



**LOOE TOWN COUNCIL**

**MINUTES OF THE PROCEDURES COMMITTEE MEETING**

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Monday 14<sup>th</sup> July 2014 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Chairman – Cllr R Hendy  
Councillors D J Bryan, Mrs E Hannaford  
and Mrs M Powell

**OFFICERS**

Town Clerk – Mrs Anne Frith

**IN ATTENDANCE**

Cllr A Toms  
Mr S Morton – Member of the Public  
Mr C Clements – Member of the Public

		<b>ACTIONS</b>
<b>10.</b>	<p><b><u>APOLOGIES</u></b> Apologies for absence were received from Councillor M Gregory</p> <p><b><u>ABSENT</u></b> Councillor J R B Dingle.</p>	
<b>11.</b>	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust</p>	
<b>12.</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 14<sup>TH</sup> MAY 2014.</u></b></p> <p><u>.1 Ref Min No: 5 – Part Two Procedure</u> This matter is on the Agenda for discussion</p> <p><u>.2 Ref Min No: 6 – Adoption of Financial Regulations, Anti-corruption and Whistleblowing policies</u> This matter was deferred until the next meeting</p>	

	<p><u>.3 Ref Min No: 7 – Review of Council Standing Orders</u>  Cllr Hendy stated that there is a lot of work to be done and suggested that this is done in three parts:  a) Adoption of the NALC Model Standing Orders  b) Review of our current Standing Orders  c) Adoption of the new Financial Regulations.  We need to prioritise, the easiest way is to adopt a) then bring b) into line with a) and then adoption of c) as a three part procedure, the change is so big that this will allow each section to be addressed separately. In answer to Cllr Mrs Hannaford’s query Cllr Hendy stated that there are certain items in our own Standing Orders that are specific to this Council and need to be incorporated into the Model NALC ones, this process will make it easier in the future to make any amendments.  Cllr Hendy proposed that this recommendation be made to Full Council for approval, seconded by Cllr Bryan it was unanimously agreed.  Cllr Mrs Hannaford stated that the Council Policy section of the Looe Town Council website also needs reviewing.  <u>.4 Ref Min No: 8 – Payment of extra time and flexi hours</u>  This matter has been covered by the Staff Handbook  <u>.5 Ref Min No: 9.1 – Mr Clements</u>  This matter is on the Agenda for discussion  <u>.6 Ref Min No: 9.3 – Electronic Diaries</u>  Cllr Mrs Hannaford volunteered to chase up the Millpool Centre regarding training for use of electronic diaries.</p>	<p>Cllr Mrs Hannaford to chase training opportunities</p>
<p>13.</p>	<p><b><u>TO REVIEW AND RECOMMEND APPROVAL TO FULL COUNCIL OF THE DRAFT STAFF HANDBOOK AND CONTRACT OF EMPLOYMENT</u></b>  Cllr Toms asked if these documents had been formulated by Servier, Cllr Hendy confirmed that they had and explained the process involved in bringing together the draft documents as circulated.  Cllr Hendy proposed that a recommendation be made to Full Council to adopt the draft Staff Handbook, seconded by Cllr Bryan it was:  <b><u>RESOLVED</u></b>  Unanimously to accept the above proposal.  Cllr Hendy also proposed that a recommendation be made to Full Council to adopt the draft Contract of Employment template as a standard template, seconded by Cllr Mrs Powell it was:  <b><u>RESOLVED</u></b>  Unanimously to accept the above proposal.  Cllr Hendy explained that both documents refer to policies which will be worked on.  Cllr Bryan stated that persons need to be appointed to undertake staff appraisals.  Concerns were also raised that there is no policy in place for</p>	<p>Cllr Mrs Hannaford to obtain the Cornwall Council Data policy</p>

	<p>the “wiping” of computer information or data back-up and management, Cllr Mrs Hannaford volunteered to obtain the Cornwall Council Policy as a template for Looe Town Council.</p>	
14.	<p><b><u>TO DISCUSS THE TENDERING PROCESS FOR WORKS TO THE PUBLIC CONVENIENCES AND FORMULATE A TENDERING PACK</u></b></p> <p>Cllr Hendy explained that this is for the conversion works required for both East and West Looe gents facilities to unisex facilities and asked for suggestions as to how this process should work.</p> <p>Cllr Mrs Powell stated that there is legislation regarding tendering.</p> <p>There was much discussion surrounding the proposed conversions, continued use of the Guildhall ladies facility, savings to be made on utilities and a charging pilot scheme for the Millpool facility at a cost of £13,000. The Clerk reminded the Committee that the funding agreement for the monies being supplied by Cornwall Council states the money can only be used for the conversions and nothing else, however Cllr Mrs Hannaford stated that this is not the case, it is her Portfolio and she makes the decision.</p> <p>Cllr Toms stated that these conversions are necessary to save money as the toilets for the whole town cost around £130,000 to run last year and we need to save money so as not to increase the burden of Council tax on our residents.</p> <p>It was eventually proposed by Cllr Mrs Powell that we seek a professional view from either Mr Colin Crabbe or Mr Tim Deakin based on the attached Appendix to obtain costings which can then be taken to Full Council for a decision, seconded by Cllr Bryan it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to accept the above proposal.</p> <p>It was also agreed that we need to be proactive in the advertising for tenders.</p>	<p>Clerk to contact Mr Crabbe and Mr Deakin for costing to provide a professional view.</p>
15.	<p><b><u>TO DISCUSS THE CIRCULATION OF THE ANNUAL AUDIT REPORT TO COUNCILLORS</u></b></p> <p>Cllr Hendy explained that, following comments from members of the public, the usual procedure of circulating page 2 only is no longer acceptable.</p> <p>Cllrs Mrs Hannaford and Toms expressed the view that we need to be as open and honest as possible and that Councillors have a right to question the Auditor. The Clerk informed the Committee that the Statutory Notice of Audit is put on the notice boards and the website which allows members of the public to look at the accounts if they so wish.</p> <p>Cllr Hendy proposed that, in future, pages 2, 3 and 5 are circulated to all Councillors and submitted to Full Council for approval, seconded by Cllr Mrs Powell it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to accept the above proposal.</p>	

16.	<p><b><u>TO DISCUSS PETITION CRITERIA TO PROMPT FULL DEBATE AND FORMULATE A POLICY</u></b></p> <p>Cllr Hendy explained that we need to formulate a policy to deal with petition and consultation requests, at the moment all Councillors refer to 50 signatures being required to prompt action but he cannot find this documented.</p> <p>Cllr Mrs Hannaford had provided the Cornwall Council petition policy (see attached Appendix 'B') which Cllr Hendy was more than happy with but will require minor textual amendment for this to be acceptable to the Town Council. Cllr Mrs Hannaford stated that there are varying degrees of criteria, it is for this Council to decide where it is debated, either Full Council, immediate action, refer to correct authority or do nothing.</p> <p>Cllr Hendy proposed that:</p> <ul style="list-style-type: none"> <li>a) Recommendation to Full Council to accept the petition policy as attached, with the minor textual amendments, as the basis of a policy for Looe Town Council</li> <li>b) Recommendation to Full Council to clarify the number of signatures required to prompt consultation and Full Council debate is 50 and to include in the above policy</li> </ul> <p>Seconded by Cllr Mrs Hannaford it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to accept the above proposal.</p>	
17.	<p><b><u>TO DISCUSS PUBLICATION OF PART TWO MINUTES FOLLOWING MR CLEMENTS REQUEST FOR PART TWO MINUTES OF THE FULL COUNCIL MEETING OF 9<sup>TH</sup> OCTOBER 2013.</u></b></p> <p>Cllr Hendy explained that Mr Clements had requested a copy of the above Minutes and the Clerk explained the advice given to Mr Clements by Cornwall Council Legal and Members Services i.e.that as the matter is now dealt with there is no reason why a copy cannot be provided but Looe Town Council does not have to release the information.</p> <p>Cllr Bryan stated that, in his opinion the matter is not yet completed as the future of 2 Polkirt Arcade is not yet determined and considers that the Part Two Minutes should not be released yet.</p> <p>Cllr Hendy stated that if there is no confidential information that is one thing but if the issue is not closed that is another, there are conflicting views.</p> <p>Cllr Mrs Hannaford proposed that these particular Minutes are circulated to all Committee members and defer the discussion to the next meeting, seconded by Cllr Hendy it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to accept the above proposal.</p>	

<p>18.</p>	<p><b><u>TO DISCUSS WHETHER IT APPROPRIATE TO CONSULT ON A REPLACEMENT FOR MR TOWNLY</u></b></p> <p>Cllr Hendy stated that we need to keep in mind the petition and e-mails received regarding this matter and reminded the Committee that Cllr Crane had previously stated that there needs to be an understanding of what the Community Officer has done and that Cllr Toms had previously stated that Mr Townly had undertaken work over and above his job description and role.</p> <p>Issues need to be addressed such as ordering of supplies for the public conveniences, enforcement issues and numerous other duties, what the Council needs is one issue and what the community wants is another, Cllr Toms stated that we have a responsibility to the residents to keep within our budget and we cannot afford to employ an “all singing, all dancing” person. After much discussion Cllr Bryan stated that this matter needs to be deferred until the requested Full Council Review has taken place and wait the recommendations from that review. Cllr Hendy proposed that we assess what we need doing now and defer the matter until the outcome of the Full Council Review, seconded by Cllr Bryan it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to accept the above proposal.</p>	<p>Clerk to chase CALC for review information</p>
<p>19.</p>	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p><u>.1 Quality Town Status Logo</u></p> <p>In response to a query regarding the removal of the above logo the Clerk explained that, although Council had agreed not to renew the Accreditation, we are still a Quality Town Council until January 2015.</p> <p><u>.2 Staffing Committee</u></p> <p>Cllr Bryan raised the issue of the need for a staffing committee to deal with appraisals, reviews, disciplinary issues etc. Cllr Hendy proposed that a Staffing Committee be set up consisting of the Mayor, Deputy Mayor and Chairmen of all Standing Committees, this was unanimously agreed.</p> <p><u>.3 Standards Committee</u></p> <p>Cllr Mrs Hannaford asked if the Standards Committee had any delegated authority to deal with any matter regarding employment issues, it was confirmed that they do not. Cllr Toms stated that this Committee should have an Independent Chairman and Minute taker. Cllr Hendy proposed that an Independent Chairman and Minute-taker (if needed) be appointed, seconded by Cllr Bryan it was unanimously agreed. Cllr Mrs Hannaford asked how these appointments would be dealt with, Cllr Hendy responded that this will be for further discussion at the next meeting.</p>	

	<p><u>.4 Part Two Minutes</u></p> <p>Cllr Mrs Hannaford stated that there is not a provision in the current Standing Orders to cover the publication of Part Two minutes to Councillors or to cover the attendance of Councillor non-Committee Members at Part Two meetings and stated that clarity is needed. The Clerk was asked to seek guidance from the Society of Local Council Clerks and report to the next meeting.</p> <p>Cllr Mrs Hannaford also asked when, or if, the outcome and the Minutes of the Standards Meeting of 9<sup>th</sup> June would be available, Cllr Bryan informed her that the Minutes have not yet been done.</p> <p><b>The Meeting closed at 8.45pm</b></p>	<p>Clerk to obtain legal advice</p>
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