



**MINUTES OF THE DEVOLUTION COMMITTEE MEETING
HELD ON MONDAY 12TH NOVEMBER 2018 AT 7.00PM IN THE TOURIST
INFORMATION CENTRE, THE GUILDHALL, FORE ST, EAST LOOE PL13 1AA**

PRESENT :

Cllrs A Toms, R Hendy, D J Bryan, Mrs E Hannaford, M Gregory,
J Dingle, J Lundy and Mrs Sullivan

IN ATTENDANCE

Mrs A Frith – Town Clerk

		ACTIONS
8.	<u>APOLOGIES</u> Apologies were received from Cllrs T Crane, P Penhaligan, Mrs Powell, Mrs Richardson and C Rose.	
9.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 30TH OCTOBER 2018</u> Cllr Hendy proposed that the Minutes of the meeting of 30 th October 2018 be approved, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the above meeting.	
10.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30TH OCTOBER 2018.</u> There were no matters raised.	
11.	<u>TO RECEIVE UPDATES FROM ALL TASK GROUPS EXCLUDING THE RESTRUCTURING OF STAFF</u> <u>.1 5pm Meeting with Jan Horrell</u> Cllr Mrs Hannaford reported that it had been a very useful meeting and had helped the staffing group to focus, the role profiles are sorted out and a meeting with the Properties Group is now needed discuss the accommodation needs for the staff. Cllr Mrs Hannaford asked for clarification when this should be taken to Full Council for approval, Cllr Hendy stated that when everything is in place it can go straight to Full Council, the Clerk was asked to put this on the Part Two Agenda for the next Council	Clerk to put staffing restructure on the Full Council Agenda.

	<p>meeting on 26th November 2018. The Clerk will be excluded from Part Two of this meeting.</p> <p>Cllr Hendy clarified that the Legals have to be done by 21st December followed by the Directors Report which will be done in February 2019. Staff Consultations should be undertaken sooner rather than later.</p> <p>Cllr Mrs Hannaford will produce a timeline of work to be done and share it with the Property Group.</p> <p><u>.2 Properties Group</u></p> <p>Cllr Penhaligan had produced a report which was circulated.</p> <p>Cllr Lundy explained that all options have been looked at but there are pro's and con's to the options which need further discussion.</p> <p>Cllr Hendy stated that there should be a short term vision for the moment and then look at the medium and long term visions at a later date. The Clerk was asked to circulate the RIO report to all members of the Property Group.</p> <p>Cllr Lundy also stated that we need to scope for re-branding and work towards moving into the building in June/July.</p> <p>Cllr Gregory stated that all internal work should be undertaken by Cornwall Council before the Council moves in, keeping focus on the close timelines.</p> <p>Cllr Mrs Hannaford updated on the Council's request for Cornwall Council to demolish Sonia's Cafe, she had spoken to Scott Sharples and an in principal agreement has been reached that they will undertake this work, but the timescale is not yet known.</p> <p>The Clerk was asked to email Barron's survey report to Scott Sharples.</p>	<p>EH to produce timeline.</p> <p>Clerk to circulate the RIO report.</p> <p>Clerk to email Barrons survey to SS</p>
<p>12.</p>	<p><u>TO REVIEW THE NOTES FROM THE LAST MEETING WITH CORNWALL COUNCIL HELD ON 31ST OCTOBER 2018.</u></p> <p>The notes were reviewed and no comments made.</p>	
<p>13.</p>	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION.</u></p> <p><u>.1 NHS Dentist</u></p> <p>Cllr Bryan informed that there is an NHS dentist who has shown interest in setting up a clinic in Looe and perhaps could be catered for on the Sonia's cafe site. Details of the Dentist contact were given to the Property Group for further investigation.</p> <p><u>.2 Heads of Terms and Service Level Agreement.</u></p> <p>It would appear that the documents received are templates but there are a few issues to check with Cornwall Council at our meeting on Wednesday morning.</p> <p>The Clerk was asked to ring Hine Downing Solicitors to see if they have received any documentation from Cornwall Council legal department yet.</p>	<p>Clerk to ring Hine Downing.</p>

	<p><u>.3 Library Forum</u> Cllr Hendy asked Cllr Mrs Hannaford to explain what this is about. Cllr Mrs Hannaford duly explained that this is a forum that has been set up to assist Council's with Devolution, the Service Level Agreement is, at the moment, being amended by the Clerk's of St. Ives, Torpoint and others for a 2020 vision. Mrs Kellaway had attended the first meeting and the Clerk was asked to circulate her report on the meeting, things could be learnt from this Forum and we could engage with it but, for consistency of attendance Cllr Mrs Hannaford suggested that a Councillor be nominated to attend and not a Member of staff. The Clerk was asked to put this matter on the next Full Council Agenda and email now for volunteers. Cllr Mrs Hannaford will inform the date of the next meeting.</p> <p><u>.4 East Looe Town Trust</u> The Clerk asked if, as a matter of courtesy, a letter could be sent to East Looe Town Trust informing them of our intention to move over to the Library building. The Committee discussed this request and agreed that a letter be sent stating that we intend to move to the library and the Devolution process is ongoing, formal notice of six months will be given at the earliest opportunity.</p>	<p>LK's report to be circulated.</p> <p>Clerk to put on Full Council Agenda and email all Cllrs</p> <p>Clerk to write to ELTT</p>
<p>14.</p>	<p><u>DATE FOR NEXT MEETING</u> There was no date set.</p> <p>The Meeting Closed at 7.55pm.</p>	

Signed

Date