

LOOE TOWN COUNCIL

MINUTES OF PROCEDURES COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street,
East Looe on Tuesday 4th October 2011 at 7.00pm

REPORT TO COUNCIL

PRESENT

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

IN ATTENDANCE

Town Clerk – Mrs A Frith

17. APOLOGIES

Apologies for absence were received from Cllr J R B Dingle.

18. TO RECEIVE DECLARATIONS OF INTEREST

Councillors Bryan and Galipeau 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 and SECTA.

19. TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

20. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26th July 2011

There were no matters raised.

21. TO REVIEW THE COUNCIL STANDING ORDERS

.1 Public Participation at all Meetings

A draft discussion document had been distributed to all members. The Chairman explained that it is a legal requirement for all meetings to be open to the public and this draft document has been produced as a result of previous discussion. The committee read through the draft document and Councillor Bryan proposed that this be recommended for adoption as an Appendix to the Standing Orders, seconded by Councillor Galipeau it was:

RESOLVED

Unanimously to make recommendation to Full Council to adopt the draft document as an Appendix to the Standing Orders. (See attached Appendix 'A').

.2 Outside Body Nomination Policy

The Chairman explained that the draft document circulated had been produced as a result of previous discussions. This document was discussed at length and it was agreed that amendments be made,

Councillor Smith will re-write the draft and bring it back to the next meeting.

With reference to the current vacancy for a Council nominated East Looe Town Trust Trustee Councillor Gregory proposed that the vacancy be advertised on all notice boards and the website and circulated to all Councillors, seconded by Councillor Smith it was unanimously agreed.

All applicants will be interviewed by a panel consisting of Chairman of all Committees and the Mayor where appropriate.

.3 Code of Conduct

The Chairman read through information received from NALC relating to the Code of Conduct for Councillors and also Data Protection, the contents have been noted.

.4 Town Tourism Remit and Budget

a) Remit

This matter was referred back to the Town Tourism Committee for recommendation.

b) Budget

The question of a budget for this Committee had been raised by Councillor Dingle, Councillor Mrs Hannaford stated that this is a principal that could be applied to all Committees, it is a way of having management structure and financial accountability.

Councillor Galipeau agreed with the principal but stated that the Finance and Works Committee should be the single focal point for control of accounts, at this stage there is little point in allocating funds to each Committee.

Councillor Gregory agreed with Councillor Galipeau stating that we are a small Council, monies are allocated as and when needed and it is not too onerous to get decisions made.

It was agreed that it is more important to have an income/expenditure summary on a regular basis.

Councillor Bryan proposed that this matter be referred to the Finance and Works Committee, seconded by Councillor Gregory it was unanimously agreed.

22. TO DISCUSS AND REVIEW STAFF CONTRACTS OF EMPLOYMENT AND STAFFING LEVELS

The Clerk explained that all staff Contracts of Employment need updating and staff appraisals need to be carried out and asked for this work to be taken in hand.

With reference to the staffing levels the Chairman explained the need for an extra member of office staff, especially as there will be an extra workload from services being devolved.

The Committee discussed this matter at length and it was eventually agreed that members should provide a role profile and job evaluation for discussion at the next meeting.

The Chairman stated that this matter will also be discussed by the Finance and Works Committee as part of the Budget and Precept setting process.

23. MATTERS FOR FURTHER DISCUSSION

There were no matters raised.

The Meeting closed at 8.40pm

**APPENDIX TO THE COUNCIL
STANDING ORDERS
APPROVED AT THE FULL COUNCIL MEETING OF
7TH NOVEMBER 2011**

PUBLIC PARTICIPATION AT MEETINGS

It is a legal requirement that Council allows members of the public to attend meetings of the Council, Committees or Sub-Committees.(Public Bodies (Admission to Meetings) Act 1960, Representation of the People Act 1983 s36 & Local Government Act 1972 s100 and s102) This requirement is included on the Agenda of each meeting (Agenda Item No: 3). 20 minutes (maximum five minutes per person) will be allocated as a period of Public Participation, during which any member of the public present may comment on the agenda for that meeting or bring other matters to the attention of the Council.

Whilst a maximum period of 20 minutes is allowed for Public Participation, it does not follow that this entire period has to have expired before the business of Council may commence. If this is the case, it should be noted in the minutes of that meeting the time public participation ended and the time at which the business meeting of the Council commenced. Similarly, if no members of the public are present, it should be noted that there was no public participation and that the business of the Council commenced immediately.

Member of the public may be admitted to all meetings of the Council and take part in the period of Public Participation. However, when meetings of the Council are declared as 'Confidential', it is appropriate for members of the public to withdraw once the Public Participation period has ended. When this is the case, the appropriate agenda should state that members of the public can attend, but will have to leave once the period of Public Participation has ended.

If the maximum period of Public Participation has expired and members of the public still wish to bring matters to the attention of the Council, the Chairman of the meeting shall have discretion to extend the period of Public Participation by a further 5 minutes. If an extended period is not appropriate, members of the public should be asked to submit details of their concerns etc, in writing to the Clerk.