

**LOOE TOWN COUNCIL**

**MINUTES OF PROCEDURES COMMITTEE MEETING**

held in the Committee Room, The Guildhall, East Looe on  
Tuesday 26<sup>th</sup> October 2010 at 7pm

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Councillor K Smith  
Cllrs D J Bryan, E B Galipeau and M Gregory

**IN ATTENDANCE**

The Clerk – Mrs A Frith  
Councillor Mrs M Powell

**27. APOLOGIES**

Apologies for absence were received from Councillors  
Mrs E Hannaford and D Welch.

**28. TO RECEIVE DECLARATIONS OF INTEREST**

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

**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**

There were no matters raised.

**31. TO RECEIVE A REPORT FROM THE CHAIRMAN OF THE QUALITY  
TOWN STATUS SUB-COMMITTEE AND MAKE RECOMMENDATION  
TO COUNCIL**

Councillor Galipeau gave his report of the application for re-accreditation  
of Quality Town Status.

**.1 Quality Town Status Application**

The application was gone through in detail by the Committee and  
amendments were agreed particularly with regard to some of the wording  
of the Community Engagement Strategy.

Councillor Galipeau proposed that the recommendation to Full Council  
be: “To approve the application for submission of the Quality Town  
Status Re-accreditation” and “To adopt the draft Community  
Engagement Strategy”, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously agreed subject to the agreed amendments.

**.2 Draft Minutes**

Councillor Galipeau explained that, in his view, draft minutes of meetings  
should be put on the website as part of the Quality Town Status criteria is

that minutes should be available to the public within two months of the meetings and other Council's do put draft minutes on-line.

Councillor Smith stated that, as Full Council meets every six weeks where minutes of meetings are approved, he feels the extra work involved in putting draft minutes online is not justified as approved minutes are online within the two month time scale.

Councillor Galipeau proposed that the implications of putting draft minutes online be looked into, seconded by Councillor Gregory it was unanimously agreed.

The Quality Town Status application form will be duly amended.

**32. TO DISCUSS THE ROLE OF THE DEPUTY MAYOR**

The Chairman read out a definition of the role of a Deputy Mayor and stated that a Deputy Mayor supports the Mayor. The Clerk was asked to circulate the definition to Committee members for discussion at the next meeting.

Councillor Galipeau, as Deputy Mayor, stated that there is nothing in the Council's Standing Orders covering this role and it was agreed that the Standing Orders be amended when they are reviewed.

Councillor Galipeau expressed the opinion that a Deputy Mayor should be kept informed of all issues arising even when the Mayor is available and does not see the role as merely covering for the Mayor in his absence.

Councillor Bryan stated that during his long terms serving as Deputy Mayor to the late Ron Overd all matters had been dealt with by the Clerk as Proper Officer and/or the most senior Councillor in the absence of the Mayor.

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Due to the length of time the discussion so far had taken Councillor Smith proposed that the remaining Agenda items be deferred to the next meeting, seconded by Councillor Gregory it was unanimously agreed and:

**The Meeting closed at 9.10pm**

Signed .....  
**Chairman of Procedures Committee**