



LOOE TOWN COUNCIL

MINUTES OF THE PROCEDURES WORKING GROUP

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Wednesday 7th January 2015 at 7.00pm

REPORT TO COUNCIL

PRESENT: Councillors R Hendy and D Welch
Mr C Rose and Mr S Morton

OFFICERS

Town Clerk – Mrs Anne Frith

		ACTIONS
1.	<u>APOLOGIES</u> There were no apologies.	
2.	<u>TO APPOINT A CHAIRMAN</u> Mr Rose proposed that Mr Morton be appointed as Chairman, seconded by Cllr Welch. Mr Morton declined the nomination. After discussion it was unanimously agreed that Cllr Hendy Chair the meeting.	
3.	<u>OVERVIEW OF WORK TO BE DONE AND REMIT OF THE WORKING GROUP</u> Cllr Hendy explained that the remit has no parameters as all relevant documents have gone through the Procedures Committee and been adopted by Council, the work to be done is to identify the gaps that need to be undertaken by this Council. Cllr Hendy circulated his draft document (as attached) of the work that needs to be done. All agreed with the circulated list and Mr Rose asked for clarification of the Model Standing Orders as adopted by Council, are they Looe Town Council specific? Cllr Hendy responded that they are not and that all documents on the attached list have been adopted, with the exception of item 3, but have to be tailored to Looe Town Council. With reference to the Local Government Transparency Code, the Clerk was asked to ascertain which level of Government “Local Authority” refers to.	Clerk to action

4.	<p><u>TO IDENTIFY DOCUMENTS TO IMPLEMENT</u> As attached.</p>	
5.	<p><u>TO DETERMINE PRIORITIES FOR ACTION</u> The Group discussed this matter at some length and agreed that the priorities are:</p> <ul style="list-style-type: none"> a) Financial Regulations b) Local Government Transparency Code c) Standing Orders <p>Mr Rose proposed that a recommendation be made to the Procedures Committee to review the current IT system to enable transparency of information to be undertaken efficiently, seconded by Cllr Hendy it was: Unanimously agreed to make the above Recommendation to the Procedures Committee.</p> <p>It was suggested that the Clerk of the other Caradon area Councils be contacted to arrange a meeting to discuss how they are intending to implement the requirements of the Transparency Code.</p>	<p>Clerk to ascertain the costings of updating the current IT system.</p> <p>Clerk to arrange a meeting with other Clerks/Cllrs</p>
6.	<p><u>TO AGREE RESPONSIBILITIES FOR WORKING GROUP MEMBERS</u> The responsibilities were agreed as follows after discussion:</p> <ul style="list-style-type: none"> 1. Financial Regulations gap analysis – Mr Morton 2. Transparency Code gap analysis – Mr Rose 3. LTC Standing Orders – Cllr Hendy 4. Financial Risk Management Policy – Cllr D Welch 	
7.	<p><u>TO ARRANGE A DATE FOR THE NEXT MEETING</u> The next meeting was arranged for Thursday 29th January 2015 at 7pm.</p> <p>The Meeting closed at 8.15pm.</p>	

Procedures Working Group

7 January 2015

Documents for Implementation:

1. Model Standing Orders
2. Financial Regulations
 - a. Financial Risk Assessment
 - b. Annual Audit Return Governance Statement
3. LTC Specific Standing Orders
4. Codes of Practice
 - a. Local Government Transparency Code
 - b. Code of Conduct (see website)
5. Policies
 - Health and Safety Policy
 - a. Health and Safety Risk Assessments
 - Anti-Fraud and Corruption Policy
 - Whistleblowing Policy and Procedure
 - Petitions Policy
 - Using Social Media etc Council Meetings