

**LOOE TOWN COUNCIL**  
**KONSEL TRE LOGH**

Looe Library and Community Hub,  
The Millpool, West Looe PL13 2AF.

Telephone: 01503 262255

VAT Reg: 381 5093 50



**Members of the Services and Asset Management Committee**  
**Looe Town Council**

6th January 2025

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Services, Assets & Community Committee, convened by the Town Clerk for the purpose of transacting the following business.

This meeting will be held at Looe Library and Community Hub, The Millpool, Looe, PL13 2AF on:

**Monday, 13<sup>th</sup> January 2025 at 6.00pm**

Yours faithfully

A handwritten signature in blue ink that reads 'L Powell'. The signature is written in a cursive style.

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

Please note that this meeting is open to members of the public. If you would like information about attending a meeting or how to ask a question please email [enquiries@looetowncouncil.gov.uk](mailto:enquiries@looetowncouncil.gov.uk) or ring 01503 262255

**Looe Town Council**  
**Meeting of Services, Assets & Community Committee**  
**13<sup>th</sup> January 2025 at 6.00pm**



**AGENDA**

	<b>Welcome</b>	
<b>SAC/24-25/33</b>	<b>To Receive Apologies for Absence</b> To receive, and consider for approval, apologies for absence and reasons given.	2 mins
<b>SAC/24-25/34</b>	<b>To Receive Declarations of Interest</b> Councillors are reminded to declare any interest on any item on the agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct.	
<b>SAC/24-25/35</b>	<b>Public Participation.</b> To receive representations from members of the public in respect to the business on the agenda <sup>1</sup> .	15 mins
<b>SAC/24-24/36</b>	To Resolve to approve the minutes of the previous meeting of the Services & Assets & Community Committee held on 11th November 24	2 mins
<b>SAC/24-25/37</b>	To Receive questions on report from the Library Supervisor.	5 mins
<b>SAC/24-25/38</b>	To Receive questions on report from the Content and Communications Officer.	5 mins
<b>SAC/24-25/39</b>	To Receive questions on report from the Responsible Finance Officer.	5 mins
<b>SAC/24-25/40</b>	To Receive questions on report from the Deputy Clerk and Resolve any necessary actions to be taken including; <ul style="list-style-type: none"> <li>• 1) Radio Frequency IDentity Toilet Card to recommend to Finance &amp; Strategy.</li> </ul>	15 mins
<b>SAC/24-25/41</b>	To Review Maintenance Schedule plan & progress made.	5 mins
<b>SAC/24-25/42</b>	To receive an update on The Mariners Garden and Resolve any necessary actions to be taken including; <ul style="list-style-type: none"> <li>• 1) Resolution on style of new planters to recommend to Full Council.</li> <li>• 2) Resolution to apply for a grant for the purchase of planters.</li> </ul>	5 mins
<b>SAC/24-25/43</b>	To Note correspondence received for information only	2 mins
<b>SAC/24-25/44</b>	<b>Exclusion of members of the press and public - Standing Order 3d.</b> The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. <ul style="list-style-type: none"> <li>• Correspondence received - Mariners Garden.</li> <li>• Quotes for landscaping works at The Mariners Garden.</li> </ul>	10 mins
<b>SAC/24-25/45</b>	Date of the next meeting: Monday April 14th 2025	2 mins

1 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 015023 262255. 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.