

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE FULL COUNCIL MEETING**

Held on Zoom

**On Monday 1<sup>st</sup> June 2020 at 5.00pm**

**REPORT TO COUNCIL**

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

**OFFICERS:** Mel Colton-Dyer – Commercial Strategy Director and Town Clerk (CSD)

**IN ATTENDANCE:** Andrew Jones and Fiona Wilkes-Jones - Joint Responsible Finance Officers (RFO's) and 2 x members of the public.

<b>13</b>	<b>Apologies for absence</b> None	<b>ACTIONS</b>
<b>14</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. Cllr Newman declared an interest in Looe Rotary Club.	
<b>15</b>	<b>Questions from Members of the public</b>  The Chair welcomed the two members of the public in attendance. There were no questions.	
<b>16</b>	<b>Minutes of the previous meeting</b> It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Hannaford) that the minutes of the meeting, held on Monday 4 <sup>th</sup> May 2020 are taken as read, confirmed and signed by the Chairman (Cllr Gregory).	
<b>17</b>	<b>Matters arising:</b> 4. All Chairs to send updated terms of reference to CSD in time to	

	<p>circulate before next meeting so that they can be incorporated in Looe Town Council Standing Orders.</p> <p>Recruitment – Emma Richardson-Calladine has been appointed as Visitor Destination Manager (VDM). The start date is still to be confirmed.</p> <p>Meeting re Town plan – actioned, ongoing.</p> <p>6. Still outstanding meeting re narrative regarding finance.</p> <p>Marquee – still no response regarding Riverside. CSD to register Town Council’s displeasure.</p>	<p>Ongoing for Planning</p> <p>CSD to work with Visitor Destination Manager to work on publicity timeline.</p> <p>CR to meet with Tom Wyness and Sue Pengelly</p> <p>CSD to arrange meeting.</p> <p>CSD to action</p>
<p><b>18</b></p>	<p><b>Finance and Budget including Hardship Fund</b></p> <p>Outstanding from last year’s accounts – SWW payment of £5k recouped and a few double entered invoices means that the P&amp;L is now in line with last year’s projections.</p> <p>RFO has now set up SAGE and the CSD has been working with the RFO on the revised budget. The budget is now RAG rated after input from Cllr Rose and will be re-circulated once completed. Cllr Hannaford raised wages costs given the proposed re-structure. This will be monitored. The council thanked the RFO’s for their hard work.</p> <p>It was <b>resolved</b> that the Community chest to be reduced to £6,000 per annum and only available for local organisations. Cllr Gregory proposed, Cllr Toms seconded. All agreed.</p> <p>Visitor information costs to be moved to Community Hub nominal codes</p> <p>RFO has met with internal auditor and undertaken training on year end.</p> <p>Hardship fund – Cllr Hannaford and Cllr Toms to meet to decide on final clarification regarding who is leading the fund. The panel should control what happens to the funding and report back.</p>	<p>RFO to action</p> <p>RFO to action</p> <p>RFO to action</p> <p>RFO to pass on information to SB</p> <p>EH and AT to meet</p>

<p><b>19</b></p>	<p><b>Matters arising from Committees/discussion:</b></p> <p><b>Library pre-planning re-opening</b></p> <p>Plans are well underway, but the Library cannot open before the 15<sup>th</sup> July. It was resolved that the library service currently would remain as is and be reviewed at the next meeting EH proposed, MG seconded. All in favour.</p> <p><b>NDP – Town Council land usage</b></p> <p>Cllr Lundy and Cllr Hannaford requested that the £1,545 CIL funding received be spent on visuals for the Polean Master Plan in particular the strip of land alongside the Community Hub which the Council own. It was <b>resolved</b> that this was to be actioned Cllr Hannaford proposed, Cllr Lundy seconded. All in favour.</p> <p><b>Planning Appeals Policy</b></p> <p>Already approved via PSF with the caveat that any spend over the delegated annual budget must come to full council. It was resolved to adopt the policy. Cllr Lundy proposed, Cllr Hannaford seconded. All in favour.</p>	<p>CSD to add to next meeting agenda</p> <p>RFO to note</p> <p>Admin Officer to action</p>
<p><b>20</b></p>	<p><b>Woodland Fire Risk</b></p> <p>Cllr Rose highlighted how historically Looe Town Council had attempted to work with Cornwall Council to produce a risk audit regarding woodland management and scrub surrounding Looe. This was not satisfactorily answered in the past. Current advice is that bonfires should not be lit but there is no legislation to prevent people lighting bonfires. It was suggested by Cllr Hannaford that the Comms group put out a series of communications discouraging bonfires.</p> <p>It was highlighted that many areas that are at risk are privately owned. Cllr Gregory suggested that first port of call should be Cornwall Council’s Emergency Management department to ask if there is a way of risk assessing. It was resolved that this be taken forward. Cllr Gregory proposed, Cllr Hannaford seconded. All in favour.</p>	<p>CDS to add to social media</p> <p>Environment and Devolved Services Manager to action and report back to next full council meeting</p>
<p><b>21</b></p>	<p><b>Requests for funding</b></p> <p>None received.</p>	

22	<p><b>Pedestrianisation of Looe</b></p> <p>There was a wide ranging discussion. It was <b>resolved</b> that the CSD take the following forward as a Facebook survey:</p> <p>Closing all of Fore Street including Higher Market Street and the Quay.</p> <p>Closing Fore Street to traffic from 10.00am to 4.00pm - 8.00pm (as splits) (2-fold proposed - Ship to Martins Bakery, Mountain Warehouse to Higher Market Street.)</p> <p>Timings of 1 Feb to end of October or all year (many more options for the Town to support additional events). Mayor to check before distribution.</p> <p>CSD to pre-contact Cornwall Council with an ask for the full closure which can then be refined. Include rising bollards at Martins Dairy.</p> <p>Proposed by Cllr Gregory, seconded Cllr Powell. All in favour</p>	CSD to action all.
23	<p><b>Public Conveniences</b></p> <p>Cllr Gregory detailed the proposal after the CSD risk assessments. There was a discussion. The Council <b>resolved</b> to open all toilets with markings and signs and allow the public to responsibly social distance.</p> <p>Cllr Rose proposed Cllr Gregory seconded. All in favour.</p>	CSD and Devolution and Environment Manager
24	<p><b>Covid-19 actions, organisation, co-ordination and response</b></p> <p><b>Volunteering</b></p> <p>More volunteers are needed as people are going back to work. The Council thanked Cllr Barker for his hard work on co-ordinating the response. The Mayor has recorded a message to ask for more volunteers.</p>	
25	<p><b>Other business as determined by the Chairman</b></p> <p>Cllr Powell asked if it was possible for the Council to investigate the issues with broadband. The Council determined that individuals should go to their provider in the first instance.</p>	
26	<p><b>Date of Next meeting</b></p> <p>Monday 6<sup>th</sup> July 2020.</p>	

<b>27</b>	To Move the Meeting to Part Two (Confidential) to discuss Finance and Staffing. Cllr Gregory proposed, Cllr Hannaford seconded. All in Favour.	
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**The Meeting closed at 19.01pm.**

Signed .....

Date.....