

LOOE TOWN COUNCIL

KONSEL TRE LOGH



Minutes of the Annual Meeting and Mayor Making Ceremony

Held in

The Millpool Centre, The Millpool, Looe

On Tuesday 20th May 2025 at 7.00pm

PRESENT:

Cllr Stephen Remington - Mayor
Cllr Jamie Pearn – Deputy Mayor
Cllr Jon Holmes
Cllr Simon Barker
Cllr James Lundy
Cllr Michala Powell
Cllr Chris Harwood
Cllr Jasper Graham-Jones
Cllr Charleigh Patterson
Cllr Elliot Stone
Cllr Mark Pughe

COUNCIL OFFICERS

Sam White – Town Clerk
Sharon Payne – Deputy Clerk
Tegan Bould – Content & Communication Officer
Donna Folland – Administration Officer
Catherine Foley – Supervisor, Looe Library & Community Hub

IN ATTENDANCE:

Tony Smith – Outgoing Mayor (TS)
Hilary Smith – Outgoing Mayor’s Consort
Jane Day – Macebearer (outgoing)
Alison Currah - Macebearer (outgoing)
Alfie - Sergeant-at-Mace (incoming)
Lee - Sergeant-at-Mace (incoming)

Kayleigh Smith - Mayor's Cadet (outgoing)
 Jago Midwinter - Mayor's Cadet (incoming)
 Recipients of Mayor's Charity Donations
 Representatives of other Looe organisations and trusts

Members of the Public: Many members of the public.

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	<p>Welcome Members of Looe Town Council were led by the Mace Bearers, Mayor's Cadet, Mayor's Chaplain, Mayor, Mayor's Consort, Deputy Mayor and Town Clerk.</p> <p>Tony Smith Mayor of Looe invited everyone to take their seats and welcomed all to the Annual Meeting and Mayor Making Ceremony of Looe Town Council.</p>	
1.	<p>Election of Mayor – To elect the Mayor for the Council Year 2025-2026</p> <p>Cllr Michala Powell nominated Cllr Stephen Remington for Mayor of Looe and Chair of Looe Town Council.</p> <p>It was Resolved to elect Cllr Stephen Remington to the post of Mayor of Looe and Chair of Looe Town Council.</p> <p>Proposed by Cllr Michala Powel and seconded by Cllr Simon Barker. All in favour.</p> <p>Tony Smith presented the Mayoral chain to Cllr Stephen Remington.</p>	
2.	<p>Signing of the Mayor's Declaration of Acceptance of Office – followed by the outgoing Mayor's report and the new Mayor's acceptance speech.</p> <p>Tony Smith delivered his outgoing Mayoral speech. Cllr Stephen Remington signed his declaration of Acceptance of Office and gave his acceptance speech.</p>	
3.	<p>Election of Deputy Mayor – To elect the Deputy Mayor for the Council Year 2025-2026.</p>	

	<p>A nomination was made to elect Cllr Jamie Pearn.</p> <p>It was Resolved to elect Cllr Jamie Pearn to the post of Deputy Mayor of Looe for the year 2025/26.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p>	
4.	<p>Signing of the Deputy Mayor’s Declaration of Acceptance of Office.</p> <p>Cllr Jamie Pearn signed his declaration of office as Deputy Mayor.</p>	
5.	<p>Outgoing Mayor’s awards and donations – to welcome organisations to receive awards and donations.</p> <p>Presentations of a donation from the Mayor’s Fund were presented to:</p> <ul style="list-style-type: none"> I. Looe Community Tea Room II. Looe Army Cadets <p>Donations to Looe Old Cornwall Society and Looe Singing in Mind were noted and were to be passed on at a later date as neither was represented at the meeting.</p> <p>The outgoing Mayor, Tony Smith, presented the ‘Organisation of the Year’ Award to Looe in Bloom. The award was collected by its representative, Karen Glover.</p> <p>The ‘Citizen of the Year’ Award was awarded to Peter Friend. Peter Friend had submitted his apologies for not being able to attend the meeting.</p>	
6.	<p>Mayor’s appointment of Honorary Town Burgesses</p> <p>The outgoing Mayor, Tony Smith, presented Armand Toms and Martin Gregory the Honorary Town Burgess award. Armand Toms gave an acceptance speech.</p>	
7.	<p>Apologies for Absence – To receive, and consider for approval, apologies for absence and reasons given.</p>	

	Apologies for absence were received and accepted from Cllr Chris Rose.	
8.	<p>Public Participation – To receive representations from members of the public in respect to the business on the agenda.</p> <p>None.</p>	
9.	<p>Minutes of Full Council held 31st March 2025. – to consider for approval.</p> <p>It was Resolved to approve the minutes of the Full Council Meeting held on 31st March 2025.</p> <p>Proposed by Cllr Elliot Stone and seconded by Cllr Jasper Graham Jones. 9 in favour and 2 abstentions from those not present at that meeting.</p>	
10.	<p>Declaration of Disclosable Pecuniary Interests and Other Register of Interests – to note declarations of interest from Councillors on items on the agenda.</p> <p>The Mayor Stephen Remington informed Councillors of their duty to register their interests. He also reminded all Councillors to ensure their election expenses returns are submitted by 29 May.</p>	
11.	<p>Annual Committee Reports –</p> <ul style="list-style-type: none"> I. The Annual report from the Finance and Strategy Committee had been circulated and was noted. No questions from Councillors were received. II. The Annual report from the Planning Committee had been circulated and was noted. No questions from Councillors were received. III. The Annual report from the Services, Assets and Community Committee had been circulated and was noted. No questions from Councillors were received. 	

12.	<p>Councillor Attendance</p> <p>The Councillors’ meeting attendance was circulated and noted. No questions were raised.</p>	
13.	<p>Election of Councillors to Council committees to consider the election of members to Committees and Chairman and Vice-Chairman of each committee.</p> <p>Finance and Strategy Committee</p> <p>It was Resolved to appoint Cllr Simon Barker as Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>It was Resolved to appoint Cllr Stephen Remington as Vice Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>Cllrs Jasper Graham-Jones, Mark Pughe and Jamie Pearn were elected onto the Finance and Strategy Committee.</p> <p>Planning Committee</p> <p>It was Resolved to appoint Cllr James Lundy as Chair of the Planning Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Chris Harwood. All in favour.</p> <p>It was Resolved to appoint Cllr Chris Harwood as Vice Chair of the Planning Committee.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Jon Holmes. All in favour.</p> <p>Councillors Charleigh Patterson, Elliot Stone, Jasper Graham-Jones, Michala Powell, Stephen Remington and Jamie Pearn were elected onto the Planning Committee.</p>	

	<p>Services, Assets and Community Committee</p> <p>It was Resolved to elect Cllr Jon Holmes as Chair of the Services, Assets and Community Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p> <p>It was Resolved to elect Cllr Jamie Pearn as Vice Chair of the Service, Assets and Community Committee.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Simon Barker. All in favour.</p> <p>Cllrs Jasper Graham-Jones, Chris Harwood, Michala Powell, James Lundy, Stephen Remington and Mark Pughe were elected onto the Services, Assets and Community Committee.</p>	
14.	<p>Meeting Dates 2025/26 – to approve and adopt the annual calendar of meetings.</p> <p>The calendar of meetings was circulated and noted.</p> <p>It was Resolved to adopt the annual calendar of meetings.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Michala Powell. Carried 10 in favour and 1 abstention.</p>	
15.	<p>Review of Standing Orders – to approve to adopt.</p> <p>The Standing Orders had been circulated and were noted.</p> <p>It was Resolved to adopt the Standing Orders.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
16.	<p>Review of Financial Regulations – to approve to adopt.</p>	

	<p>The Financial Regulations had been circulated and were noted.</p> <p>It was Resolved to adopt the Financial Regulations.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jon Holmes. All in favour.</p>	
17.	<p>Scheme of Delegation and Terms for Reference of Council Committees – to approve and adopt.</p> <p>The Scheme of Delegation and Terms for Reference of Council Committees had been circulated and were noted.</p> <p>It was Resolved to adopt the Scheme of Delegation and Terms of Reference of Council Committees.</p> <p>Proposed by Cllr Michala Powell and seconded by Cllr Chris Harwood. All in favour.</p>	
18.	<p>Confirmation of Insurance Cover – to adopt and approve.</p> <p>Details of Insurance cover had been circulated and were noted.</p> <p>It was Resolved to approve the insurance cover.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Simon Barker. All in favour.</p>	
19.	<p>2025/26 Annual Subscriptions – to approve and adopt.</p> <p>The list of annual subscriptions provided by the RFO had been circulated and were noted.</p> <p>It was Resolved to approve the 2025/26 Annual Subscriptions.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Michala Powell. All in favour.</p>	
20.	<p>Organisations’ Reports – to receive reports from organisations funded by Looe Town Council in 2024/25.</p>	

	<p>The Town Clerk gave an overview of reports received from Peter Friend detailing how funds received from Looe Town Council had supported the New Year’s Eve Fireworks and Looe Weekender events.</p> <p>Looe in Bloom thanked the Council for the grant received which helped towards costs from suppliers.</p> <p>Looe Business Forum thanked the Council for the grant received and gave an overview of how it supported the Christmas in Looe event and Security Patrols during the summer. Thanks to Armand Toms for all his work and friendly approach were offered.</p>	
<p>21.</p>	<p>Mayor’s appointments – to note the Mayor’s appointments for the year 2025/26.</p> <ul style="list-style-type: none"> a) The Mayor’s Consort b) The Mayor’s Chaplain c) The Mayor’s Sergeants-at-Mace d) The Mayor’s Cadet <ul style="list-style-type: none"> a) The Mayor gave an overview of the Consorts’ role. The Mayor appointed Vivienne Sullivan as his first consort and Lynda Powell as his second. The Mayor presented the Consort chain to Vivienne Sullivan. Lynda Powell was not present. b) The Mayor appointed Revd. Ben Morgan Lundie as Chaplain for the year 2025/26. c) The Mayor thanked the outgoing Mayor’s Cadet Kayleigh Smith and appointed Cadet Jago Midwinter for the year 2025/26. d) The Mayor thanked the outgoing Sergeants-at-Mace, otherwise known as Macebearers, Jane Day and Alison Currah and the Maces were passed to Alfie and Lee for the year 2025/26. <p>The Mayor thanked everyone for attending.</p>	

22.	Date of next Full Council meeting: Tuesday 27 th May 2025	
	Meeting Closed at: 8:07pm	

Signed:

Date: