed the Committee that, as a result of meetings with the Tourist Information Centre staff, it had been agreed that the Council would look into all policies to comply with the Health and Safety Executive requirements.

The Clerk had provided copies of Cornwall Council's Lone Worker Policy and also one from the Health and Safety Executive.

Councillor Bryan asked that these documents be circulated to all committee members.

Councillor Smith proposed that, if all in agreement, the Cornwall Council Policy be put to Full Council with the recommendation that it be adopted unless there are major concerns which should be brought back to this Committee, seconded by Councillor Bryan it was unanimously agreed. The Clerk was asked to circulate the documents.

34. TO DISCUSS THE DRAFT STAFF HANDBOOK AND MAKE RECOMMENDATION

The Chairman explained that the Clerk had provided the draft which had been discussed with the Tourist Information Centre staff at the informal meeting on 22nd November. The staff have been asked to make comment as soon as possible.

The Committee discussed the handbook at length and agreed that, in principle, the draft covered all issues. The Committee will also review the document and bring any recommendations back to this Committee. Councillor Mrs Hannaford volunteered to contact Malcolm Bell regarding training for the visit system and customer care and also try and find out the benchmark for achieving the Visit Awards.

35. MATTERS FOR FURTHER/URGENT DISCUSSION

.1 Tourist Information Centre Staff Meeting – 22nd November 2010

The Chairman stated that the meeting had gone well and that the staff appear to appreciate the involvement of Councillors and that they are now being listened to.

The Meeting closed at 8.30pm.

Signed Date
Chairman of Procedures Committee