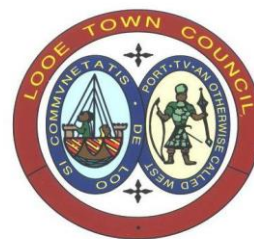


**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE FULL COUNCIL MEETING**

Held on Zoom

**On Monday 4<sup>th</sup> May 2020 at 5.00pm**

**REPORT TO COUNCIL**

**PRESENT:** Chairman: Councillor M Gregory  
Councillors: E Hannaford, J Lundy, C Rose, A Toms, J Holmes,  
B Richardson, J Dingle, S Barker and M Powell

**IN ATTENDANCE:** Mel Colton-Dyer – Commercial Strategy Director and Town Clerk (CSD),  
Laura Kellaway – Environment and Devolved Services Manager, Andrew Jones and Fiona  
Wilkes-Jones – joint RFO

<b>1</b>	<b>Apologies for absence</b> None	<b>ACTIONS</b>
<b>2</b>	<b>Declarations of Interest relating to matters on the Agenda</b> Cllr A Toms declared an interest in Looe Development Trust, Looe Harbour Commission and Cornwall Council. Cllr Hannaford declared an interest in Cornwall Council. Cllr Dingle declared an interest in West Looe Town Trust	
<b>3</b>	<b>Minutes of the previous meeting</b> It was resolved (proposed by Cllr Gregory and seconded by Cllr Lundy) that the minutes of the meeting, held on Monday 6 <sup>th</sup> April 2020 are taken as read, confirmed and signed by the Chairman (Cllr Gregory).	
<b>4</b>	All Chairs to send updated terms of reference to CDS in time to circulate before next meeting so that they can be incorporated in LTC Standing Orders.  128. Recruitment is underway 36 requests with 8 application forms received to date.  129. Finance – actioned.	All committee Chairs

	<p>130. Staff and Pensions - Actioned Youth for Looe – Actioned Hardship fund – Actioned, CSD’s bid was successful on behalf of Looe Development Trust. It was <b>resolved</b> that the £4,000 received by LTC as a vehicle for Cllr Hannaford and Cllr Tom’s Cornwall Council Community Chest be paid in its entirety to LDT for the hardship fund. Cllr Gregory proposed, Cllr Hannaford seconded, all in favour.</p> <p>133. Cllr Rose has completed a broad-brush plan and will continue to discuss with CSD. Community cupboard - actioned</p>	CR and CSD to meet via Zoom
<b>5</b>	<p><b>Nominations to Committees and Deputy Mayor</b></p> <p><b>Deputy Mayor</b> – Cllr Lundy proposed Cllr Hannaford. Cllr Gregory seconded. All in favour.</p> <p><b>Nominations to Committees</b></p> <p>Cllr Holmes – Planning and Library and Community Hub</p> <p>All other councillors are happy to remain on existing committees and remain Chair/Vice Chair.</p> <p>The following nominations were also discussed</p> <p>Looe in Bloom – Cllr Dingle PCC – Cllr Toms Looe Valley Line – Cllr Rose Looe Marine Conservation Group – tbd Police Commissioners panel – Cllr Homes Bathing water quality – Cllr Toms and Cllr Hannaford Neighbourhood plan steering group – Cllr Hannaford and Cllr Lundy Cllr Barker to also join steering group</p> <p>It was <b>resolved</b> to adopt all nominations. Cllr Gregory proposed, Cllr Hannaford seconded. All in favour.</p>	<p>CSD to transfer chains and arrange for publicity.</p> <p>Planning and Admin Officer to update information &amp; website.</p>
<b>6</b>	<p><b>Finance</b></p> <p>The profit and loss and balance sheet were reviewed.</p> <p>The RFO has transferred accounting to SAGE from QuickBooks from</p>	RFO

	<p>Q2 (start of new financial year). Outstanding queries from previous years have been reviewed and amended. VAT return for last quarter is yet to be finalised.</p> <p>Next year's budget was discussed. Information from QuickBooks will be required as a download so that the licence can be terminated.</p> <p>Cllr Hannaford highlighted that a rational for spending last year be made available for the public for transparency. This was agreed. Cllrs Barker, Rose, Hannaford and Gregory to discuss and resolve. It was highlighted that there were monies allocated in reserves for moving premises.</p> <p>The frequency of Policy, Strategy and Finance meetings was not discussed.</p>	<p>RFO to email information to Council</p> <p>SB, CR and MG to hold Zoom with RFO CSD to set up.</p> <p>SB, CR, MG, EH. To action by next meeting with support from RFO</p> <p>CSD to add to next agenda.</p>
<b>7</b>	<p><b>Matters arising from Committees/discussion:</b></p> <p><b>Environment and Devolution - Recycling bins</b></p> <p>A briefing regarding the proposed devolution from Cornwall Council to Looe Town Council of the recycling bins at the Millpool car park was circulated and is appended to these minutes. It was <b>resolved</b> that we do not proceed with the proposed devolution (Cllr Hannaford proposed, Cllr Gregory seconded). There was then a discussion regarding disadvantaged individuals and it was decided that Looe Town Council write to Cornwall Council highlighting this and asking how we could work collaboratively with them to resolve issues for residents.</p> <p><b>Patients Car Park</b></p> <p>There was a suggestion to move the marquee to the Cornwall Council Riverside.</p>	<p>CSD to draft.</p> <p>Environment and Devolved Services Manager to speak to David Read at Cornwall Council re moving marquee</p>
<b>8</b>	<p><b>Requests for funding</b></p> <p>None received</p>	

9	<p><b>Website</b></p> <p>Initial proposal discussed – CSD has one other currently in the pipeline, both specialise in websites for Town and Parish Councils and offer an economy of scale. CSD will organise a Zoom presentation from both companies for the Council.</p>	CSD to implement
10	<p><b>Covid-19 actions, organisation, co-ordination and response</b></p> <p><b>Volunteering:</b> 198 people registered with us for help. Now collecting 95 prescriptions a week.</p> <p><b>Communication</b> Messages of calm. Mayors briefing once a week. Advert for new Councillors is on notice boards and Facebook. Looe Town Council is actively sharing information with other organisations – very positive comments.</p>	
11	<p><b>Other business as determined by the Chairman</b></p> <p><b>None</b></p>	
12	Date of Next meeting Monday 1 <sup>st</sup> June 2020.	

**The Meeting closed at 18.47pm.**

Signed .....

Date.....