

LOOE TOWN COUNCIL

MINUTES OF THE PROCEDURES COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street,
East Looe on Tuesday 24th July 2012 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr C Rose
Cllrs D J Bryan, E B Galipeau,
Mrs E Hannaford, Mrs M Powell
and D Welch

OFFICERS

Town Clerk – Mrs A Frith

IN ATTENDANCE

Cllr A Toms

6. APOLOGIES

Apologies for absence were received from Councillors J R B Dingle and M Gregory.

7. TO RECEIVE DECLARATIONS OF INTEREST

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

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

There were no members of the public present.

9. MATTERS ARISING FROM THE MINUTES OF THE MEETINGS OF 2ND APRIL 2012 AND 5TH JULY 2012

.1 Meeting of 2nd April 2012

a) Reference Minute No: 37 – Authorised CCTV users

Councillor Welch proposed that the Tourist Information Centre Manager, Mr Mark Camp, be approved as an authorised user to assist the police when the Council office is unstaffed, seconded by Councillor Rose it was:

RESOLVED

Unanimously to approve Mr Camp as an authorised user.

.2 Meeting of 5th July 2012

There were no matters raised.

10. TO APPROVE THE CHAIRMAN'S PROPOSAL TO AMEND THE REMIT OF THE PROCEDURE COMMITTEE

The Chairman explained that the current remit of this Committee needs amending as it is now a Standing Committee of the Council and proposed that the remit be amended as follows:

“The remit of the Procedures Committee is to ensure the Town Council meets and complies with all the current and future legislation surrounding it together with the maintenance and adherence of The Code of Conduct and Standing Orders”.

Seconded by Councillor Galipeau it was:

RESOLVED

Unanimously to approve the amendment of this Committee’s remit as above.

11. TO DISCUSS THE MAYOR-MAKING PROCEDURE

The Chairman asked Councillor Bryan to remind the Committee of the suggestions made and the reasons why (see attached Appendix). Councillor Bryan explained that, in his role as Mayor, he has attended other Councils Mayor-making ceremonies and the occasion is more formal and inclusive than this Council’s. There was much discussion surrounding the suggestion that the Mayor should take the Oath of Allegiance, it was considered inappropriate for Councillors and our pledge should be to the people of Looe.

Councillor Toms expressed the opinion that the Oath of Allegiance could be adapted for the people of Looe and that the pomp and ceremony is part of what Britain does.

After much further discussion it was agreed that the procedure (as attached) be tried next year as a pilot and the results reviewed.

It was also agreed that a Mayoral Assistant is not formally required, if the Mayor and Deputy Mayor have other commitments then Chairs and Vice-Chairs of Committees be asked to represent Looe Town Council at formal events.

Councillor Rose proposed that a Mayoral Assistant is not needed, seconded by Councillor Mrs Hannaford it was unanimously agreed.

Councillor Rose also proposed that the amended Mayor Making procedure be accepted, seconded by Councillor Mrs Hannaford it was:

RESOLVED

Unanimously to accept the proposal as above.

12. TO REVIEW THE OUTSIDE BODY NOMINATION POLICY

Councillor Bryan stated that the current policy document is very complicated to get to the point.

It was agreed that the procedures for nominating Council or non-Council members to serve on outside bodies needs to be reviewed and clarified.

The Chairman suggested that he precis the current document and bring it to the next meeting for further discussion, the Committee gave their approval.

13. TO REVIEW THE “PART TWO” PROCEDURE

It was agreed that there is very little that needs to go to a Part Two discussion and a full explanation should be given if such a request is made.

The Clerk was asked to contact Cornwall Councillor Bob Eggerton for his view of Part Two procedures, he currently scrutinises all Cornwall Council procedures.

The Chairman agreed to produce a discussion paper for the next meeting on receipt of the information.

14. TO DISCUSS THE INTERIM CODE OF CONDUCT

The Chairman proposed that this matter be deferred pending further information, seconded by Councillor Bryan it was unanimously agreed.

15. MATTERS FOR FURTHER DISCUSSION

.1 Standing Orders

The Chairman stated that the Council's Standing Orders need a full review, we need to move away from generalisation and make some parts more specific.

.2 New Councillor Training

The Committee discussed the importance of training for new Councillors and the need for a formal training strategy. It was also suggested that an open day be held in January to encourage people to stand for Council at the elections in May 2013.

The Chairman agreed to put this matter on the next Agenda.

.3 Pensions

Councillor Galipeau wished to discuss where the Council stands with regard to staff pensions.

The Meeting closed at 8.20pm

MAYOR MAKING PROCEDURE

- Location – Review Annually
- Order of Proceedings – this is dependent on venue
- Councillors signing the Declaration of Acceptance or Office which would include accepted code of Conduct – 4 yearly
- Mayor and Deputy Mayor to sign Declaration of Acceptance of Office also designated duties of office
- Clerk to read out list of designated main meeting dates and procedure to place questions before any meeting
- Photos should be taken every four years at the start of a Council cycle. There should be Full Council photos taken, also individual photos of any new Councillors to enable the issue of business identity cards.
- Should Looe Town Council do as other Councils do and invite other Town Councils to send representatives along to Mayor-making ceremony – to be reviewed annually
- If different venue used with adequate space, should town organisations be invited to send representatives and display any trophies won and information about their organisation – yes agreed
- Suggest a review of the way things are done should be carried out annually at the Mayor’s discretion