



LOOE TOWN COUNCIL

MINUTES OF THE PROCEDURES COMMITTEE MEETING

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Tuesday 20th January 2015 at 7.00pm

REPORT TO COUNCIL

PRESENT:

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

OFFICERS

Town Clerk – Mrs Anne Frith

		ACTIONS
50.	<p><u>APOLOGIES</u> Apologies for absence were received from Councillors M Gregory and D Welch.</p> <p><u>ABSENT</u> Cllr J R B Dingle.</p>	
51.	<p><u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust.</p>	
52.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 19th NOVEMBER 2014</u> <u>.1 Ref: Min No: 42 – Mr Morton’s Request</u> Cllr Mrs Hannaford asked why this matter had come back to this Committee for further discussion, the Chairman explained that Cllr Dingle had asked that the matter be reconsidered. After discussion it was agreed that the procedure should remain as it is. Cllr Mrs Hannaford suggested that Councillors surgeries may be a way of solving this issue and proposed that the Recommendation be made to Full Council to hold Councillor surgeries once a month on a rota basis, this was unanimously agreed.</p>	

	<p><u>.2 Ref Min No: 44 – Investment and Strategy Policy</u> This matter was deferred to the next Meeting.</p> <p><u>.3 Ref Min No: 45 – Risk Management Policy</u> This matter was deferred to the next meeting as Cllr Welch, who is formulating this policy, is not present.</p> <p><u>.4 Ref Min No: 49.2 – Freedom of Information Requests - Charging</u> This matter was deferred to the next meeting as much discussion is needed and a policy put in place, the matter is to be put on the Agenda.</p>	
53.	<p><u>TO DISCUSS AND FORMULATE AN INVESTMENT STRATEGY AND POLICY</u> This matter had been covered under Matters Arising above.</p>	
54.	<p><u>TO DISCUSS AND FORMULATE A RISK MANAGEMENT POLICY.</u> This matter had been covered under Matters arising above.</p>	
55.	<p><u>TO APPROVE RECOMMENDATIONS FROM THE PROCEDURES WORKING GROUP</u> Cllr Hendy explained the purpose of this Working Group to the Committee. With reference to Councillors Attendances at meetings Cllr Hendy circulated an email from Mr Rose which included his recommendations. Some concerns were raised about lack of attendance by some Councillors but agreed that there was little that could be done. Cllr Bryan suggested that, after a certain amount of non-attendance, Councillors should be invited to meet with the Mayor or Deputy Mayor to see what the problem is and he proposed that Members should be invited to meet after a period of 4 months non-attendance, seconded by Cllr Hendy it was: <u>RESOLVED</u> Unanimously to make Recommendation to Full Council as above. The Committee agreed that all Councillors need to be encouraged to engage with the work of the Council.</p>	
56.	<p><u>TO REVIEW FURTHER THE STANDING ORDERS</u> Cllr Hendy informed the Committee that he has tried to correlate the Model Standing Orders and Looe Town Council Standing Orders to bring clarity. A Draft amended Council Standing Orders was circulated and the Committee went through these in detail up to Page 16, Standing Order 22. The review will continue at the next meeting.</p>	

57.	<p><u>MATTERS REFERRED FROM OTHER COMMITTEES OR FULL COUNCIL</u></p> <p>No matters had been referred.</p>	
58.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION</u></p> <p>.1 <u>Mr D Gamblin</u> An email had been received from Mr Gamblin regarding email addresses for contact with individual Councillors. This matter will be discussed at the next meeting.</p> <p>.2 <u>Ladies Public Convenience Petition</u> The Clerk asked the Committee how this petition, which had been handed to her at the Full Council meeting the previous evening, should be dealt with. Cllr Mrs Hannaford referred to the Petitions Policy and after discussion it was agreed that the best course of action would be to meet with some of the Petitioners to clarify whether they are objecting to the unisex facility or the closure as it is not clear on the petition. The Clerk was asked to organise a meeting.</p> <p>.3 <u>Mayors Charity Funds</u> The Chairman informed the Committee that Mr Morton had queries whether the Looe Harbour Commission staff had been paid from the Mayor's Charity for work undertaken on the Council's behalf. The Clerk explained that payment had been made by the Harbour Commission as the work had been done in Harbour Commission time, so no payment from Council was required. The Clerk was asked to write to Mr Morton and explain.</p> <p>The Meeting closed at 8.45pm</p>	<p>Clerk to arrange a meeting with the petitioners</p> <p>Clerk to write to Mr Morton</p>