

**LOOE TOWN COUNCIL**

**MINUTES OF THE PROCEDURES COMMITTEE MEETING**

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Wednesday 15<sup>th</sup> May 2013 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT**

Cllrs D J Bryan, J R B Dingle, M Gregory  
and Mrs E Hannaford

**OFFICERS**

Town Clerk – Mrs A Frith

**1. TO ELECT A CHAIRMAN**

Councillor Bryan proposed that Councillor Dingle be elected to serve as Chairman, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously to elect Councillor Dingle to serve as Chairman for the coming year.

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

Councillor Dingle proposed that Councillor Mrs Hannaford be elected to serve as Vice-Chairman, seconded by Councillor Bryan it was:

**RESOLVED**

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

**3. APOLOGIES**

There were no apologies.

**4. DECLARATIONS OF INTEREST**

There were none declared.

**5. TO MAKE RECOMMENDATION TO FULL COUNCIL TO ADOPT THE DRAFT STANDING ORDERS**

The Draft Standing Orders were discussed and, as they had been gone through previously in detail, Councillor Gregory proposed that the document be recommended to Full Council for adoption, seconded by Councillor Bryan it was:

**RESOLVED**

Unanimously to make recommendation to Full Council to adopt the draft Standing Orders as circulated.

The Clerk was asked to write to ex-Councillor Chris Rose to thank him for all his hard work putting the Draft document together.

6. **MATTERS FOR FURTHER DISCUSSION AS DETERMINED BY THE CHAIRMAN**

**.1 Public Convenience Lease**

The draft Terms of Lease had been received and Councillor Bryan stated that there are serious concerns to be addressed.

Councillor Mrs Hannaford proposed having a meeting with Jon James (Cornwall Council), Mark Grassam, this Committee and Councillor Toms to iron out all issues, this was seconded by Councillor Bryan and unanimously agreed.

**.2 Delegated Powers**

Councillor Bryan explained that some invoices coming in are above the remit of the Clerk and the Finance and Works Committee, particularly the invoice for Public Convenience cleaning. Councillor Bryan asked for Delegated Powers to be given to two Councillors and the Mayor to authorise immediate payment of invoices to Caradon Cleaning for the Public Conveniences and East Looe Town Trust for the rent specifically to avoid the delay in waiting for Full Council to meet.

The Committee discussed this request and unanimously agreed that Delegated Authority should be given to the Mayor, Chairman of the Procedures Committee and Chairman of the Finance and Works Committee to approve payment of these invoices only.

**.3 East Looe Town Trust Trustee – Mr B Galipeau**

A letter had been received from the Chairman of East Looe Town Trust expressing his wish for Mr Galipeau to remain as a Trustee even though he is no longer a Councillor.

The Committee referred to Standing Order 19(7) and recommended this matter be referred to Full Council.

**.4 Wishing Well Site**

The East Looe Town Trust Chairman has expressed a wish for discussions regarding potential development on this land be re-opened.

The Clerk explained that it has been agreed that separate valuations are obtained based on the building criteria set by Looe Town Council.

There was much discussion on this subject and it was agreed that the Premises Group (Councillors Gregory, Bryan, Mrs Hannaford and Toms) meet again with East Looe Town Trust to ascertain their requirements for the development before draft drawings are requested for valuation purposes.

The Clerk was asked to write to East Looe Town Trust to arrange a meeting.

**.5 East Looe Town Trust/Looe Town Council Lease**

The Clerk was asked to write to East Looe Town Trust to request a 10% reduction in our current rent bearing in mind the economic downturn and the effect of the road closure on the income of the Tourist Information Centre.

**.6 Allotment Lease**

Councillor Bryan reported that he and Councillor Mrs Powell will be having a meeting with the Diocese on 14<sup>th</sup> June in Truro to try to resolve the issues of legal and survey costs and the area of land to be rented. Councillor Bryan will report back to the next meeting.

**The Meeting closed at 7.50pm.**

