

**LOOE TOWN COUNCIL**

**MINUTES OF PROCEDURES COMMITTEE MEETING**

held in the Tourist Information Centre, The Guildhall, Fore Street,  
East Looe on Tuesday 26<sup>th</sup> July 2011 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT**

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

**IN ATTENDANCE**

Town Clerk – Mrs A Frith

**9. APOLOGIES**

Apologies for late arrival were received from Councillor Gregory.

**10. TO RECEIVE DECLARATIONS OF INTEREST**

Councillors Bryan and Galipeau 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.

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

There were no members of the public present.

**12. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 1<sup>ST</sup> JUNE 2011**

There were no matters raised.

**13. TO REVIEW THE COUNCIL STANDING ORDERS**

**.1 Public Participation at all Meetings**

The Chairman explained that this matter had been referred from Full Council.

A draft document needs to be drawn up for discussion, this will be brought to the next meeting.

**.2 Outside Body Nomination Policy**

This matter was deferred to the next meeting.

**14. TO DISCUSS AND REVIEW STAFF CONTRACTS OF EMPLOYMENT AND FUTURE STAFFING LEVELS**

**.1 Staff Contracts**

There is work to be done and advice to be sought to bring all contracts up to date. The Chairman and Clerk will work together to bring the information back to the next meeting.

.2 Future Staffing Levels

Councillor Dingle stated that the current office staff are working at high level now and there is a need to consider the future services being devolved and the extra work this will involve.

The Committee discussed this matter and it was agreed that, when considering taking on any service, the workload involved should be taken into account.

The Chairman stated that the current staff do need to have quieter times in which to carry out their work, it was agreed that a memo be sent to all Councillors asking them to consider if their visit to the office is urgent or necessary. The Chairman will approve a memo before circulation.

**15. TO APPROVE THE DRAFT STAFF HANDBOOK**

The draft handbook had been circulated for discussion. Various aspects were discussed and it was unanimously agreed that the matter be deferred until the salary review and staff contracts are finalised.

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

.1 The Future of the Code of Conduct

The Chairman informed the Committee that a letter and consultation questionnaire had been received from Cornwall Council, the response needed by 19<sup>th</sup> August.

The Committee generally felt that, not knowing what is going to replace the Code of Conduct, it is difficult to respond to Cornwall Council. However, it was agreed that the information be circulated to all members for their comment after which the Chairman will respond.

.2 Recent Code of Conduct Complaint

The Chairman reported that the recent Code of Conduct complaint had been resolved with no further action. The case is now closed.

.3 Rebecca Bowen – Grace Church

A request had been received for permission to hand out water on the beach, carry out questionnaires regarding Christianity and to carry out tasks in the town.

The Committee suggested referral to East Looe Town Trust and Cornwall Council and stated that they could not endorse the request.

.4 Expressions of Interest – Cornwall Seaside Town Fund

The Clerk asked permission for the Events and Festivals Kit Expressions of Interest to be referred to Looe Development Trust if it is successful.

The Committee discussed this request and unanimously agreed that a letter be sent to Looe Development Trust asking if they would be willing to take ownership of the project if it goes to the second stage.

.5 To determine a procedure for extra office workload

Councillor Bryan explained that a procedure needs to be put in place to deal with extra work needing to be done by the office.

Councillor Gregory stated that, if we are given the car parks back, the extra income will enable an extra member of staff to be employed.

The matter was deferred to the next meeting.

**The Meeting closed at 8.05pm**