

**LOOE TOWN COUNCIL**

**MINUTES OF PROCEDURES COMMITTEE MEETING**

held in the Tourist Information Centre The Guildhall, Fore Street, East Looe  
on Monday 28<sup>th</sup> March 2011 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Councillor K Smith  
Cllrs D J Bryan, J R B Dingle (ex-officio)  
E B Galipeau , M Gregory, Mrs E Hannaford  
and D Welch

**IN ATTENDANCE**

Town Clerk – Mrs A Frith  
Cllrs J Hoskin, W Martin and Mrs M Powell  
Mr C Clements

**42. APOLOGIES**

There were no apologies received.

**43. TO RECEIVE DECLARATIONS OF INTEREST**

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

Councillor Galipeau declared an interest in any matter raised concerning item no 4.

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

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

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

Mr Clements expressed his dissatisfaction with Councillors Galipeau's statement made at the Standards Sub-Committee meeting and re-iterated his request for Councillor Galipeau to resign.

**45. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING**

There were no matters raised.

**46. TO DISCUSS MR CLEMENTS LETTER**

The Chairman explained the recommendation made by the Standards Sub-Committee to refer the complaint made by Mr Clements to Cornwall Council Standards Board along with all relevant documentation, it is now out of Looe Town Council's hands.

A media policy is to be adopted (as per the Wadebridge Town Council example) to avoid any further problems.

**47. TO REVIEW THE COUNCIL'S STANDING ORDERS**

**.1 Media Policy**

The Clerk was asked to circulate the Wadebridge Town Council example supplied by the Society of Local Council Clerks and to put this matter on the Agenda for the next meeting.

**.2 Committee Membership**

The Chairman explained that some meetings are inquorate as Committee members do not attend. It is very important when agreeing to sit on a Committee, to make yourself available for meetings.

Councillor Bryan stated that training for new Councillors should be undertaken before joining a Committee to enable them to decide where their strengths lie.

**.3 Mayoral Duties**

This matter was deferred to the next meeting.

**.4 Nominations to Outside Bodies**

This matter was deferred to the next meeting. A previous document prepared by the Chairman is to be circulated.

**48. CORNWALL SEASIDE TOWNS**

Councillor Galipeau explained the opportunity for seaside towns to access funding of up to £50k and ideas need to be stimulated to meet the criteria to apply.

Councillor Mrs Hannaford stated that the criteria has not yet been approved but will be centred around deprivation, employment, social well-being etc. Multiple small applications can be submitted linked to local strategies, the Town Council priority projects could be maximised by match-funding by working with partners.

The first stage is to submit expressions of interest around July (date yet to be set) which will then be sifted before more in-depth details are requested.

The next step for the Town Council is to come up with six or seven projects and Councillor Mrs Hannaford suggested this could be done with the help of the Full Council and the Community Network Manager.

At the Chairman's suggestion it was unanimously agreed that Councillors Mrs Hannaford and Toms put a proposal together for presentation at the next Full Council meeting.

**49. TO APPROVE THE COUNCIL CALENDAR 2011/12**

The Clerk explained the new format which has been done to allow the office staff and Councillors more time for everyday matters.

This matter was referred to Full Council for discussion.

**50. MATTERS FOR FURTHER/URGENT DISCUSSION**

There were no matters raised.

**The Meeting closed at 8.07pm**

Signed ..... Date .....

**Chairman of Procedures Committee**