

LOOE TOWN COUNCIL

MINUTES OF PROCEDURES COMMITTEE MEETING

held in the Committee Room, The Guildhall, East Looe on
Tuesday 28th September 2010 at 7pm

REPORT TO COUNCIL

PRESENT

Chairman – Councillor K Smith
Cllrs D J Bryan, M Gregory, J R B Dingle
Mrs E Hannaford and D Welch

IN ATTENDANCE

The Clerk – Mrs A Frith

19. APOLOGIES

Apologies for absence were received from Councillor E B Galipeau.

20. TO RECEIVE DECLARATIONS OF INTEREST

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

Councillor Dingle declared an interest in any matter raised concerning West Looe Town Trust.

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

21. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

.1 Active Partnering

Councillor Mrs Hannaford reported that Cornwall Council have almost completed their draft document, capital assets and devolution of services are some of the matters being considered. Councillor Mrs Hannaford suggested that Lance Kennedy (Portfolio Holder) be invited to talk to us. The Chairman informed the Committee that Truro City Council are holding a meeting on 4th October and members from this Council have been invited to attend, no-one from this Committee is available to attend.

NOTE: Councillor Toms has agreed to attend on behalf of Looe Town Council.

22. TO DISCUSS ALL ASPECTS OF THE TOURIST INFORMATION CENTRE PROCEDURES/STAFFING ETC

Councillor Smith updated the Committee on recent events due to a complaint made to the Health and Safety Executive from the Tourist Information Centre which had resulted in an emergency staff meeting chaired by him with Councillor Welch in attendance. This had been a productive meeting and the staff were informed that the Council is looking at all aspects of the Tourist Information Centre. (See attached Appendix 'A').

The Clerk was asked to respond to the Health and Safety Executive with answers to the complaints received and to also respond to the staff

regarding any other concerns raised (See attached Appendices 'B' and 'C').

After much discussion about staff contracts, staffing levels, staff safety etc the Committee decided that this matter was too big an issue to resolve at this meeting. It was therefore agreed that a special meeting be held on 13th October 2010 with this as the only Agenda item.

23. TO DISCUSS TOWN COUNCIL NOMINATED TRUSTEES ON OUTSIDE BODIES

This matter had been referred from Full Council to develop a Policy for the nomination of Trustees on outside bodies. The Chairman volunteered to provide a draft Policy for discussion at the next meeting of this Committee.

Various points were made and it was generally agreed that Trustees elected by the Council should provide a report for Full Council on the work of the Trusts and that potential candidates should not be interviewed by current Council nominated Trustees.

24. TO DISCUSS DRIVING ECONOMIC DEVELOPMENT

Councillor Mrs Hannaford reported that work on the development of Polean has progressed and that she and Councillor Toms have been very much involved.

County Highways are drawing up plans for a roundabout at the Millpool Car Park entrance and if necessary the owner of Polvellan House may be willing to sell part of his land to facilitate this.

The general idea is to break down the plan into smaller projects to attract convergence funding.

Mr Hinks and Catherine Thompson (Economic Development Manager East) are due to meet with Looe Town Council on Wednesday 29th September.

25. TO DISCUSS GOVERNANCE AND STRONGER COMMUNITIES

Councillor Mrs Hannaford stated that this links with working with the other organisations in the town and there is a need for an open evening to loosely explore how the organisations can work together, this would include East Looe Town Trust, West Looe Town Trust, Looe Harbour Commission, Looe Development Trust and Chamber of Trade etc. Councillor Gregory suggested that the room in the Sailing Club could be used for this, the Clerk was asked to ascertain the cost of hire of the room on a Friday evening.

It was also suggested that a Communities Road Show could be held at St Martin's Community Hall to help them increase their profiles, this would include groups such as Looe In Bloom, Choirs, School, U3A's etc.

26. MATTERS FOR FURTHER OR URGENT DISCUSSION

.1 Membership of Council Committees

Councillor Gregory raised concerns that the number of Councillors serving on some Committees is too large making it difficult at times for that Committee to be quorate.

This is notably relevant to the Environment and Public Protection Committee.

Councillor Gregory suggested that membership of Committee's be limited to eight.

The Chairman agreed to put this matter on the Agenda for the next meeting and to carry out a review of the attendance record for all Committee's.

The Meeting closed at 8.31pm

Signed
Chairman of Procedures Committee