

**LOOE TOWN COUNCIL**  
**KONSEL TRE LOGH**

Looe Library and Community Hub,  
The Millpool, West Looe PL13 2AF  
Telephone: 01503 262255  
VAT Reg: 381 5093 50



13 May 2022

**To the Councillors of Looe Town Council**

Ladies and Gentlemen

I am directed by the Mayor to summon you to attend the Annual Meeting of Looe Town council during which the Mayor Making ceremony will take place. This will be followed by the annual Town Meeting.

The meeting will take place in the Guildhall Chamber, The Guildhall, Fore Street, East Looe on Tuesday 24 May at 7pm. Please arrive by 6.45pm to assemble prior to proceeding into the meeting.

This meeting is open to members of the public who will all be given an opportunity to address the Town Meeting. To help us manage the risks of Covid infection, we would appreciate prior notice from anyone wishing to come along although this is not mandatory. If you would like to attend please email [enquiries@looetowncouncil.gov.uk](mailto:enquiries@looetowncouncil.gov.uk) or call the office on 01503 262255.

Yours faithfully

A handwritten signature in black ink, appearing to read "Kate Puckey", written over a horizontal line.

**Kate Puckey**  
**Commercial Strategy Manager and Proper Officer**

**LOOE TOWN COUNCIL  
ANNUAL MEETING / MAYOR MAKING  
TO BE HELD AT 7PM ON 24 MAY 2022 IN THE GUILDHALL CHAMBER**

**AGENDA**

1. Councillors take their places
2. To Receive and accept Apologies
3. To Receive the Mayor's Address and Presentations
4. To Receive Questions on the Annual Reports provided by Committee Chairs
5. To note Councillor Attendance during the year 2021-2022
6. To Elect a Town Mayor for the year 2022/2023
7. The Signing and the Declaration of Acceptance of Office by the Mayor-elect followed by the Mayor's Acceptance speech
8. The Mayor's Appointments to Office of:
  - a. The Mayor's Consort
  - b. The Mayor's Chaplain
  - c. The Town Mace Bearers
9. To Appoint a Deputy Mayor for the year 2022/2023
10. The Signing and the Declaration of Acceptance of Office by the Deputy Mayor and nomination of Deputy Mayor's Consort.
11. To confirm appointments to standing Council Committees and Committee Terms of Reference for the coming year
12. To confirm Council Representatives on Outside Bodies
13. To adopt Standing Orders, Financial Regulations and Policies for the coming year
14. To close the Annual Meeting and move into Town Meeting

**TOWN MEETING TO BE HELD ON 24 MAY 2022  
IN THE GUILDHALL CHAMBER FOLLOWING CLOSE OF ANNUAL MEETING**

**AGENDA**

1. The Mayor will address the Meeting
2. To Receive Questions from Local Government Electors
3. To Close the Annual Town Meeting
4. To Retire for Refreshments