

**LOOE TOWN COUNCIL**

**MINUTES OF PROCEDURES COMMITTEE MEETING**

held in the Council Chamber, The Guildhall, Fore Street, East Looe on  
Wednesday 1<sup>st</sup> June 2011 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT**

Councillors D J Bryan, M Gregory,  
Mrs E Hannaford, K Smith and D Welch

**IN ATTENDANCE**

Town Clerk – Mrs A Frith

**1. APOLOGIES**

Apologies for absence were received from Councillors J R B Dingle,  
E B Galipeau, Mrs M Powell and T Stacey.

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

**.1 Chairman**

The Clerk informed the Committee that Councillor Galipeau had put himself forward for nomination as Chairman which had been supported by Councillor Dingle (see attached).

The Clerk asked for a proposer for Councillor Galipeau to serve as Chairman, as there was no proposer for Councillor Galipeau the Clerk asked for any other proposals.

Councillor Gregory proposed that Councillor Smith be re-elected to serve as Chairman, 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 Gregory be elected to serve as Vice-Chairman, seconded by Councillor Mrs Hannaford it was:

**RESOLVED**

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

**3. TO RECEIVE DECLARATIONS OF INTEREST**

Councillor Bryan 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.

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

There were none.

5. **MATTERS ARISING FROM THE MINUTES OF 26<sup>TH</sup> APRIL 2011**

There were no matters raised.

6. **TO REVIEW COUNCIL STANDING ORDERS**

.1 Media Policy

The media policy formulated by Wadebridge Town Council was discussed at length and it was agreed that this was a very sensible policy and well thought out. (See attached).

The Chairman reminded the Committee that, at the previous meeting Councillors Dingle and Galipeau had expressed reservations regarding point 3.1 of this policy feeling that it may suppress Councillors personal views.

The Committee discussed 3.1 and felt that these reservations were unfounded.

Councillor Gregory proposed that Looe Town Council adopt the Wadebridge Town Council Media Policy to be included the Council's Standing Orders, seconded by Councillor Mrs Hannaford it was:

**RESOLVED**

Unanimously to accept the proposal as above.

The Clerk was asked to source media training through CALC or Cornwall Council.

.2 Nominations to Outside Bodies

Councillor Smith had provided a draft document which was circulated to the Committee for discussion.

After much discussion it was agreed that this document requires further work and it was referred back to Councillor Smith for amendments to be made to be brought back to the next meeting.

.3 Mayoral Duties – Review of Current Website Description

The Clerk had circulated copies of the web-page for discussion.

The Committee reviewed the website wording and it was agreed that Paragraph 3 be amended, removing the sentence beginning "an obvious example" entirely.

It was also agreed that, during the next twelve months, a Mayors Handbook" be put together in order to help future Mayors understand the duties and role of the Mayor.

Councillor Bryan asked if this Committee could review the current Mayor-making procedure to include the Oath of Allegiance.

The Chairman agreed that this matter be discussed at future meetings.

7. **TO DISCUSS AND REVIEW STAFF CONTRACTS OF EMPLOYMENT**

This matter was deferred to the next meeting.

8. **ANY OTHER MATTER THE CHAIRMAN CONSIDERS URGENT**

There were no matters raised.

**The Meeting closed at 8.50pm.**

Re: Finance and Procedures Committee

I would strongly support Brian Galipeau for the chair of either of these Committees. I would also like to see one of the newer councillors as Vice chairman. As you know, I am away on holiday, some would say well earned, from 21<sup>st</sup> may to 4<sup>th</sup> June inclusive. Regards Jimmy.

Hi All,

I'm away on hols from tomorrow for a couple of weeks and will miss the first meetings of both Finance and Procedures Cttees.

Not to be coy about it, I would be happy to be considered for the Chairmanship of either cttee., (and honoured if actually proposed).

In terms of Finance, I am keen to help with the implementation of a new Finance package, and would be happy to attend the training to back up the Clerk and Deputy Clerk. As regards Procedures, there are several items which need completion to clear the agenda, but most importantly the implementation of the Community Engagement Strategy to which we're committed through our Quality Re-accreditation.

This as grist for the mill;

Cheers, Brian.

Anne, Pse. copy for David, Kim and Billy.



## LOOE TOWN COUNCIL

The Guildhall, Fore Street, East Looe, PL13 1AA

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### APPENDIX TO COUNCIL'S STANDING ORDERS

#### Media & Publicity Policy

**Adopted on 1<sup>st</sup> June 2011**

#### POLICY

- 1 The Council is accountable to the electorate for its actions and shall therefore be proactive in making all reasonable efforts to make its decisions and policies known.
- 2 The Council shall seek to issue information to news media on a regular basis.
- 3 The Council shall make every effort to respond without delay to requests for information from different news organisations.
- 4 The Council shall issue a news release as soon as practicable after meetings of the Council as and when appropriate.
- 5 All news releases made on behalf of the Town Council will be authorised by the Town Clerk after consultation with the Mayor or Deputy Mayor of the Council or Committee Chair as appropriate

#### PROTOCOL

- 1 Purpose
  - 1.1 This Protocol is to guide both Councillors and Officers of the Council in their relations with the Press in such a way as to ensure the smooth running of the Council.
  - 1.2 This protocol does not seek to be comprehensive but sets out to provide guidance on how to deal with some issues that may arise when dealing with the Press.
  - 1.3 A Councillor must observe the Town Council's Code of Conduct whenever he conducts the business of the Council, conducts the business of the office to which he has been elected or appointed and acts as a representative of the Council.

- 1.4 A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press of any item which has been discussed under confidential items on the Council's or Committees' agenda.
- 1.5 A Councillor should act with integrity at all times when representing or acting on behalf of Looe Town Council.

## 2 Dealing with the Press

Responses to the press relating to matters discussed by the Town Council shall be dealt with in the first instance by the Town Clerk. The Town Mayor/Committee Chairs are also authorised to give the views of the Council to the press on any non-confidential subject discussed by Council in liaison with the Town Clerk. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting. At no time shall the personal views of either members or officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole.

When dealing with news media Councillors should –

- 2.1 be informed and certain of all their facts – if a Councillor is uncertain about the facts please refer the query to the Town Clerk ;
- 2.2 ensure that when making comments on behalf of the Town Council they are aware what Council policy is and their comments reflect that policy;
- 2.3 be calm;
- 2.4 ensure that their comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous or slanderous.

## 3 Issues to be aware of

- 3.1 Councillors should be aware that case law states that the role of councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.
- 3.2 Councillors not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out your statement or position beforehand.