

LOOE TOWN COUNCIL

MINUTES OF THE PROCEDURES COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Tuesday 1st October 2013 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr J R B Dingle
Cllrs Mrs E Hannaford, R Hendy,
M Gregory, D J Bryan and Mrs M Powell

OFFICERS

Town Clerk – Mrs A Frith

14. APOLOGIES

There were no apologies.

15. TO RECEIVE DECLARATIONS OF INTEREST

There were none made.

**16. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF
26TH JUNE 2013**

.1 Reference Minute No 13 – PART TWO

Updates as follows were given:

- .1 Meeting with East Looe Town Trust and police – not yet arranged as no police in Looe.
- .2 Job Profile – Councillor Gregory is in the process of compiling
- .3 Training for Mr Townly – none needed.
- .4 Looe Groups meeting with Mr Townly – Councillor Dingle to attend with Mr Townly when organised.
- .5 “Quick Read” update report – on notice boards already
- .6 Volunteers opportunity – nothing done as yet – Councillor Mrs Hannaford not happy that no work done on this. Councillor Gregory stated that all Councillors should be involved with this.
- .7 Provision of an I-pad – Mr Townly has his own for mobile reporting.
- .8 Traffic Management Course – Awaiting Cornwall Council next training session – Councillor Mrs Hannaford pointed out that “Including Section 8” should actually be “Chapter 8”.

**17. TO DISCUSS NEW CCTV LEGISLATION AND RECOMMEND
ADOPTION OF THE GUIDELINE PRINCIPLES**

Councillor Bryan reported that he had read through the new legislation and considers that, to meet the new legislation, we need to have a secure room for the CCTV equipment and to nominate a Councillor to be responsible for the copying of information required by the police.

All agreed that a secure room is not possible at the moment and it was suggested that, for the time being, members of the public should not be allowed into the office when the police are viewing recordings.

Councillor Dingle proposed that a recommendation be made to Full Council to adopt the guide-line principles, seconded by Councillor Bryan it was unanimously agreed.

18. TO DISCUSS COUNCIL NOMINATED TRUSTEES

Councillor Dingle informed the Committee that East Looe Town Trust are moving to a C.I.O. and are reviewing their Constitution with a view to having six co-opted Trustees and two Council nominated Trustees rather than the current 50/50 split.

Councillor Mrs Hannaford stated that there is a need to have a long hard look at the Governance of the whole town, having Council nominated trustees is not in the best interests of the Council, in her opinion a town-wide discussion is needed to determine what is best for the town, Councillor Gregory agreed that now is a good time to look at Governance.

Councillor Dingle suggested that this should go to the new Looe Strategy group for discussion, this could be better for the town.

Councillor Hendy asked why East Looe Town Trust had been set up in the first place, Councillor Mrs Hannaford explained that, at the time, better that assets were split so no one organisation was in control, Looe at one stage was a "rotten borough" but not any more.

This could assist with decision-making for the town, giving a stronger voice and more buying power.

After much further discussion Councillor Mrs Hannaford proposed that the 50/50 split for Trustees remain unless East Looe Town Trust have a very good reason to change, seconded by Councillor Mrs Powell it was agreed with a vote of 4/1 against and 1 abstention.

This matter is to be put on to the next Full Council Agenda for discussion.

19. MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN

.1 Criteria for Public Consultation

Councillor Bryan stated that a minimum percentage of the electorate needs to be set to call for a Full Council debate on whether or not a consultation should be undertaken and suggested a minimum of five percent.

Councillor Mrs Hannaford stated that, for Cornwall Council, the figure is 5,000 people which equates to 1% of the residents of Cornwall. This percentage would work out as 50 residents of Looe to request a debate at Full Council.

Councillor Dingle suggested twenty members of the public to call for a Full Council debate on public consultation.

Councillor Gregory stated that this should be included in Councils Standing Orders to give a proper format.

Councillor Mrs Hannaford stated that it should be twenty people who either live, work or study in Looe to include children not just the electorate.

Councillor Dingle proposed that this recommendation be put to Full Council for approval, seconded by Councillor Mrs Hannaford it was unanimously agreed.

.2 To Discuss the Cornwall Council Code of Conduct Review

The Chairman explained that Cornwall Council are asking for our opinion of the Code of Conduct following the new criteria adopted last year.

Councillor Mrs Hannaford twice asked if there could be an option to include Clerks within the Code of Conduct, the Clerk was asked to ascertain whether or not this is possible. The Committee discussed the Code of Conduct and considered that the principles are not applied particularly well, it is long-winded and watered down.

It was agreed that this response be sent to Cornwall Council.

.3 Malcolm Sheffield

The Chairman read out a template letter, provided by Foot Anstey Solicitors, which it had been suggested be given to Mr Sheffield regarding his employment by Looe Town Council as a public convenience operative.

There was much discussion regarding potential redundancy from Caradon Cleaning and the TUPE regulations.

Councillor Hendy stated that, as far as he knows, Mr Sheffield has two options:

- a) chase his redundancy payment from Caradon Cleaning and not be employed by Looe Town Council or
- b) be employed by Looe Town Council, lose his right to redundancy from Caradon Cleaning and keep his TUPE.

The Clerk was asked to take further advice from Foot Anstey and, subject to favourable advice and Mr Sheffield's acceptance, send the letter as suggested to Mr Sheffield.

.4 Resolutions made by Committees

Councillor Dingle stated that he feels that anything referred to Full Council should be a recommendation not a resolution as some things are confusing for new Councillors.

Councillor Mrs Hannaford stated that nothing from this Committee should be a resolution.

The Committee all agreed that this needs clarification.

The Meeting closed at 8.10pm.