



**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 20<sup>th</sup> 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 Cassidy – 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><b>COUNCILLORS TAKE THEIR PLACES</b></p> <p>Members of Looe Town Council were led by Simon Cassidy, 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><b>ELECTION OF MAYOR</b></p> <p>A nomination was made and it was <b>RESOLVED</b> 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><b>SIGNING OF THE MAYOR'S DECLARATION OF OFFICE</b></p> <p>Cllr Smith signed his declaration of office as Mayor and delivered his acceptance speech – attached as Appendix A</p>	
3.	<p><b>ELECTION OF DEPUTY MAYOR</b></p> <p>A nomination was made and it was <b>RESOLVED</b> 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><b>SIGNING OF THE DEPUTY MAYOR'S DECLARATION OF OFFICE</b></p> <p>Cllr Remington signed his declaration of office as Deputy Mayor.</p>	
5.	<p><b>PUBLIC PARTICIPATION</b></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><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted from Cllr Simon Barker and Cllr Stuart Haresnape.</p>	
7.	<p><b>MINUTES OF FULL COUNCIL HELD 30<sup>th</sup> APRIL 2024</b></p> <p>The Mayor stated that minutes from 30<sup>th</sup> April had been circulated to all Councillors in advance of the meeting. It was <b>RESOLVED</b> to approve minutes as read for the meeting of 30<sup>th</sup> 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><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTER OF INTERESTS</b></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><b>ANNUAL COMMITTEE REPORTS</b></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><b>COUNCILLOR ATTENDANCE</b></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><b>POLICIES AND PROCEDURES</b></p> <p>The Mayor reminded Councillors that Finance &amp; Strategy Committee had recommended two new policies for adoption, along with the re-adoption of several Employment policies and Information Management &amp; Publicity policies.</p> <p>It was <b>RESOLVED</b> to adopt the policies as presented (listed below). Proposed by Cllr Graham-Jones, seconded by Cllr Toms. Carried unanimously.</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>	
12.	<p><b>REVIEW OF SCHEME OF DELEGATION AND TERMS OF REFERENCE OF COUNCIL COMMITTEES</b></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 <b>RESOLVED</b> to adopt the Scheme of Delegation as presented. Proposed by Cllr Gregory, seconded by Cllr Lundy. Carried unanimously.</p>	
13.	<p><b>REVIEW OF STANDING ORDERS</b></p> <p>The Mayor reminded Councillors of recommendation received from the Finance &amp; Strategy Committee. It was <b>RESOLVED</b> to approve the Standing Orders as presented. Proposed by Cllr Graham-Jones, seconded by Cllr Toms. Carried unanimously.</p>	

<b>14.</b>	<p><b>REVIEW OF FINANCIAL REGULATIONS</b></p> <p>It was noted that Finance &amp; 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 <b>RESOLVED</b> to defer the review of Financial Regulations to a future meeting. Proposed by Cllr Gregory, seconded by Cllr Holmes. Carried unanimously.</p>	
<b>15.</b>	<p><b>APPOINTMENTS TO STANDING COUNCIL COMMITTEES AND WORKING GROUPS</b></p> <p>The Mayor referred Councillors to the table of membership circulated following discussions with individuals. It was <b>RESOLVED</b> to agree appointments to Committees and Working Groups as presented. Proposed by Cllr Powell, seconded by Cllr Harwood. Carried unanimously.</p>	
<b>16.</b>	<p><b>CALENDAR OF MEETINGS 2024/25</b></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 <b>RESOLVED</b> to agree the Calendar of Meetings as presented. Proposed by Cllr Toms, seconded by Cllr Graham-Jones. Carried unanimously.</p>	
<b>17.</b>	<p><b>COUNCIL REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>The Mayor drew Councillors attention to proposed list of representatives circulated. It was <b>RESOLVED</b> to agree Membership of Outside Bodies as presented. Proposed by Cllr Graham-Jones, seconded by Cllr Powell. Carried unanimously.</p>	
<b>18.</b>	<p><b>ASSET REGISTER</b></p> <p>The Mayor referred Councillors to the register circulated prior to meeting. It was <b>RESOLVED</b> to approve the Asset Register as presented. Proposed by Cllr Lundy, seconded by Cllr Gregory. Carried unanimously.</p>	
<b>19.</b>	<p><b>CONFIRMATION OF INSURANCE COVER</b></p> <p>It was <b>RESOLVED</b> 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><b>2024/25 SUBSCRIPTIONS</b></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><b>COUNCIL EXPENDITURE UNDER S.137</b></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><b>MAYOR'S APPOINTMENTS</b></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"> <li>i. Mayor's Consort – Hilary Smith</li> <li>ii. Mayor's Chaplain – Rev. Ben Morgan-Lundie</li> <li>iii. Mace Bearers – Jane Day and Alison Currah</li> </ul>	
23.	<p><b>ORGANISATIONS REPORTS</b></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"> <li>i. <b>NYE Fireworks</b> – 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.</li> <li>ii. <b>Looe Defibrillators</b> – 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 20<sup>th</sup> defib very soon.</li> <li>iii. <b>Moor to Sea Project</b> – 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 &amp; 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.</li> </ul>	

	<p>iv. <b>Looe in Bloom</b> – 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><b>24.</b></p>	<p><b>MAYOR’S AWARDS AND DONATIONS</b></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"> <li>i. Looe Lions</li> <li>ii. Looe Royal British Legion</li> <li>iii. Barbican pre-school</li> <li>iv. West Looe Playgroup</li> <li>v. Looe Community Meals</li> <li>vi. St Pinnock Band</li> <li>vii. Looe Rowing &amp; Gig Club</li> <li>viii. Looe Primary Academy PTA</li> <li>ix. Looe Rifle and Pistol Club</li> <li>x. Age Concern</li> <li>xi. Rose Garden Team Room</li> <li>xii. Old Guildhall Museum &amp; Gaol</li> <li>xiii. Looe Community Memory Café</li> <li>xiv. Looe Pioneers</li> <li>xv. Darby &amp; Joan club</li> <li>xvi. Looe Sailing Club</li> <li>xvii.</li> </ul> <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><b>25.</b></p>	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>No matters</p>	

<b>26.</b>	<b>TO CLOSE THE ANNUAL MEETING AND MOVE INTO ANNUAL ASSEMBLY OF THE PARISH OF LOOE</b> 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.	

Signed .....

Date .....

## Mayors Speech 2024

Thank you, fellow councillors for continuing to put your trust in me by inviting me to continue as Mayor of Looe for the coming year.

As you will recall I took over from Edwina Hannaford last May as she had to step down following her cancer diagnosis. It was with great sadness that we heard of her passing in February. As a devoted servant of this town, she will be much missed. We must also record the death of Brian Saville, one of our cleaning and maintenance staff who died suddenly in June.

I would like to thank all my fellow councillors for their support and the work that they have put in over the year. In particular my deputy Stephen Remington, who is always there as a sounding board and intellectual foil. We work well together.

Thanks also to our Committee chairs: Simon Barker, Jon Holmes and James Lundy and to all the Cllrs who sit on the diligent committees and working groups.

This last year has seen some changes in the Council structure. We have welcomed two new Councillors – Stuart Haresnape and Jamie Pearn. Already both are making their mark. We have also welcomed Lynda Powell, our new Town Clerk. Lynda has masterfully stepped up to the myriad of challenges that being a Town Clerk involves! In this work she has been supported by a great staff team whom we are all very proud of.

Other newcomers are Andy Thompson as our Cleaning and maintenance Supervisor and Cheryl Hawke joins our cleaning team. We've also welcomed Tegan Bould to handle Council communication and Clare Copestake has joined the library information team.

Within the Town as well there have been some notable achievements over the past year. For example, Charlie Walters reaching the semi-finals of MasterChef, Ben Palmer winning the starter for the banquet for the Great British Menu, Julie Felix being awarded an MBE and the Men's A team gig team who have triumphed for the amazing 5th time in Scilly.

Looking back over the year and forward to next, I looked at what I said at this meeting in May 2023 to see how far we have managed to achieve the objectives that I proposed.

Working in collaboration with other Town bodies was high on the list and I think that we have more of an open dialogue than perhaps we had. Lynda has been instrumental in moving things forward in this respect. The more closely we can work together, the more we can achieve for our town.

In this respect we are working in partnership with Looe Development Trust on the development of a wheeled sports facility for the town.



Council communication was another objective. We are not awfully good at telling people what we have achieved, as noted we've now appointed Tegan Bould, to drive this element forward. We also recently developed a working partnership with Peter Friend and the Welcome to Looe and Polperro website; this will make the very best of our respective online promotion of our town and its businesses.

We are working to develop a series of events - for example a food festival is now on the books - we have two top class chefs working in town - it's a natural! Our library team is also supporting the work of local volunteers to deliver Looe's 'Festival of Words' in 2024, and working with other Looe organisations, we will deliver the Remembrance Day service and the Lantern Procession again this year. The issue here is that we cannot run lots of events ourselves. Our main role is to advise, coordinate and facilitate where needed. We need others to come forward to conceive and organise them. That said some interesting ideas are starting to come to the fore.

I also discussed the development of action groups and the concept of a 'Looe Volunteer Army' to address issues around town such as littering and weeds. This project has been slow to pull together, but we are nearly there, and over the last two weekends groups have been undertaking clean up jobs around town. Thanks go to Cllrs Barker and Harwood, Michelle Hyatt and Juliana Uniacke for their work on this project. Cllr Harwood has even managed to persuade the Navy to lend him some recruits from HMS Raleigh to help with tidying up Hannafore!

Both Edwina and I mentioned in the past the urgent need for a business forum on several occasions, and this is now starting to come together - the recent spate of shoplifting has actually helped in getting traders to talk to each other. Now the Looe Tourism Ambassadors scheme has joined forces with businesses of all sizes and created the new Looe Business Forum. Although the Forum is not a Town Council initiative it is already enabling us to work more closely with and for the trading community. Town Cllr Jamie Pearn is chair of the Business Forum, providing an excellent link between us.

During the year we have continued to explore how your Council might work with others to create more diverse employment opportunities in the town. This is a long haul project but we are taking careful and steady steps.

Looking to the future, we will continue to develop these initiatives and are also looking at developing a 'citizens forum' to get a regular input from people in the town.

I have been instructed to keep this speech concise and so that is all I propose to say! Thank you for listening.

### **Mayor's awards and donations**

I would now like to make some presentations of money raised through the year from several events. These small contributions are to acknowledge the work of those organisations that help make Looe the place that it is:

1. Looe Lions - Carol White
2. Looe Royal British Legion - Louis Portman
3. Barbican pre-school – Sarah Sullivan
4. West Looe Playgroup - Laura Marlow
5. Looe Community Meals – Sally Thornley
6. Looe Shedders – Chris Roy
7. St Pinnock Band – Colin Hudson
8. Looe Rowing & Gig Club – Nathaniel Rothwell
9. Looe Primary Academy PTA – Janine Waring
10. Looe Rifle and Pistol Club - Peter Ivey
11. Looe Sea Scouts – (Vicky Richardson)
12. Age Concern – (Patricia McCarthy)
13. Rose Garden Team Room – “ “ “
14. Old Guildhall Museum & Gaol – (Petra Stephenson)
15. Looe Community Memory Café – (Ann Richards)
16. Looe Pioneers – (Brian Maywood)
17. Darby & Joan club – (Audrey Wharmby)
18. Looe Sailing Club – (Paul Sedgbeer)

Finally, I would like to present two special awards – organisation of the year and citizen of the year:

Firstly, organisation of the year. There are many groups that undertake magnificent work in the town but there is one that has stood out in particular this year and that is Three Seas, the charity that is refurbishing the 11 Looe Coastguard flats for secure rental to local people. Much has been written about the challenges that local people have in finding affordable accommodation and this organisation has taken on the challenge to refurbish these flats and bring them back to life for the benefit of Looe people.

Now Citizen of the Year. Again, a tough decision. This lady shuns the limelight but has doggedly worked to ensure that a Looe tradition was maintained this year. It was touch and go at times, but she pulled it off. That tradition was the annual New Year's Eve fireworks display and the citizen of the year is Tracey Pickard!