



LOOE TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING AND MAYOR MAKING CEREMONY

held in the Guildhall Chamber, The Guildhall, Fore Street, East Looe
on Monday 20th May 2024 at 7.00pm

PRESENT

Cllr Tony Smith – Mayor
Cllr Stephen Remington - Deputy Mayor
Cllr Martin Gregory
Cllr Jasper Graham-Jones
Cllr Chris Harwood
Cllr Jon Holmes
Cllr James Lundy
Cllr Jamie Pearn
Cllr Michala Powell
Cllr Armand Toms

COUNCIL OFFICERS

Lynda Powell – Town Clerk
Fiona Wilkes-Jones – Responsible Finance Officer
Karen Vaughan – Deputy Clerk
Donna Folland– Administration Officer
Tegan Bould – Content & Communications Officer

IN ATTENDANCE

Hilary Smith – Mayor’s Consort
Simon Cassedy – Mayor of Liskeard
Jane Day – Mace Bearer
Alison Currah – Mace Bearer
Recipients of Mayors Charity Donations
Representatives of other Looe organisations and trusts
Several members of the public

	<p>COUNCILLORS TAKE THEIR PLACES</p> <p>Members of Looe Town Council were led by Simon Cassedy, Mayor of Liskeard, and Mace Bearers into the Guildhall Chamber along with the Mayor’s Consort and Town Clerk.</p> <p>Cllr Smith, Mayor of Looe, invited everyone to take their seats. He welcomed members of the public and representatives of organisations and groups to the meeting.</p>	
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1.	<p>ELECTION OF MAYOR</p> <p>A nomination was made and it was RESOLVED to elect Cllr Tony Smith to the post of Mayor of Looe for the year 2025/25. Proposed by Cllr Remington, seconded by Cllr Gregory. Carried unanimously.</p>	
2.	<p>SIGNING OF THE MAYOR'S DECLARATION OF OFFICE</p> <p>Cllr Smith signed his declaration of office as Mayor and delivered his acceptance speech – attached as Appendix A</p>	
3.	<p>ELECTION OF DEPUTY MAYOR</p> <p>A nomination was made and it was RESOLVED to elect Cllr Stephen Remington to the post of Deputy Mayor of Looe for the year 2025/25. Proposed by Cllr Smith, seconded by Cllr Harwood. Carried unanimously.</p>	
4.	<p>SIGNING OF THE DEPUTY MAYOR'S DECLARATION OF OFFICE</p> <p>Cllr Remington signed his declaration of office as Deputy Mayor.</p>	
5.	<p>PUBLIC PARTICIPATION</p> <p>The Mayor invited any statements or questions from members of the public in attendance in relation to items on the Agenda for the Annual Meeting. No matters were raised.</p> <p>The Mayor said that a Councillor wished to make a statement and Cllr Toms informed the meeting of his attendance that day at the funeral of Roger Bennett, a man of Looe who had served as a local Councillor as well as volunteering within the town.</p>	
6.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received and accepted from Cllr Simon Barker and Cllr Stuart Haresnape.</p>	
7.	<p>MINUTES OF FULL COUNCIL HELD 30th APRIL 2024</p> <p>The Mayor stated that minutes from 30th April had been circulated to all Councillors in advance of the meeting. It was RESOLVED to approve minutes as read for the meeting of 30th April 2024. Proposed by Cllr Gregory, seconded by Cllr Pearn. Carried 7 for / 2 abstentions from Councillors not present at previous meeting.</p>	
8.	<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTER OF INTERESTS</p> <p>The Mayor reminded Councillors of their responsibility to update their own Registers of Interest held by Cornwall Council. He asked for any declarations of interest in regard to items on the Agenda of this meeting and none were made.</p>	

9.	<p>ANNUAL COMMITTEE REPORTS</p> <p>The Mayor thanked Committee Chairs for the reports provided to Council in advance of this meeting and invited questions on these. No questions were raised.</p>	
10.	<p>COUNCILLOR ATTENDANCE</p> <p>It was noted that attendance statistics had been provided in advance of the meeting and no further questions were raised.</p>	
11.	<p>POLICIES AND PROCEDURES</p> <p>The Mayor reminded Councillors that Finance & Strategy Committee had recommended two new policies for adoption, along with the re-adoption of several Employment policies and Information Management & Publicity policies.</p> <p>It was RESOLVED to adopt the policies as presented (listed below). Proposed by Cllr Graham-Jones, seconded by Cllr Toms. Carried unanimously.</p> <p>Information Management and Publicity Policies - 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>Employment Policies and Procedures - Disciplinary Policy & Procedure/Employee Code of Conduct/Employee Handbook/Equality and Diversity Policy/Grievance Policy & Procedure/Lone Working Policy/Redundancy Policy/Safeguarding Policy including Guidelines & Procedure/Staff Appraisals Policy & Procedure/Time Off In Lieu Policy and Procedures/Whistleblowing Policy and Procedure/Volunteering Policy.</p>	
12.	<p>REVIEW OF SCHEME OF DELEGATION AND TERMS OF REFERENCE OF COUNCIL COMMITTEES</p> <p>The Mayor referred Councillors to the Town Clerk's report and recommended scheme of delegation which required minor changes to terms of reference for Council Committees.</p> <p>It was RESOLVED to adopt the Scheme of Delegation as presented. Proposed by Cllr Gregory, seconded by Cllr Lundy. Carried unanimously.</p>	
13.	<p>REVIEW OF STANDING ORDERS</p> <p>The Mayor reminded Councillors of recommendation received from the Finance & Strategy Committee. It was RESOLVED to approve the Standing Orders as presented. Proposed by Cllr Graham-Jones, seconded by Cllr Toms. Carried unanimously.</p>	

14.	<p>REVIEW OF FINANCIAL REGULATIONS</p> <p>It was noted that Finance & Strategy Committee had recommended a review of Looe Town Council's Financial Regulations in line with the new model published by National Association of Local Councils.</p> <p>As the model had been received too late for a review to take place, it was RESOLVED to defer the review of Financial Regulations to a future meeting. Proposed by Cllr Gregory, seconded by Cllr Holmes. Carried unanimously.</p>	
15.	<p>APPOINTMENTS TO STANDING COUNCIL COMMITTEES AND WORKING GROUPS</p> <p>The Mayor referred Councillors to the table of membership circulated following discussions with individuals. It was RESOLVED to agree appointments to Committees and Working Groups as presented. Proposed by Cllr Powell, seconded by Cllr Harwood. Carried unanimously.</p>	
16.	<p>CALENDAR OF MEETINGS 2024/25</p> <p>The Mayor stated that Councillors had been consulted on meeting dates and a recommended calendar of meetings circulated prior to this meeting. It was RESOLVED to agree the Calendar of Meetings as presented. Proposed by Cllr Toms, seconded by Cllr Graham-Jones. Carried unanimously.</p>	
17.	<p>COUNCIL REPRESENTATIVES ON OUTSIDE BODIES</p> <p>The Mayor drew Councillors attention to proposed list of representatives circulated. It was RESOLVED to agree Membership of Outside Bodies as presented. Proposed by Cllr Graham-Jones, seconded by Cllr Powell. Carried unanimously.</p>	
18.	<p>ASSET REGISTER</p> <p>The Mayor referred Councillors to the register circulated prior to meeting. It was RESOLVED to approve the Asset Register as presented. Proposed by Cllr Lundy, seconded by Cllr Gregory. Carried unanimously.</p>	
19.	<p>CONFIRMATION OF INSURANCE COVER</p> <p>It was RESOLVED to approve insurance cover in line with recommendation from Responsible Finance Officer. Proposed by Cllr Graham-Jones, seconded by Cllr Remington. Carried unanimously.</p>	

20.	<p>2024/25 SUBSCRIPTIONS</p> <p>It was RESOLVED to approve payment of annual subscriptions as listed by Responsible Finance Officer. Proposed by Cllr Powell, seconded by Cllr Gregory. Carried unanimously.</p>	
21.	<p>COUNCIL EXPENDITURE UNDER S.137</p> <p>It was RESOLVED to approve Council expenditure under Section 137 of the Local Government Act, in line with recommendation from Responsible Finance Officer. Proposed by Cllr Graham-Jones, seconded by Cllr Toms. Carried unanimously.</p>	
22.	<p>MAYOR'S APPOINTMENTS</p> <p>The Mayor made appointments to office for the Council year 2024/25 to the roles of:</p> <ul style="list-style-type: none"> i. Mayor's Consort – Hilary Smith ii. Mayor's Chaplain – Rev. Ben Morgan-Lundie iii. Mace Bearers – Jane Day and Alison Currah 	
23.	<p>ORGANISATIONS REPORTS</p> <p>The Mayor invited representatives from organisations who had received funding from Looe Town Council in the year 2023/24 to provide a brief report on how the grant was used:</p> <ul style="list-style-type: none"> i. NYE Fireworks – Peter Fried thanked Looe Town Council for its grant to pay the deposit for the town fireworks in December 2023 which had secured the booking and allowed event to go ahead. He acknowledged the ongoing work of Tracey Pickard who had been instrumental in fundraising for last year's balance and to secure money for 2024 meaning that deposit for this year had already been paid. ii. Looe Defibrillators – On behalf of Tina Hicks, Armand Toms explained the benefit to the town of having 19 defibrillators which were used regularly and had saved more than one life. He said that the project hoped to purchase a 20th defib very soon. iii. Moor to Sea Project – Justin Spreckley expressed gratitude for £500 grant to this project as well as more recent £750 funding for Smugglers Way which is a legacy project delivered by Moor to Sea group. Along with funding from Liskeard Town Council, National Lottery and the Devon & Cornwall Rail Partnership, this had enabled the launch of a walking route last year and would lead to the Smugglers Way being 'opened' in 2024. 	

	<p>iv. Looe in Bloom – Sue Rowe welcomed the support of Looe Town Trusts, Harbour Commission and the Lions Club of Looe to deliver planting displays around the town. She stated that the £5,000 annual grant from Looe Town Council was used to purchase plants used in displays and that Looe in Bloom could not function without this financial contribution and the support received.</p>	
<p>24.</p>	<p>MAYOR’S AWARDS AND DONATIONS</p> <p>The Mayor thanked representatives of local organisations and groups for their attendance and recognised the great work done by so many in Looe.</p> <p>Presentations of a small donation was made to a number of groups:</p> <ul style="list-style-type: none"> i. Looe Lions ii. Looe Royal British Legion iii. Barbican pre-school iv. West Looe Playgroup v. Looe Community Meals vi. St Pinnock Band vii. Looe Rowing & Gig Club viii. Looe Primary Academy PTA ix. Looe Rifle and Pistol Club x. Age Concern xi. Rose Garden Team Room xii. Old Guildhall Museum & Gaol xiii. Looe Community Memory Café xiv. Looe Pioneers xv. Darby & Joan club <p>Donations to Looe Sailing Club, Looe Sheddars and Looe Sea Scouts were noted to be passed on outside of this meeting.</p> <p>The Mayor presented the ‘Organisation of the Year’ Award to Three Seas for taking on the challenge of refurbishing Looe Coastguard flats for affordable rental properties. The award was collected by their representative, Mandy Warren.</p> <p>The Mayor presented the ‘Citizen of the Year’ Award to Tracey Pickard for her dogged work to ensure the New Year’s Eve fireworks tradition was maintained in Looe.</p>	
<p>25.</p>	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>No matters</p>	

26.	TO CLOSE THE ANNUAL MEETING AND MOVE INTO ANNUAL ASSEMBLY OF THE PARISH OF LOOE The annual meeting closed at 7.45pm and the Mayor invited those present to join Councillors for the Annual Assembly and then to retire for drinks and snacks.	
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Signed

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