



**MINUTES OF THE MEETING OF LOOE TOWN COUNCIL**  
Held in  
**The Council Chamber, Looe Library and Community Hub, The Millpool**  
**8th August 2023 at 6.00pm**

**PRESENT:** Cllr Tony Smith, Mayor (TS)  
Cllr Stephen Remington (SR)  
Cllr Martin Gregory (MG)  
Cllr Simon Barker (SB)  
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)  
Fiona Wilkes-Jones – Responsible Finance Officer (RFO)  
Schanine Bonney – Admin and Planning Officer (APO)

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

	Welcome	Action
16.	<b>To Receive and Consider Apologies</b>  Apologies for absence were received and accepted from Cllr Hannaford. Cllr Edwards and Cllr Powell were both absent.	
17.	<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.	

18.	<p><b>Questions from members of the public</b></p> <p>No questions were presented.</p>	
19.	<p><b>To Approve the Full Council and Finance Committee Minutes</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the previous Full Council Committee meeting held on 21<sup>st</sup> June 2023 as a correct record and signed by the Chair. Proposed by Cllr Smith, seconded by Cllr Harwood, Carried 8/1 abstention (not present on 21.6.23).</p> <p>It was <b>RESOLVED</b> to approve the minutes of the previous Finance Committee meeting held on 13<sup>th</sup> March 2023 as a correct record and signed by the Chair. Proposed by Cllr Barker, seconded by Cllr Lundy with Cllr Graham-Jones in favour.</p>	
20.	<p><b>West Looe Town Trust Council Nominated Trustees</b></p> <p>The Councillors considered nominations from West Looe Town Trust for Council representation on the Trust in accordance with Looe Town Council Standing Orders 31e.</p> <p>No Councillor wished to stand. The Clerk had checked that both nominees were willing to stand. It was agreed that the Clerk would discuss with West Looe Town Trust that there was an expectation that Council nominated Trustees would provide regular updates to Council.</p> <p>It was <b>RESOLVED</b> that N Pope and J Dingle would be accepted as the Council's nominated Trustees. Proposed by Cllr Smith, seconded by Councillor Lundy. All in Favour.</p>	TC
21.	<p><b>Town Clerk's Update Report</b></p> <p>The Council noted those matters set out in the Town Clerk's report. Arising from the report it was discussed that:</p> <ul style="list-style-type: none"> <li>• A cleaning vacancy has arisen and is currently being advertised.</li> <li>• The option to devolve part of the Millpool carpark for a skatepark was time limited to 2 years. Planning permission and funding for the skatepark would need to be in place before the land could be devolved. The Council noted that Cllr Lundy had met with Looe Development Trust regarding the preparation of a planning application for the skate park.</li> <li>• It was agreed that the Town Clerk would look at the post construction responsibilities for the maintenance and oversight of the skate park.</li> </ul>	TC
22.	<p><b>Reports from Cornwall Councillors</b></p> <p>The Council received an update from Cllr Toms (previously circulated). Arising from</p>	

	<p>the update, Cllr Toms explained that he had recently had correspondence with Cornwall council regarding enforcement notices.</p> <p>Chair thanked Cllr Toms for the important work that had been done in getting the police to meet with the retailers regarding the shoplifting issues in town</p>	
<b>23.</b>	<p><b>To Receive Questions on reports and current priorities from Council Committees:</b></p> <p>Reports were received from:</p> <ul style="list-style-type: none"> <li>• Services &amp; Asset Management (SAM) – Martin Gregory</li> </ul> <p>Cllr Lundy provided a verbal update on recent planning applications and a new signage policy, informing business of the appropriate positioning of advertisements. Councillors Lundy and Toms represented Looe Town Council at the East Area Planning Committee meeting for PA22/00054, where they objected to the proposal, Cllr Lundy commented that it was disappointing that Cornwall Council’s decision was not compliant with Looe Neighbourhood Development Plan.</p> <p>An update was also received from the Library &amp; Community Hub, Cllr Holmes praised the efforts of the library staff both in the library and in their recent efforts at raising funds for a charity when over £300 was raised.</p>	
<b>24.</b>	<p><b>Co-option Policy</b></p> <p>Councillors considered a revised Co-option Policy.</p> <p>It was <b>RESOLVED</b> to approve the revised Co-option Policy. Proposed by Cllr Toms, seconded by Cllr Remington, all in favour.</p>	
<b>25.</b>	<p><b>Committee Structure.</b></p> <p>Councillors considered a report to reduce the number of committees.</p> <p><b>It was RESOLVED:</b></p> <ol style="list-style-type: none"> <li>(1) To merge the Finance and Policy Committees to create a new Policy and Strategy Committee.</li> <li>(2) To merge the Services and Asset Management and the Community Hub Committees to create a new Services, Assets and Community Committee.</li> <li>(3) That the Chair and Vice Chair of the Policy and Strategy Committee and the Services, Assets and Community Committee be agreed at the first meeting of these committees.</li> <li>(4) That the timetable of meetings be amended to include an additional Finance and Strategy Committee meeting in August.</li> </ol>	TC

	<p>(5) That the staffing committee will include; Chair Cllr Tony Smith, Vice Chair Councillor Stephen Remington and Committee Chairs and Vice-Chairs.</p> <p>(6) That the Finance and Strategy Committee members will include; Cllr Remington, Cllr Barker, Cllr Harwood, Cllr Graham-Jones, and Cllr Gregory.</p> <p>(7) That the Town Clerk circulate and identify which Councillors wish to be members of the two new committees.</p> <p>Proposed by Cllr Gregory, seconded by Cllr Remington, all in favour.</p>	
<p><b>26.</b></p>	<p><b>Visit Looe Review</b></p> <p>Councillors considered a report outlining the process for reviewing the Visit Looe website. It was discussed that there is an urgent need to review the contract with the current provider.</p> <p>It was agreed that there would be a working group created, the volunteers were: Cllr Remington, Cllr Harwood, Cllr Holmes, the RFO and TC. Cllr Lundy stated that he objected to the proposed review due to the time and additional costs involved.</p> <p>It was <b>RESOLVED</b> to accept the recommendations outlining the process for review of Visit Looe. Proposed by Cllr Graham – Jones, seconded by Cllr Gregory. Carried 8/ for 1 objection Cllr Lundy.</p>	<p>RFO/TC</p>
<p><b>27.</b></p>	<p><b>Banking Hub</b></p> <p>Councillors considered the report on the lease arrangement for the proposed banking hub.</p> <p>It was <b>RESOLVED</b> to accept the recommendations but to include a break clause in the lease. Proposed by Cllr Barker, seconded by Cllr Remington carried 8/ for 1 abstention.</p>	
<p><b>28.</b></p>	<p><b>Finance</b></p> <p><b>Bank Reconciliations</b> – March, April, May &amp; June 23. Cllr Barker informed the council that all the banking reconciliations have been completed.</p> <p><b>Bank signatories</b> It was <b>RESOLVED</b> that the additional signatories would be Cllr Smith and Cllr Remington. Proposed by Cllr Barker, seconded by Cllr Gregory, all in favour.</p> <p><b>Expenditure to approve supplier BACS &amp; card payments</b> - March, May, June &amp; July 23 The expenditure related to the purchase and maintenance of a dog bin was discussed. It was agreed that the RFO would provide further information.</p>	

	<p><b>Income &amp; Expenditure 2023-24 (Apr-June 23).</b> The RFO advised that going forward there would be an increase in expenditure for wages and repairs.</p> <p><b>Renewal of electricity contracts</b> – The RFO’s report on renewal of electrical contract was discussed.</p> <p>It was <b>RESOLVED</b> that the Finance and Strategy Committee would consider a new electricity contract once all the new quotes had been received, proposed by Cllr Graham-Jones seconded by Cllr Remington, all in favour.</p>	RFO
29.	<p><b>Part 2 - Exclusion of members of the press and public</b> <b>In accordance with 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>Members of the Public left the meeting.</p> <p>The Council considered the recommendations previously circulated regarding library Saturday working hours.</p> <p>It was <b>RESOLVED</b> that the hours of the library staff working on a Saturday be increased by 1 hour to allow for the opening and closing of the site.</p> <p>Proposed by Cllr Lundy, seconded by Cllr Harwood, all in favour.</p>	TC
30.	<b>Date of the next meeting: 19th September 2023</b>	

The meeting concluded at 19.35hrs.

Signed \_\_\_\_\_

Date \_\_\_\_\_