



**MINUTES OF THE MEETING OF LOOE TOWN COUNCIL  
Held in  
The Council Chamber, Looe Library and Community Hub, The Millpool  
21<sup>st</sup> June 2023 at 6.00pm**

**PRESENT:** Cllr Tony Smith, Mayor (TS)  
Cllr Simon Barker (SB)  
Cllr Martin Gregory (MG)  
Cllr Edwina Hannaford (EH)  
Cllr Chris Harwood (CH)  
Cllr Jon Holmes (JH)  
Cllr Jasper Graham-Jones (JGJ)  
Cllr James Lundy (JL)  
Cllr Armand Toms (AT)

**IN ATTENDANCE:** Lynda Powell – Town Clerk (TC)  
Steve Milton – Locum Clerk (LTC)  
Fiona Wilkes-Jones – Responsible Finance Officer (RFO)

**Members of the public:** There were three members of the public present.

	<b>Welcome</b>	Action
<b>1.</b>	<b>Welcome to new Town Clerk</b> The Council welcomed new Town Clerk, Lynda Powell to her first meeting.	
<b>2.</b>	<b>Apologies for Absence</b> Apologies for absence were received and accepted from Cllr Remington.	
<b>3.</b>	<b>Declarations of Interest</b> Cllr Toms declared his interest as a member of Cornwall Council, a trustee of Looe Development Trust and as a Harbour Commissioner. Cllr Holmes declared his interest resulting from his association with Looe Town FC (see item 131a below). Cllr Holmes left the meeting during consideration of this matter and did not speak or vote thereon.	
<b>4.</b>	<b>Questions from members of the public</b> There were no questions.	
<b>5.</b>	<b>To Approve the Minutes</b> <b>RESOLVED:</b> that the minutes of the meetings of <a href="#">Looe Town Council held on Monday 17<sup>th</sup> April 2023</a> ; <a href="#">Annual Town Council and Mayor Making Meeting</a> and the <a href="#">Annual Town Meeting</a> held on Monday 15 May 2023 be approved as correct records and signed by the Chair.	
<b>6.</b>	<b>Update from Looe Police Officers</b> Police officers were unable to attend the meeting. Cllr Toms provided an updated on the reopening of the Looe Police Station.	

7.	<p><b>Town Clerk's Update Report</b></p> <p>The Council noted those matters set out in the <a href="#">Locum Town Clerk's report</a>, the <a href="#">Community Hub Update</a> and the Visit Looe update. Arising from the Locum Town Clerk's report, it was:</p> <p><b>RESOLVED:</b> that the position of Street Marshall be readvertised as widely as possible with a view to securing an appointment before 22<sup>nd</sup> July and in the event that no applications are received then a press release be issued setting out the reason for the discontinuation of the service.</p>	TC
8.	<p><b>Reports from Cornwall Councillors</b></p> <p>The Council received updates from Cllrs Hannaford and Toms (previously circulated). Arising from the update, Cllr Lundy explained that letters had been sent to local businesses using unauthorised A boards explaining the planning rules, the risk to highway safety and the resulting access problems for people with mobility issues. Members also considered Cornwall Council's proposal to switch off street lights between midnight and 5.00am and it was:</p> <p><b>RESOLVED:</b> that, in view of the importance of the night-time economy to the Town, Cornwall Council be requested to change the proposed switch-off time to 2.00am to encourage trading and maintain public safety.</p>	TC
9.	<p><b>Reports from Council Committees</b></p> <p>Reports were received from:</p> <ul style="list-style-type: none"> <li>• Finance – Simon Barker</li> <li>• Library &amp; Community Hub – Jon Holmes</li> <li>• Planning – James Lundy</li> <li>• Policy &amp; Strategy – Tony Smith</li> <li>• Services &amp; Asset Management (SAM) – Martin Gregory</li> <li>• Staffing – Tony Smith</li> <li>• Looe Banking Hub – Simon Barker</li> </ul> <p>Cllr Gregory informed the Council that at its next meeting, SAM Committee would be considering quotations for the installation of a payment entry system for the seafront toilets and this would come back to Full Council for final approval.</p> <p>The Council noted that attendance at committee meetings had been problematic due to the current vacancies on the Council and the low committee membership numbers and it was:</p> <p><b>RESOLVED:</b> that the Clerk report to the next meeting of Policy and Strategy Committee with a review of committee membership and proposals to improve attendance.</p>	TC
10.	<p><b>Grants to Local Groups</b></p> <p>The Council considered an application from Looe Town Football Club. Due to the confidential nature of this discussion, the Chair agreed that it be considered in closed session – see minute 131a below.</p>	
11.	<p><b>Annual Governance and Accountability Statement 2022-23</b></p> <p>In accordance with the Accounts and Audit Regulations 2015 and proper practices set out in the JPAG Practitioners Guide, the Council considered the Responsible Finance Officer's reports and the recommendations received from the Internal Auditor. The Council thanked the RFO for her hard work in preparing the annual returns.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>(1) That the Internal Auditor's Report be noted and recommendations agreed;</li> <li>(2) That the Annual Governance Statement section 1 be approved, then for submission to the external auditor.</li> <li>(3) That the Annual Accounting Statement section 2 be approved, then for submission to the external auditor.</li> <li>(4) That the Explanation of Significant Variances be approved;</li> <li>(5) That the Community Infrastructure Report be approved;</li> <li>(6) That the Notification of Dates for Electors' Rights be approved;</li> <li>(7) To note that no conflicts of interest exist in relating to BDO LLP approved.</li> </ol>	RFO

