



**MINUTES OF MEETING OF  
POLICY & STRATEGY COMMITTEE  
Held on Monday 23<sup>rd</sup> January 2023**

**PRESENT:** Chairman: Tony Smith (TS)  
Cllr Simon Barker (SB)  
Cllr Jasper Graham-Jones (JG)  
Cllr Jon Holmes (JH)  
Cllr Stephen Remington (SR)  
Cllr Armand Toms (AT)

**IN ATTENDANCE:** Cllr Edwina Hannaford (via Teams) EH  
Karen Vaughan – Deputy Clerk (DC)

<b>1.</b>	<b>Welcome</b>	<b>ACTIONS</b>
<b>2.</b>	<b>To Receive Apologies</b> Apologies were received and accepted from Cllr Leo Leong (LL), Cllr Martin Gregory (MG), and Cllr James Lundy (JL).  Cllr Hannaford apologised for being unable to attend in person.	
<b>3.</b>	<b>To Receive Declarations of Interest</b> None	
<b>4.</b>	<b>To Receive Questions from members of the public</b> No members of the public were in attendance.	

5.	<p><b>To Resolve to Approve Minutes of the Policy and Strategy Committee Meeting held on 25<sup>th</sup> April 2022</b></p> <p>It was <b>resolved</b> to approve the minutes of the previous meeting held on 25<sup>th</sup> April 2022. Proposed by Cllr Remington, Seconded by Cllr Holmes. Carried 4 for / 1 abstention.</p>	DC publish
6.	<p><b>To Receive Questions on Report from Deputy Clerk</b></p> <p>The Chair thanked DC for reporting to Committee in advance of meeting and no questions were raised.</p> <p>DC drew members' attention to items requiring future consideration and it was confirmed that action would be taken to bring documents up to date as follows:</p> <ul style="list-style-type: none"> <li>• Business Continuity Plan – by end of Council year – DC &amp; RFO</li> <li>• Emergency Plan – to be further developed by TS &amp; AT</li> <li>• Committee Terms of Reference – by end of Council year SR (and Chairs of Committees)</li> </ul> <p>It was further agreed that there should be another meeting of Policy &amp; Strategy Committee in April 2023 and that at least two meetings would be scheduled for the following Council year.</p>	<p>DC/RFO update</p> <p>TS/AT develop</p> <p>SR update</p> <p>DC book meetings</p>
7.	<p><b>To Review Progress made in line with Strategic Priorities and Resolve updated schedule of work</b></p> <p>Cllr Remington shared documents previously circulated to Councillors and explained the updates/changes made to these to date. It was agreed that these should be reviewed by all Councillors and feedback provided to SR in time for a final version to be prepared for Full Council on 20<sup>th</sup> February 2023.</p>	<p>ALL review priorities</p> <p>SR produce updated schedule</p>
8.	<p><b>To Review Standing Orders and Resolve to recommend changes to Full Council</b></p> <p>The Chair thanked DC for raising this matter and for comments/questions raised prior to this meeting. It was agreed that DC would work with new locum Town Clerk to ensure Looe Town Council's Standing Orders were legally sound and procedurally practical to meet Council needs.</p>	DC/TC discuss and present revisions to Councillors
9.	<p><b>To Review and Resolve to Approve the Unreasonable Behaviour Policy</b></p> <p>DC explained that an action to approve this policy had been carried forward from last meeting of this Committee. Councillors discussed the draft policy circulated prior to meeting and raised concerns about length of document and sources of information. It was agreed that DC would seek model policy from elsewhere and present recommendations to a future meeting.</p>	DC draft recommended policy

10.	<p><b>To Review and Resolve to Adopt the Civility &amp; Respect Pledge</b></p> <p>DC explained the background to this Pledge and that more than 900 other Councils had signed up. Questions were raised about the need for a further pledge when there was already a code of conduct and the principles of public life. DC explained differences and Councillors expressed a view that signing the pledge was the correct thing to do but that other work was required to ensure requirements were met.</p> <p>It was <b>resolved</b> to sign the Civility &amp; Respect Pledge as soon as all requirements were met by LTC. Proposed by Cllr Remington. Seconded by Cllr Graham-Jones. All in favour.</p> <p>It was further agreed that SR would add this to the Strategic Priorities list and would work with DC to develop a Dignity at Work Policy.</p>	<p><b>SR add to Priorities SR/DC draft policy</b></p>
11.	<p><b>To Discuss Town Twinning and Cornwall Twinning Association and Resolve whether to be part of this group</b></p> <p>The twinning of Looe was discussed and it was recognised that whilst some links remained there was no active twinning association and this would need to be run separately from LTC should it re-commence. It was agreed that TS would contact Maire de Quiberon to find out whether there was any interest in reviving twinning activities and that, in the meantime, it was not appropriate to participate in the Cornwall Twinning Association.</p>	<p><b>TS contact Maire de Quiberon</b></p> <p><b>DC inform CTA</b></p>
12.	<p><b>Exclusion of members of the press and public. To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.</b></p> <p>No items.</p>	
13.	<p><b>Date of the next meeting: Monday 3<sup>rd</sup> April 2023</b></p>	

The Meeting closed at 19.00 pm.

Signed .....

Date.....