

**LOOE TOWN COUNCIL**

**KONSEL TRE LOGH**

Looe Library and Community Hub,

The Millpool, West Looe PL13 2AF. Telephone: 01503 262255

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**Town Councillors**  
**Looe Town Council**

Dear Councillors

You are hereby summoned to attend the Annual Meeting of Looe Town Council during which the Mayor Making ceremony will take place.

The meeting will take place in the Guildhall Chamber, The Guildhall, Fore Street, East Looe.

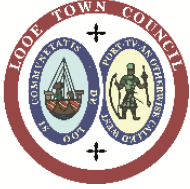
**Monday 20<sup>th</sup> May 2024 7pm**

Yours faithfully

A handwritten signature in blue ink that reads "L Powell".

**Lynda Powell**  
**Looe Town Clerk**

Please note that this meeting is open to members of the public. If you would like to attend, please email [enquiries@looetowncouncil.gov.uk](mailto:enquiries@looetowncouncil.gov.uk) or ring 01503 262255



## Annual Meeting of Looe Town Council 20<sup>th</sup> May at 7pm

### AGENDA

<b>1</b>	<b>Election of Mayor</b> - To elect the Mayor for 2024/25
<b>2</b>	<b>Signing of the Mayor's Declaration of Acceptance of Office</b> – followed by the Mayor's acceptance speech.
<b>3</b>	<b>Election of Deputy Mayor</b> – To elect the Deputy Mayor for 2024/25
<b>4</b>	<b>Signing of the Deputy Mayor's Declaration of Acceptance of Office</b>
<b>5</b>	<b>Public Participation</b> - To receive representations from members of the public in respect to the business on the agenda. <sup>1</sup>
<b>6</b>	<b>Apologies for Absence</b> – To receive, and consider for approval, apologies for absence and reasons given.
<b>7</b>	<b>Minutes of Full Council held 29<sup>th</sup> April 2024</b> – to consider for approval.
<b>8</b>	<b>Declaration of Disclosable Pecuniary Interests and Other Register of Interests</b> – to note declarations of interest from Councillors on items on the agenda.
<b>9</b>	<b>Annual Committee Reports</b> – to receive questions on reports provided by Committee Chairs.
<b>10</b>	<b>Councillor Attendance</b> – to note Councillor attendance during the year 2023/24.
<b>11</b>	<p><b>Policies and Procedures</b> – to consider the recommendation of the Finance and Strategy Committee to re-adopt:</p> <p><b>Information Management and Publicity Policies</b> - Data Protection and Privacy Policy/Freedom of Information Policy/Local Government Transparency Code/LTC Publication Scheme/Media and Publicity Policy/Broadcasting and Social Media at Council Meetings Policy.</p> <p><b>Employment Policies and Procedures</b> - Disciplinary Policy &amp; Procedure/Employee Code of Conduct/Employee Handbook/Equality and Diversity Policy/Grievance Policy &amp; Procedure/Lone Working Policy/Redundancy Policy/Safeguarding Policy including Guidelines &amp; Procedure/Staff Appraisals Policy &amp; Procedure/Time Off In Lieu Policy and Procedures/Whistleblowing Policy and Procedure/Volunteering Policy.</p>
<b>12</b>	<b>Review of Scheme of Delegation and Terms for Reference of Council Committees</b> – to consider the recommendation of the Finance and Strategy Committee that this scheme and terms of reference are approved.
<b>13</b>	<b>Review of Standing Orders</b> – to consider the recommendation of the Finance and Strategy Committee that the Standing Orders are approved.
<b>14</b>	<b>Review of Financial Regulations</b> - to agree to defer review until the new NALC model is available.
<b>15</b>	<b>Election of Councillors to Council Committees</b> to consider the election of members to committees and Chairman and Vice-Chairman of each committee.
<b>16</b>	<b>Meeting Dates 2024/5</b> – to determine the annual calendar of meetings.
<b>17</b>	<b>Representation on Outside Bodies</b> – to elect Members to Looe in Bloom, Looe Public Schools and Exhibition Foundation, South East Cornwall CAP, Looe Community Safety Partnership.
<b>18</b>	<b>Asset Register</b> – to consider for approval.
<b>19</b>	<b>Confirmation of Insurance Cover</b> – to consider for approval.
<b>20</b>	<b>2024/25 Subscriptions</b> – to consider payment of annual subscriptions.

<b>21</b>	<b>Section 137 of the Local Government Act</b> – to review Council expenditure under S137.
<b>22</b>	<b>Mayor’s appointments</b> – to note the Mayor’s appointments for the 2024/5: a) The Mayor’s consort, b) The Mayor’s chaplain, c) The Town Mace Bearers.
<b>23</b>	<b>Organisations Reports</b> – to receive reports from organisations funded by Looe Town Council 2023/4.
<b>24</b>	<b>Mayor’s awards and donations</b> – to welcome organisations to receive awards and donations.
<b>25</b>	<b>Exclusion of the press and public</b> -In accordance with Standing Order 3d and S1(2) of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business to be discussed, to resolve to exclude the public and press from the meeting during consideration of the following matters: none.
<b>26</b>	<b>Date of the next meeting: 17<sup>th</sup> June 2024.</b>

The Annual Assembly of the Parish of Looe will follow this meeting.  
Councillors will rise and join the public for this meeting.

1 In accordance with Looe Town Council Standing Orders members of the public may speak for no more than 3 minutes and the period of time designated for public participation shall not exceed 15 minutes unless directed by the Chairman of the meeting.