



**LOOE TOWN COUNCIL
KONSEL TRE LOGH**

MINUTES OF THE FULL COUNCIL MEETING

Held on Zoom

On Monday 5th October 2020 at 6.00pm

REPORT TO COUNCIL

PRESENT: Chairman: Councillor M Gregory
Councillors: E Hannaford, J Lundy, C Rose, J Holmes, A Toms,
B Richardson, S Barker, J Miller, V Sullivan, M Powell
C Jones, T Smith and L Harrison

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

71	Apologies No apologies.	ACTIONS
72	Declarations of Interest relating to matters on the Agenda Cllr A Toms declared an interest in Looe Development Trust, Looe Harbour Commission and Cornwall Council. Cllr Hannaford declared an interest in Cornwall Council.	
73	Questions from Members of the public There were no members of the public present.	
74	Minutes of the previous meeting It was resolved (proposed by Cllr Gregory and seconded by Cllr Hannaford) that the minutes of the meeting, held on Monday 7 th September 2020 are taken as read, confirmed and signed by the Chairman. It was resolved (proposed by Cllr Gregory and seconded by Cllr Powell) that the minutes of the meeting, held on Monday 24 th August 2020 are taken as read, confirmed and signed by the Chairman. Cllr Rose abstained. Amend Cllr Rose as not present at the meeting.	APCO Officer to amend.

<p>75</p>	<p>Matters arising:</p> <p>The Clerk provided a report via Zoom on matters arising. Comments/questions on Matters arising from Councillors:</p> <p>Ongoing for action: Ref min 62/1 - NDP budget information to be investigated. Progress has been made but finalisation still ongoing.</p> <p>Ref min 62/2 – Devolution ongoing discussions.</p> <p>Ref min 62/1 – work is ongoing regarding presentation of accounts.</p> <p>Ref 67/1 – Looe War Memorial. There is an issue with who is paying for the works.</p> <p>The Mayor also updated the Council on matters arising from the Christmas Town meeting that was held last week. Cllr Hannaford raised the idea of a fresh donation box for families Christmas. Cllr Hannaford, Cllr Toms, Cllr Powell, Cllr Jones Cllr Barker and Cllr Sullivan to lead on the initiative.</p>	<p>RFO/CSD will have this completed by Wednesday</p> <p>CSD</p> <p>RFO/SB</p> <p>Cllr Toms to speak to Looe RBL</p> <p>Cllr’s to arrange Zoom to co-ordinate.</p>
<p>76</p>	<p>Cornwall Councillors reports</p> <p>West Looe, Cllr Hannaford – The report is appended to the minutes. Cllr Barker raised a question concerning the economic impact of the Cycle Hub. Cllr Hannaford highlighted the extra destination visitors with businesses benefitting from additional footfall. There is an additional Full Council meeting next week to explore this subject and the Neighbourhood Development Plan. Cllr Miller expressed surprise regarding the statistics this year regarding the Millpool car park which was followed by a discussion on levy.</p> <p>East Looe, Cllr Toms – The report is appended to these minutes. There were no questions.</p>	<p>To add discussion regarding a Millpool car park levy to Environment and Devolution meeting Mid 2021 – Deputy Clerk/ Cllr Powell</p>
<p>77</p>	<p>Finance</p> <p>Cllr Barker updated the Council. Unfortunately, no accounts are ready for September as the RFO has been on holiday. Cllr Barker has been working with the RFO and CSD to create a budget for next year.</p>	

<p>78</p>	<p>Matters arising from Committees/discussion:</p> <p>Membership: Policy & Strategy committee and Finance Committee – to be resolved</p> <p>Nominations for the new committees were discussed. Cllr Barker to be added to Policy and Strategy Committee. All Councillors confirmed their nominations to the Committee. Cllr Gregory proposed, Cllr Toms seconded. All in favour.</p> <p>Nominations were then taken for Chairs of the committees.</p> <p>Policy and Strategy Committee. Cllr Hannaford nominated Cllr Miller as Chair of Policy and Strategy. Cllr Gregory seconded. All in Favour.</p> <p>Finance Committee. Cllr Gregory nominated Cllr Barker as Chair of Finance, Cllr Hannaford seconded. All in favour.</p> <p>Further discussion/resolution from review meetings:</p> <p>Marshalls – The notes were discussed. It was resolved to adopt the recommendations from the meeting. Proposed by Cllr Gregory, seconded by Cllr Powell. All in favour. Cllr Lundy to be added as attending to the notes.</p> <p>Expression of Interest Highways East Looe – the Council reviewed the Expressions of Interest collated by the Clerk from Councillor input and it was resolved to submit all EOI's. Cllr Gregory proposed, Cllr Lundy seconded. All in favour</p>	<p>APCO Officer to amend all and recirculate amended list.</p> <p>CSD to amend</p>
<p>79</p>	<p>Policies</p> <p>Policies for approval/comment · It was resolved to adopt the Complaints Procedure. Cllr Gregory proposed. Cllr Toms seconded. All in favour.</p>	<p>APCO to add to website and approved policy folder</p>
<p>80</p>	<p>Discussion on active communication with residents</p> <p>Cllr Hannaford raised this subject. The need for a Council newsletter highlighting our plans and the hardship fund was discussed. Active communication was needed. There is a lack of public participation at our meetings and it is an opportunity for people to access remotely so that people can see the decision-making process in action. Cllr Toms highlighted that in other meetings he has attended there is an opportunity to become an observer rather than a participant. Cllr Rose asked why there is currently no participation from the press or</p>	

	<p>the police. Cllr Sullivan asked if we could use social media to promote the meetings as an invitation. Cllr Barker raised the potential of notifying Looe Radio and also to add the calendar of events to the newsletter. There was a discussion regarding other forms of communication and it was decided that the Officer team would email ELTT, WLTT and the Harbour with an invitation to attend and add to social media as it is posted onto the website. Cllr Lundy suggested that we place articles in the Cornish Times. The Councillors expressed a desire to have a communication strategy for the Council but recognised that there was currently no capacity to achieve this within the Officer team.</p> <p>Cllr Hannaford offered to pull an article together introducing the Councillors.</p> <p>The CSD then demonstrated a beta version of the new Town Council website which, it is hoped, would be live within the next two weeks. She highlighted the ease of use and functionality. All Councillors approved of the work to date.</p> <p>Councillors acknowledged that they were not fully aware of the amount of work going on in the background to move the Council forward, particularly due to Covid-19, and asked for it to be minuted that they all felt that the team are doing an amazing job under difficult circumstances.</p>	<p>CSD to action with APCO Officer</p> <p>Cllr Hannaford</p>
<p>81</p>	<p>Memorial Benches</p> <p>The CSD asked what the Council would like the Officer team to report on regarding Memorial benches. Cllr Hannaford raised the potential of memorial trees to be included. Cllr Gregory raised the issue of whether additional benches were needed for seating purposes. The CSD raised the fact that there seems to be an issue on who is responsible for the benches and is working with the Community Link Officer to resolve this. Cllr Sullivan raised the potential of having a different form of memorial such as a plaque, Cllr Harrison agreed with this as a strategy. The Council asked that a report be produced with costs, numbers, Officer time to administer, other alternatives and need be produced for the January Full Council meeting.</p>	<p>Deputy Clerk to produce</p>
<p>82</p>	<p>CCTV review</p> <p>The CSD asked what the Council would like from a CCTV review. It was agreed that the report should include our current provision, is there a better system/has technology now moved on possible Tolvaddon analysis, gap analysis of current Town provision. It was agreed that this would be a staged progression with phase 1 being a review of our own provision before moving towards a co-ordinated Town approach.</p>	<p>Deputy Clerk to produce initial report for December meeting with options and recommendations</p>

	<p>CLlr Toms has asked the police commissioner whether there is any funding.</p>	
83	<p>Noticeboard repainting</p> <p>The CSD proposed that, to become more visible and remain in keeping with the colour scheme in an area of conservation, the Town Council repaint the noticeboards white and blue. Cllr Rose asked if magnetic backings could be investigated and, if appropriate, fitted. It was resolved to re-paint and re-fit the notice boards. Cllr Rose proposed, Cllr Powell seconded all in favour.</p>	Deputy Clerk to action
84	<p>Looe Public Schools & Exhibition Foundation Require 2 councillors</p> <p>Cllr Rose and Cllr Sullivan volunteered to join the committee and become signatories.</p>	RFO to action
85	<p>Christmas efficiency closure</p> <p>It was resolved that in recognition of the hard work and dedication from the team this year exceptionally the Council would not require staff to take holiday from the 29th to the 31st December as an efficiency closure period. Proposed by Cllr Gregory, seconded by Cllr Hannaford.</p>	
86	<p>Other business as determined by the Chairman</p> <p>Cllr Toms raised the work he is doing with the diocese regarding a Bus stop at the Barrett's estate. He will require support from the Council for a bid for funding.</p>	CDS to add to Full Council meeting on the 14 th October
87	<p>The Council moved to part 2 to discuss the photocopier contract. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p> <p>The new photocopier contract was discussed at length. It was resolved to approve the third option from Advanced Imaging Systems. Cllr Gregory proposed that Cllr Rose seconded, 12 in favour, 3 abstained.</p>	
	<p>Date of Next meeting</p> <p>Wednesday 14th October 2020.</p>	

The Meeting closed at 20.07 pm.

Signed

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