

LOOE TOWN COUNCIL

MINUTES OF THE PROCEDURES COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Tuesday 5th February 2013 at 7.00pm

REPORT TO COUNCIL

PRESENT

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

OFFICERS

Town Clerk – Mrs A Frith

34. APOLOGIES

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

35. TO RECEIVE DECLARATIONS OF INTEREST

Councillor 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.

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

There were no members of the public present.

**37. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF
20th NOVEMBER 2012**

.1 Reference Minute No: 30 – The Budget Setting Process

The Clerk was asked to arrange for the NALC Financial Regulations
document be put onto our website.

38. TO RECEIVE AN UPDATE ON COUNCIL'S STANDING ORDERS

The Chairman explained that the final draft document (as circulated)
had been sent to Sarah Mason, CALC, for approval and a response is
awaited.

The Chairman also explained that as recommended by CALC the
Standing Orders had been split into two sections the latter being the
Financial Regulations, which are changing shortly.

Councillor Mrs Hannaford queried the voting rights of non-council
members of Committees, the Chairman stated that the wording of this
was on the advice of CALC. It was agreed that the Terms of
Reference for the Town Tourism Committee need to be included in the
Standing Orders.

The draft document was gone through, with explanation as follows:

Page 2, Preamble: 1a) Looe Town Council is not the only elected body representing the people of Looe (BG)

Page 3: Remove this page totally (all members)

Page 5.1: Take advice on frequency of meeting to avoid clashes with Polperro Community Council and Lanteglos Parish Council (BG) and EH)

Page 6c: Take advice (BG)

Page 8k: Remove this clause.

Check the order of the Agenda (BG)

Page 21:28e): This clause should not be there as it is too restrictive, requested that Induction training be done as soon as possible and queries over whether the Finance and Works Committee should be separated due to new responsibilities of the Council (BG)

Page 26: 39a): Press statements by the Clerk queried (BG)

Page 35: 49b): The word “reserves” to be changed to “running costs” (BG)

Page 35: 50b): Remove the words “in conjunction with Internal Auditors” (BG).

The Chairman agreed to make the suggested amendments and meet again on Tuesday 19th February at 2.30pm.

NOTE: On reflection the Chairman subsequently cancelled the above meeting as the amendments requested need further investigation and time, in the current Council, is running out, he would prefer to defer any changes until the new Council is in place.

39. TO REVIEW THE CODE OF CONDUCT AND AGREE ITEM 2.6

The Chairman explained that agreement needs to be reached on Clause 2.6 of the new Code of Conduct which gives a choice of two options.

There was much discussion on this matter and Councillor Mrs Hannaford stated that this clause is difficult to deal with as it could be misconstrued by the donator or the public.

Councillor Rose proposed that Clause 2.6(i) above the value of £25 be adopted, seconded by Councillor Mrs Powell it was:

RESOLVED

Unanimously to adopt Clause 2.6(i) above the value of £25.

40. TO REVIEW NEW COUNCILLOR TRAINING

The Chairman informed the Committee that this document has been updated and will be included in the new Councillor packs for the new Council.

41. TO UPDATE ON THE RISK ASSESSMENT

The Risk Assessment is now an ongoing document, some issues have been addressed and a schedule for the future has been set up.

42. TO UPDATE ON STAFF PENSIONS

The Chairman explained that setting up staff pensions through an authorised organisation specialising in the field would cost in excess of £4,000 so he had looked at the Government guaranteed National Employees Savings Trust (NEST) which can be taken up with no set-up costs.

The Clerk is to arrange a meeting with NEST to obtain all relevant information which will be reported on at the next meeting of this Committee.

43. TO DISCUSS THE REMIT OF THE TOWN CRIER

This matter was deferred to the next meeting.

44. TO DISCUSS THE NEIGHBOURHOOD PLAN

This matter has now been picked up by the Planning Committee in conjunction with the Friendly Link Officer and Conservation Officer, Cornwall Council.

45. MATTERS FOR FURTHER DISCUSSION

.1 Offer of Grant for Public Conveniences – Cornwall Council

The Chairman read the letter received and the Terms of the Offer to the Committee.

Councillor Bryan stated that, at a meeting with Cornwall Council on 4th February we had been told that the grant will be reduced pro-rata if we don't take on responsibility for the public conveniences on 1st April. He also informed the Committee that other meetings are to be held to discuss stock, working hours, transport etc.

Councillor Rose proposed that recommendation be made to Full Council to accept the offer of £51,635, seconded by Councillor Bryan it was unanimously agreed.

The Meeting closed at 9.10pm.