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

23rd September 2025
Town Councillors
Looe Town Council

Dear Councillors

You are hereby summoned to attend a meeting of Looe Town Council for the purpose of transacting the following business. This meeting will be held at the Council Chambers, Library and Community Hub Millpool Looe on:

Tuesday 30th September at 6.00pm

Yours faithfully

Sam White
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 or ring 01503 262255*

Meeting of Looe Town Council
30th September 2025 at 6.00pm

AGENDA

	Welcome	
FC25/26.063	**To Receive Apologies for Absence and reasons given.**	
FC25/26.064	**To Receive Declarations of Interest/ Requests for Dispensations** To RECEIVE any declarations of interest. To RESOLVE to grant dispensations where appropriate. 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.	
Public Participation		
FC25/26.065	To receive representations from members of the public in respect to the business on the agenda. [1]	15 mins
FC25/26.066	**Minutes: Full Council Meeting.** To receive and resolve to adopt the minutes of the Full Council meeting held on 29th July 2025	
FC25/26.067	**Minutes: Council Committees and Working Groups:** To receive and approve the minutes of the Services, Assets and Community Committee on 10th June 2025 To receive and approve the minutes of the Finance & Strategy Committee held on 22nd July 2025 To receive and approve the minutes of the Planning Committee on 15th July 2025 and 4th August 2025	
FC25/26.068	**Police report –** to receive a report on neighbourhood policing from Insp Ned Bowie	
FC25/26.069	**Cornwall Councillors** To receive a report from Cllr Jim Candy To receive a report from Cllr Mark Gibbons	
FC25/26.070	**Mayor's Report.** To receive a report from the Mayor Cllr Stephen Remington	
FC25/26.071	To receive correspondence	
FC25/26.072	**Council Committees and Working Groups:** • To receive a report from the Planning Committee • To receive a report from the Finance & Strategy Committee • To receive a report from the Services, Assets & Community Committee	
FC25/26.073	**Clerk's Report.** To receive a report from the Town Clerk outlining actions taken following the meeting held on the 29th July 2025	
FC25/26.074	**Deputy Town Clerk's Report.** To receive a report from the Deputy Town Clerk	
FC25/26.075	**Responsible Finance Officers (RFO) Report.** To Receive a report from RFO	
FC25/26.076	To consider the recommendation to approve and adopt the following policies and procedures: • Surveillance Camera Policy • Employee Handbook • Pay, Grading and Job Evaluation Policy • Information Technology Policy • Appropriate Policy Document • Menopause Policy	

FC25/26.077	To receive and consider a report on map design options for the Looe Heritage Trail project	
FC25/26.078	To receive and consider a report on the proposed Residents' Survey	
FC25/26.079	To consider a grant application for East Looe Town Trust Beach Tractor	
FC25/26.080	**Exclusion of members of the press and public** To consider passing the following resolution "In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed." .	
	Confidential Items for discussion	
FC25/26.081	To receive a report on options for usage of The Old Vets.	
FC25/26.082	To receive a report on an insurance matter	
FC25/26.083	To receive a Staffing Report	
FC25/26.084	**Date of the next meeting: 18th November 2025**	

1 In accordance with Looe Town Council Standing Orders 3e, f and g members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member 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.

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Full Council Meeting Minutes

Held in

The Council Chamber, Looe Library and Community Hub, The Millpool, Looe

On Tuesday 29th July at 6.00pm

PRESENT:
Cllr Stephen Remington - Mayor (SR)
Cllr Jamie Pearn - Deputy Mayor (JP)
Cllr Jon Holmes (JH)
Cllr Simon Barker (SB)
Cllr Michala Powell (MP)
Cllr Chris Rose (CR)
Cllr Elliot Stone (ES)
Cllr Mark Pughe (MPU)
Cllr Abbas Matini (AM)
Cllr Adrian Rusu (AR)

IN ATTENDANCE: Sam White (TC), Donna Folland (AO)

Members of the Public: 5

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Mayor, Cllr Stephen Remington welcomed everyone to the meeting.	
FC 25/26.0041	**To Receive Apologies for Absence and the reasons** Apologies for absence were received from Cllr Charleigh Patterson (CP), Cllr Jasper Graham -Jones	

	(JGJ), Cllr James Lundy (JL) and Cllr Chris Harwood (CH). It was **RESOLVED** to accept standing apologies from Cllr Chris Harwood. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Chris Rose. All in favour.	
FC 25/26.0042	**To Receive Declarations of Interest / Requests for Dispensations.** It was agreed to grant a dispensation to Cllr Simon Barker to participate in discussions only, for matters pertaining to Agenda item FC25/26.0057 a grant application from Looe Weekender.	
FC 25/26.0043	**To Receive representations from members of the public in respect to the business on the agenda.** There were five members of the public present. The Town Clerk will respond to the questions raised by the members of public via email. 1 member of public left the meeting.	
FC 25/26.0044	**Minutes: Full Council Meeting.** To receive and resolve to adopt the minutes of the Full Council Meeting held on 17th June 2025. To receive and resolve to adopt the minutes of the Extraordinary Full Council meeting held on 24th June 2025 It was **RESOLVED** to adopt the Minutes of the Full Council meeting held on 17th June 2025. **Proposed** by Cllr **Jon** Holmes and **seconded** by Cllr Jamie Pearn. All in favour from those present at the meeting carried 6 for/ 4 abstentions.	

	It was **RESOLVED** to adopt the Minutes of the Extraordinary Full Council meeting held on 24th June 2025. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Simon Barker. All in favour from those present at the meeting carried 5 for/ 5 abstentions.	
FC 25/26.0045	**Minutes: Council Committees and Working Groups:** To receive and approve the minutes of the Planning Committee on 3rd June 2025 To receive and approve the minutes of the Finance & Strategy Committee held on 2nd June 2025. It was **RESOLVED** to receive and approve the minutes of the Planning Committee on 3rd June 2025. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Michala Powell. Carried 9 for/1 abstention. It was **RESOLVED** to receive and approve the minutes of the Finance & Strategy Committee held on 2nd June 2025. **Proposed** by Cllr Simon Barker and **seconded** by Cllr Michala Powell. All in favour.	
FC 25/26.0046	**Cornwall Councillor Updates** To receive a report from Cllr Jim Candy. To receive a report from Cllr Mark Gibbons. A report from Cllr Jim Candy was circulated and noted. Cllr Candy gave an overview of his report. A report from Cllr Mark Gibbons was circulated and noted. Cllr Gibbons gave an overview of his report.	
FC 25/26.0047	**Mayor's Report** The Mayor's report was circulated and noted. Cllr Remington gave an overview of his report.	

	Inspector Ned Bowie joined the meeting 6:27pm.	
FC 25/26.0048	**To receive correspondence.** Correspondence was circulated and noted. The Clerk gave an overview of the correspondence received regarding the Boccadon Solar Farm at Lanreath. It was agreed that LTC will consider commenting on the proposal when the time comes.	
FC 25/26.0049	**Clerk's Report** To receive a report from the Town Clerk outlining actions taken following the meeting held on the 17th June 2025. The Clerk's report was circulated and noted. The Clerk gave an overview of her report.	
FC 25/26.0050	**Deputy Clerk's Report** To provide an update on The Old Vets. The Deputy Clerk's report was circulated and noted. The Clerk gave an overview of the report. Discussion ensued around the possible future options for the Old Vets building. It was agreed to investigate whether any charitable groups would be interested and wait until after the next Services, Assets and Community meeting for a decision.	
FC 25/26.0051	**Responsible Finance Oficers (RFO) Report.** To receive a report from RFO. The RFO's report was circulated and noted. The Clerk gave overview of the report. Cllr Barker thanked the RFO for the report.	
FC 25/26.0052	To consider the recommendation to approve and adopt the following policies and procedures: • Disciplinary Policy & Procedure • Employee Code of Conduct • 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 • Home Working Policy • Workplace pensions and auto enrolment policy. It was **RESOLVED** to approve and adopt the above policies as recommended by the Finance & Strategy Committee. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Chris Rose. All in favour.	
FC 25/26.0053	**To receive and consider a report on the future of Kilminorth Woods.** The report on the future of Kilminorth Woods was circulated and noted. It was **RESOLVED** to agree with the recommendation in the report that Looe Town Council do not have any current or future ambition to take on the ownership or stewardship of Kilminorth Woods and that Looe Town Council is content that further discussions with Cornwall Wildlife Trust continue, with the proviso that the Friends of Kilminorth Woods are also consulted as part of the negotiations. **Proposed** by Cllr Simon Barker and **seconded** by Cllr Mark Pughe. All in favour. 1 member of public left the meeting.	
FC 25/26.0054	**To receive and consider a report on the establishment of a Youth Council for LTC.** The report on the establishment of a Youth Council for LTC was circulated and noted.	

	Discussion ensued around the benefits of a Youth Council and how that might look like for Looe Town Council. It was **RESOLVED** to accept the recommendation that a Youth Council for Looe Town Council is established. **Proposed** by Cllr Michala Powell and **seconded** by Cllr Adrian Rusu. All in favour.	
FC 25/26.0055	**To receive and consider a report on future options for Looe's public toilets.** A report on future options for the Looe's public toilets was circulated and noted. The Clerk gave an overview of the report detailing the toilet advertising rate card and a possible Community Toilet Scheme. Discussion ensued around possible advertising on the back of the toilet cubicle doors, costs and duration. It was agreed to defer recommendation 4:2 of the report regarding the Community Toilet scheme and refer to the working group for further discussion. It was **RESOLVED** to approve the toilet rate card with an Introductory price for 1 year included and reviewed for the second year. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Mark Pughe. Carried 8 for / 1 against. 1 abstention.	
FC 25/26.0056	**To receive and consider a report on holding a Town Crier competition.** A report into the Town Crier competition was Circulated and noted. It was **RESOLVED** for Looe Town Council to hold a competition to find a new Town Crier for Looe.	

	Proposed by Cllr Stephen Remington and **seconded** by Cllr Mark Pughe. Carried 9 for / 1 abstention.	
FC 25/26.0057	**To consider a grant application for Looe Weekender.** A grant application for Looe Weekender was circulated and noted. It was **RESOLVED** to provide a grant of £1500 for Looe Weekender. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Mark Pughe. Carried 9 for/ 1 abstention.	
FC 25/26.0058	**To consider a grant application for Looe New Year's Eve Fireworks.** A grant application for Looe New Year's Eve Fireworks was circulated and noted. It was **RESOLVED** to provide a grant of £500 for Looe New Year's Eve Fireworks. **Proposed** by Cllr Mark Pughe and **seconded** by Cllr Simon Barker. All in favour.	
FC 25/26.0059	**Exclusion of members of the press and public.** It was **RESOLVED** to exclude members of the press and public in accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matters due to the confidential nature of the business to be discussed. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Simon Barker. All in favour. Members of the Public left the meeting.	
Confidential Items for discussion		
FC 25/26.0060	**Police report –** to receive a report on neighbourhood policing from Insp Ned Bowie.	

	Inspector Ned Bowie gave a verbal report on neighbourhood policing and crime figures in the Looe area during July. Cllr Stephen Remington thanked Inspector Ned Bowie for attending the meeting. Inspector Ned Bowie left the meeting.	
FC 25/26.0061	**To receive a Staffing Report** The Staffing Report was circulated and noted. It was **RESOLVED** to approve the Overtime arrangements within the Staffing Report. 2.2.1 Time +1/2 for any hours worked between 9pm and 12 midnight. 2.2.2 Double time for any hours worked after 12 midnight but before the start of the normal shift time that day. 2.2.3 This would also be applicable for Christmas Eve, Boxing Day, New Year's Eve and New Year's Day. 2.2.4 It would also apply on Christmas Day, but there are currently no plans to open any facilities on that day. 2.2.5 Overtime will only be paid if the extra hours have been agreed in advance in response to a specific request or public event. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jon Holmes. All in favour.	
FC 25/26.0062	**Date of Next Meeting: 30th September 2025**	
	Meeting Closed at: 7:55pm	

Signed: **Date:**

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Services, Assets and Community Committee Meeting Minutes

Held in

The Council Chamber, Looe Library and Community Hub, The Millpool, Looe

Date: **10th June 2025** **Time: 6pm**

PRESENT:
Cllr Jon Holmes (JH) - Chair
Cllr Stephen Remington - Mayor (SR)
Cllr Chris Harwood (CH)
Cllr Mark Pughe (MPU)

IN ATTENDANCE:
Sam White – Town Clerk (TC)
Sharon Payne – Deputy Clerk (DC)
Donna Folland – Admin Officer (AO)

Members of the Public: 1

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Chair, Cllr Jon Holmes welcomed everyone to the meeting.	
SAC/25-26/01.	**To Receive Apologies for Absence and reasons given.** To receive and consider for approval, apologies for absence and reasons given.	

	It was agreed to accept Apologies for absence from Cllr James Lundy (JL), Cllr Jamie Pearn – Deputy Mayor(JP) and Cllr Michala Powell (MP). Cllr Jasper Graham-Jones (JGJ) was absent.	
SAC/25-26/02.	**To Receive Declarations of Interest / Request for dispensations.** To receive any declarations of interest. To resolve to grant dispensations where appropriate. None received.	
Public Participation		
SAC/25-26/03.	**To Receive representations from members of the Public in respect to the business on the Agenda.** 1 member of public present.	
SAC/25-26/04.	**To Resolve to approve the minutes of the previous meeting of the Services, Assets & Community Committee held on 14th April 2025.** It was agreed to approve the Minutes of the Services, Assets & Community Committee at the next Full Council meeting to be held on 17th June 2025, as not enough Cllrs were present.	
SAC/25-26/05.	**To Receive questions on the report from the Library Supervisor.** The Library Supervisor's newsletter was circulated and noted.	
SAC/25-26/06.	**To Receive questions on report from the Content and Communications Officer.** The Content and Communications Officer's report was circulated and noted. Cllrs' questions will be forwarded to the Content and Communications Officer.	

SAC/25-26/07.	**To Receive questions on the report from the Responsible Finance Officer.** The Responsible Finance Officer's report was circulated and noted.	
SAC/25-26/08.	**To Receive questions on report from the Deputy Clerk and Resolve any necessary actions to be taken including;** 1. Purchase of a replacement Boat style planter for the Mariners Garden. The Deputy Clerk's report was circulated and noted. The Deputy Clerk gave an overview of her report. It was **RESOLVED** to purchase a 7 & ½ foot blue boat style garden Planter from Otter Boats for delivery at a cost of £510 from CIL funds. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Stephen Remington. All in favour.	
SAC/25-26/09.	**To Review Maintenance Schedule plan & progress made.** The Maintenance Schedule was circulated and noted.	
SAC/25-26/010.	**Report from Looe's Loos working group.** The report from the Looe's Loos working group was circulated and noted. The Deputy Clerk gave an overview of the report.	
SAC/25-26/011.	**To note correspondence received for information only.** None received.	
SAC/25-26/012.	**Exclusion of members of the press and public.** To consider passing the following resolution(S). "In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the	

	consideration of the following matter due to the confidential nature of the business to be discussed." Not required.	
SAC/25-26/013.	**Confidential items for discussion.** • None.	
SAC/25-26/014.	**Date of Next Meeting:** 23rd September 2025	
	Meeting Closed at: 6:23pm	

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LOOE TOWN COUNCIL

KONSEL TRE LOGH

Finance and Strategy Committee Minutes

Held in

The Council Chamber, Looe Library and Community Hub, The Millpool, Looe

On 22nd July 2025 at 6.00pm

Present: Cllr Stephen Remington (SR)
Cllr Jamie Pearn (JP)
Cllr Jasper Graham-Jones (JGJ)
Cllr Chris Rose – (CR)
Cllr Adrian Rusu – (AR)

In Attendance: Sam White, Town Clerk (TC)
Fiona Wilkes-Jones, Responsible Financial Officer (RFO)
Donna Folland, Admin Officer (AO)

Members of the Public: None present.

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome In the absence of the Chair and following the resignation of the Vice Chair. Cllr Stephen Remington agreed to Chair the meeting until the election of a new Vice Chair. Cllr Stephen Remington welcomed everyone to the meeting of the Finance and Strategy Committee. Cllr Remington welcomed Cllr Adrian Rusu and gave an overview of the Committee. All Cllrs and staff introduced themselves.	
FAS/25-26/024.	**To Receive and accept apologies.**	

	It was **AGREED** to accept the apologies for absence and the reasons given from Cllr Simon Barker (SB) and Cllr Mark Pughe (MPU).	
FAS/25-26/025.	**To Receive Declarations of Interest / Requests for Dispensations.** None declared.	
FAS/25-26/026.	**To consider the appointment of a Vice-Chair of the Finance & Strategy Committee following the resignation of Cllr Remington from that position.** It was **RESOLVED** to co-opt Cllr Adrian Rusu onto the committee for the meeting. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones (JGJ). All in favour. It was **RESOLVED** appoint Cllr Chris Rose to the position of Vice Chair of the Finance & Strategy Committee. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones (JGJ). Carried 4 for / 1 abstention. Cllr Chris Rose agreed to Chair the remainder of the meeting.	
FAS/25-26/027.	**To Receive Questions from members of the public in respect to the business on the agenda.** None present.	
FAS/25-26/028.	**To resolve to approve the Finance & Strategy minutes held on the 2nd June 2025** It was **RESOLVED** to approve the minutes of the previous Finance and Strategy Committee meeting held on 2nd June 2025 **Proposed** by Cllr Stephen Remington (SR) **seconded** by Cllr Jamie Pearn (JP). Carried 3 for /2 abstained as not present at the meeting.	
Finance		
FAS/25-26/029.	**To receive an update report form the RFO.**	

	The report from the RFO was circulated and noted. The RFO gave an overview of her report. Discussion ensued around the costs to LTC for the Polkirt Arcade. It was agreed that the senior management team would investigate possibilities of use for the unit.	**Senior Management Team**
FAS/25-26/030.	**To receive the following reports and resolve to approve:** 1. **Bank Reconciliations May & June 2025.** It was agreed that an additional Committee member would be appointed to confirm the Bank Reconciliations. Future Bank Reconciliations would be confirmed by either the Chair or Vice Chair of the Finance and Strategy Committee. 2. **Previous Supplier payments**. It was **RESOLVED** to approve the Previous Supplier payments. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/031.	**To receive the following reports and resolve to approve:** 1. **Expenditure website reports April, May & June 2025.** It was **RESOLVED** to approve the expenditure website reports April, May & June 2025. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones (JGJ). All in favour.	
FAS/25-26/032.	**To receive and note a report on** 1. **Income v Expenditure 2025-26.** It was **RESOLVED** to receive and note the Income v Expenditure report. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Jasper Graham-Jones (JGJ). All in favour. Councillors thanked the RFO for her detailed reports.	
FAS/25-26/033.	**To receive an update on telephone and broadband information.**	

	A report on the telephone and broadband was circulated and noted. The RFO gave an overview of the report. A second broadband line is to be trialled. Upon completion of a trial period Officers will report back to Council. New quotes will be sought for September.	
Policy and Strategy		
FAS/25-26/034.	**To receive an update report form the Clerk.** The Clerk's report was circulated and noted. The Clerk gave an overview of her report.	
FAS/25-26/035.	**Disciplinary Policy & Procedure** To resolve to recommend the Disciplinary Policy & Procedure to Full Council. It was **RESOLVED** to recommend the Disciplinary Policy & Procedure to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/036.	**Employee code of Conduct** To resolve to recommend the Employee Code of Conduct to Full Council. It was **RESOLVED** to recommend the Employee Code of Conduct to Full Council. **Proposed** by Cllr Chris Rose and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/037.	**Equality and Diversity Policy** To resolve to recommend the Equality & Diversity Policy to Full Council. It was **RESOLVED** to recommend the Equality and Diversity Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/038.	**Grievance Policy & Procedure** To resolve to recommend the Grievance Policy & Procedure to Full Council.	

	It was **RESOLVED** to recommend the Grievance Policy & Procedure to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/039.	**Homeworking Policy** To resolve to recommend the Homeworking Policy to Full Council. It was **RESOLVED** to recommend the Homeworking Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/040.	**Lone Working Policy** To resolve to recommend the Lone Working Policy to Full Council. It was **RESOLVED** to recommend the Lone Working Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/041.	**Redundancy Policy** To resolve to recommend the Redundancy Policy to Full Council. It was **RESOLVED** to recommend the Redundancy Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/042.	**Safeguarding Policy** To resolve to recommend the Safeguarding Policy to Full Council. It was **RESOLVED** to recommend the Safeguarding Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	

FAS/25-26/043.	**Staff Appraisal Policy** To resolve to recommend the Staff Appraisal Policy to Full Council. It was **RESOLVED** to recommend the Staff Appraisal Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/044.	**Time off in Lieu Policy** To resolve to recommend the Time off in Lieu Policy to Full Council. It was **RESOLVED** to recommend the Time off in Lieu Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/045.	**Volunteering Policy** To resolve to recommend the Volunteering Policy to Full Council. It was **RESOLVED** to recommend the Volunteering Policy to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/046.	**Whistleblowing Policy & Procedure** To resolve to recommend the Whistleblowing Policy & Procedure to Full Council. It was **RESOLVED** to recommend the Whistleblowing Policy & Procedure to Full Council. **Proposed** by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/047.	**Workplace Pensions and Auto-enrolment Policy** To resolve to recommend the Workplace Pensions and Auto-enrolment Policy to Full Council. It was **RESOLVED** to recommend the Workplace Pensions and Auto-enrolment Policy to Full Council.	

	Proposed by Cllr Stephen Remington and **seconded** by Cllr Jasper Graham-Jones. All in favour.	
FAS/25-26/048.	**Exclusion of members of the press and public.** In accordance with 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 Present.	
FAS/25-26/049.	**Confidential items for discussion.** None.	
FAS/25-26/050.	**Date of next meeting:** Tuesday 16th September 2025	

The Meeting closed at 7:10pm. The Chair Cllr Chris Rose thanked all for their attendance.

Signed ....

Date...

LOOE TOWN COUNCIL
KONSEL TRE LOGH

MINUTES OF THE PLANNING COMMITTEE MEETING
Held on 15th July 2025 at 6.00pm
At Looe Library & Community Hub, The Millpool, Looe, PL13 2AF

REPORT TO COUNCIL

PRESENT: Councillor J Lundy (JL) – Chair
Councillor S Remington (SR)
Councillor C Patterson (CP)
Councillor C Rose (CR)

IN ATTENDANCE: S Bonney – Planning and Finance Officer (PFO)
S White-Town Clerk (SW)

	Welcome The Chair welcomed Councillors to the meeting	**Actions**
PLG 158	**To Receive and Consider Apologies** Apologies were received from **c**ouncillors: J Graham-Jones, C Harwood, E Stone and M Powell.	
PLG 159	**To Receive Declarations of Interest** None declared.	
PLG 160	**To Receive Questions from Members of the Public** None in Attendance.	
PLG 161	**To Resolve to Approve the Minutes of the Planning Committee meetings held on the 3rd of June 2025.** It was **resolved** to Approve the Minutes of the Planning Committee meetings held on the 3rd of June 2025, proposed by Councillor Lundy, Seconded by Cllr Remington, all in favour.	

PLG 162	**Questions on Update from Planning & Financial Officer.** The PFO stated that a written report had been circulated to Councillors and all actions from the previous meeting were completed. The PFO also stated that there had been no correspondence received from a business in the town that she had hand delivered a letter to regarding advertising and signage conventions, therefore, it was **resolved** that the PFO would hand deliver a final letter to the business, proposed by Cllr Lundy, seconded by Cllr Rose, All in favour.	PFO
PLG 163	**To receive a Report from The Town Clerk.** The town clerk discussed her report that was previously circulated to the committee regarding plant bedding signage.	
PLG 164	**Correspondence.** Correspondence had been previously circulated to councillors and was noted by those present, it was agreed to discuss the correspondence received from a member of the public in part two.	
PLG 165	**To Receive and Note Decision Notices.** It was noted that decisions are currently 79.88% in line with those of Cornwall Council.	
PLG 166	**To Receive and Discuss Site Meetings and Planning Appeals** None	
PLG 167	**To Receive and Discuss 5 Day Protocols** Non-Outstanding.	
PLG 168	**To Consider the Planning Applications as listed and agree comments/ recommendations to be made to Cornwall Councill.** **<u>PA25/03767</u>** It was **resolved** to SUPPORT this application PA25/03767 however, there are some concerns with the loss of windows in the application which would result in reduced light availability to the apartments, an increased number of windows would also be more in keeping with the surrounding area. The alterations to the west elevation door are also of concern. Proposed by Cllr Lundy, seconded by Cllr Rose, All in favour. **<u>PA25/04171</u>** It was **resolved** to SUPPORT this application PA25/04171 Proposed by Cllr Lundy, Seconded by Cllr Remington, All in favour.	PFO upload comments to CC website

	<u>PA25/04510</u> It was **resolved** to SUPPORT this application PA25/04510 subject to satisfying the points outlined by Southwest Water Services, it was discussed that Looe Town Council also request that the Case Officer conducts a site visit to make a full assessment of the location of the proposed deck above the existing parking area. Proposed by Cllr Lundy, seconded by Cllr Patterson, All in favour. **<u>Works to trees within a Conservation Area</u>** References PA25/04389 and PA25/04616 are to be decided under the local authority Cornwall Council.	
PLG 169	**To Receive an Update on Shopfront and Advertising Literature.** It was discussed that the PFO and the communications officer will compose further literature on the website with further guidance around shopfronts advertising.	PFO and Comms Officer
PLG 170	**To Discuss and Recommend Communication of Key Messages** None	
PLG 171	**Other urgent business as determined by the Chairman (for information only)** No matters.	
PLG 172	**Exclusion of members of the press and public** It was agreed that a recent development that does not have a planning application should be reported to Cornwall Council. The Meeting closed at 18.33pm.	
	Date of next Planning Meeting: 5th August 2025.	

Signed ....

Date..

LOOE TOWN COUNCIL
KONSEL TRE LOGH

MINUTES OF THE PLANNING COMMITTEE MEETING
Held on the 12th of August 2025 at 6.00pm
At Looe Library & Community Hub, The Millpool, Looe, PL13 2AF

REPORT TO COUNCIL

PRESENT: Councillor J Lundy (JL) – Chair
Councillor C Rose (CR)
Councillor J Graham-Jones (JGJ)
Councillor E Stone (ES)

IN ATTENDANCE: S Bonney – Planning and Finance Officer (PFO)
S White-Town Clerk (SW)
Three members of the public.

	Welcome The Chair welcomed Councillors to the meeting	**Actions**
PLG 173	**To Receive and Consider Apologies** Apologies were received from **c**ouncillors: C Harwood, M Powell, and S Remington. Councillors M Powell and C Patterson were both absent.	
PLG 174	**To Receive Declarations of Interest** None declared.	
PLG 175	**To Receive Questions from Members of the Public** Three members of the public were in attendance.	
PLG 176	**To Resolve to Approve the Minutes of the Planning Committee meetings held on the 15th of July 2025.** It was noted that there were not sufficient members in attendance to approve previous minutes, and it was agreed to defer this until the next meeting.	

PLG 177	**Questions on Update from Planning & Financial Officer.** The PFO stated that a written report had been circulated to Councillors and all actions from the previous meeting were completed. The PFO also stated that there had been further correspondence received from a business in the town and the signage in question had been covered, therefore, the matter was not escalated.	PFO
PLG 178	**Correspondence.** No Correspondence had been received.	
PLG 179	**To Receive and Note Decision Notices.** It was noted that decisions are currently 80% in line with those of Cornwall Council.	
PLG 180	**To Receive and Discuss Site Meetings and Planning Appeals** None	
PLG 181	**To Receive and Discuss 5 Day Protocols** Non-Outstanding.	
PLG 182	**To Consider the Planning Applications as listed and agree comments/ recommendations to be made to Cornwall Councill.** **<u>PA25/03451</u>** The planning committee discussed this application, and concerns were raised regarding the stability of the proposed application, therefore, a full structural report is required. It was also discussed that the proposed structure of the terrace area is out of keeping with the surrounding conservation area, an improved design may fit in better with the surrounding conservation area, which would be more in keeping with the local distinctiveness in Looes historic core. A further site visit from the case officer is requested. It was **resolved** to OBJECT to application PA25/03451, proposed by Cllr Lundy, seconded by Cllr Graham Jones, All in favour. **<u>PA25/04631</u>** It was **resolved** to SUPPORT this application PA25/04631, proposed by Cllr Lundy, seconded by Cllr Graham Jones, All in favour. **<u>PA25/05041</u>** The planning committee discussed PA25 05041- the re-opening of the coop, it was agreed that the committee are in support of the re- opening of the business, however, concerns are raised regarding Item 4 of the application, the illumination of the graphics within the street scene in a conservation area. The committee referred to the previous application PA23/03276 which was refused due to its negative impact within Looe's Conservation Area. Item 4 of this proposal would add an unsympathetic commercial	PFO upload comments to CC website

	development, with little public benefit. The illumination of the sign would be against policies: • The Town and Country Planning Act, "Control of Advertisements" • Page 95/96 'Commercial Signage' of the NDP conservation rulings. Looe Town Council also raises concerns with regards to the proposed vinyl graphics which are to be displayed on the shopfront windows facing the street scene. The proposal depicts items of fast food which does not promote healthy eating and looks somewhat at odds with the Conservation Area. It was **resolved** to SUPPORT -In Principle this application PA25/05041, proposed by Cllr Lundy, seconded by Cllr Rose, All in favour. **<u>PA25/05002</u>** It was resolved to SUPPORT this application PA25/05002 proposed by Cllr Lundy, seconded by Cllr Graham Jones, All in favour. **<u>PA25/05231</u>** The committee agreed that there was Insufficient information for this application, and more information is required in order for the committee to make a decision.	
PLG 183	**To Receive an Update on Shopfront and Advertising Literature.** It was discussed that the PFO and the communications officer have composed further literature with the direction of the planning chair, which will be online in the coming week.	PFO and Comms Officer
PLG 184	**To Discuss and Recommend Communication of Key Messages** None	
PLG 185	**Other urgent business as determined by the Chairman (for information only)** No matters.	
PLG 186	**Exclusion of members of the press and public** The Meeting closed at 18.45pm.	
	Date of next Planning Meeting: 9th September 2025.	

Signed ....

Date..

Cllr Jim Candy Looe TC 23.9.2025

1) The Saltash Tunnel works are still ongoing, with works at Stoketon Cross, just this side of Saltash on A38, about to start. It is hoped that the tunnel works will finish by Christmas.
2) I have been chasing planning re the project next to the Library and the Skate Park.
3) Flooding on 28th August: I am aware that The Jolly Sailor and 2 residential properties on Fore St flooded, and 2 dwellings at Tregarrick were affected by landslips, I am working with officers on flood resilience. If Cllrs are aware of any other flooded properties please contact me
4) Looe Weekender was a success, as far as I am aware.
5) Car parking charges have risen by inflation, taking into account that they were not increased last year. I have asked that the needs for seasonal workers on minimum wage who have no public transport option are looked at. However I remind everyone of the discounts options available, and the Just Park app.
6) I attended a meeting re fatalities on road between Looe and Pelynt with the Police who will ask their colleagues for a feasibility study re blanket speed reductions
7) I am away on holiday in October, but will check my emails regularly, as wifi access allows. Cllr Cornwall has agreed to attend any on site meetings which I am required to attend, and I will reciprocate for him in November when he is away.

Cllr Mark Gibbons Report to Full Council on 30th September 2025

Summary of Cornwall Council full meeting on 16 September

Sewage scandal
A motion to tackle the scandal of sewage discharges - with commitments and timescales, a Cornwall water summit and an appointed Water Quality Champion - was put forward and seconded by Cllr Candy.

I spoke in favour and made the point that, to be effective, it would be vital to engage with senior management and decision makers from South West Water, not just their community officers, and that we would also need clear, realistic plans for improvement. Initiatives like 100% coverage of real-time monitoring, triaging and prioritising the worst overflow pipes, bigger storm tanks, more nature-based drainage and a statutory consultee role in planning for SWW.

The proposed Cornwall-wide summit should provide a chance to press for meaningful and achievable improvements to protect Looe's environment and tourism economy.

Keeping Cornwall clean
Councillors backed the relaunch of "Keep Cornwall Clean" - a campaign to support community litter picks and beach cleans. This ties in well with work already happening in Looe and could help Looe's existing beach-clean groups and volunteers, providing equipment and support.

Other motions
Motions on parking charges, phone allowances, and the future of Cornwall's County Farms were passed to committees for further work.

CPI-linked tariff increases and debates over parking management will affect town centre and harbour car parks, with direct impact on residents, traders and visitors. Decisions on the future of Cornwall's farm estate could influence local food resilience and employment opportunities.

Fair share for South East Cornwall
Former councillor Armand Toms asked why Mid Cornwall continues to receive big subsidies for projects like the Mid Cornwall Metro and Newquay Airport, while South East Cornwall doesn't seem to be getting its fair share. I will be continuing to apply pressure on this topic.

Saltash Tunnel update

National Highways reported that the Saltash Tunnel works have gone as smoothly as possible, thanks to extra trains and more parking at Liskeard. The tidal lane - which will ease traffic significantly - is due to be restored in December, though a short delay (into January) is possible while final software is tested.

Local update

I attended the Big Weekender event and was happy to see the town busy and venues well attended (though Friday afternoon was understandable quieter). I'll also be visiting the Kernofornia event and will be paying special attention to traffic management on the Friday and Sunday nights.

I was pleased to have a resident report that maintenance work around the estate that they had asked me to press for had been completed. I understand that since the closure of the Barratts Exeter division, the Bristol team have taken over resulting in some communication issues.

The displaying of flags on streetlights around the estate has also been an issue this month with some residents writing to me requesting their removal.

Cornwall Council policy is that items attached to public / street furniture - such as lighting, signage, fencing etc - should be removed. Private homes are, of course, another matter and left to the discretion of the owners.

As the estate is unadopted, the Streetlighting team is unable to help, so I have been liaising with Barratts management and recommending that they simply align with Council policy on this in the best interests of all residents.

There will be Traffic Management in place on Station Road while the banks are secured and the parapet wall is extended. Looe Town Council expressed concern regarding planning permissions and the design and materials used in the conservation area, which I have shared with all stakeholders. I will continue to monitor, report and support throughout this significant project.

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

MAYOR'S REPORT TO FULL COUNCIL – 30 September 2025

I have had some recent time away from Looe. However, I have been in touch as needed with colleague Town and Cornwall Councillors, our officer team, other town organisations and members of the public.

Most of the topics that I have been involved with are listed below. A number are addressed elsewhere on our agenda but, where they are not, I will answer any questions at the meeting.

Kernowfornia
Closure of Fore Street, seafront toilets unavailability to the public, general communication concerns

Rain storms and consequent floods
Information on damage and disruption, complaints about drain clearance

Cancellation of the Food and Drink Festival
Briefing on decision, notes of commiseration

Damage to toilets and public interaction
Briefed on incidents, discussion

Revival of town twinning with Quiberon
Sending out explanatory leaflet, collating responses. Plans confirmed for exploratory visit in October. No cost to LTC.

Town security patrols
Noting interim feedback and responding

Christmas lights
Discussion of options for 2025

Creative Looe
Support for TRIP application, responding to requests for expressions of support for Maritime Public Art project without risking predetermination of potential planning applications

Looe Volunteers and March 2026 Spring Clean
Meeting with Armand Toms, supporting progress to formal arrangements

Internal emails on planning issues, signage etc
Various

Displaying of union flags at the Barratts estate
Complaint received from resident, replied and liaised with Cllr Mark Gibbons

Responsibility for displaying warnings of sewage spills potentially affecting beaches
Query received from member of the public. Reply pending.

Youth Town Council
Meeting with Looe Community Academy to progress

Stephen Remington
September 2025

Author: Responsible Finance Officer
Committee: Full Council
Status Public
Agenda Item FC 25-26/072
Date: 24.09.25

Responsible Finance Officers update

- The final payment of precept for 2025-26 has been received from Cornwall Council.
- Councillor's Pearn and Remington along with the Town Clerk and Deputy Clerk have been processed as full power signatures for our Lloyds bank account.
- Councillor Rose has been approved by the Finance Committee to also undertake bank reconciliation checks.
- A direct debit has been successfully accepted by HMRC for the monthly PAYE-NI payments.
- VAT quarter April-June was a reclaim of £6,289.79.
- Further documentation was required by BDO LLP our external auditor to assist with the annual assurance review. This will be finalised by 30th September 2025.
- An insurance payout of £837.21 has been received for the water leak in the library downstairs toilet.
- The Finance & Strategy Committee have approved two new separate contracts for the phone system and broadband.
- Our water supplier is looking into whether we have been over-charged on our Hannafore toilet invoices. South West Water have recently installed a new sub meter at this location. We have also requested a refund from the water leak that took place back in April 2025.
- The Local Government pay claim for 2025-26 was agreed in July, the backdated pay was paid to employees in Augusts monthly pay run.

Priorities

- Publicise the conclusion of the Annual Governance and Accountability Return.
- Complete the application for the deposit fund account with the CCLA.
- Ensure the accounts are up to date.
- Prepare a draft staffing budget for 2026-27 for the Staffing Committee.
- Review and revise earmarked reserves balances along with updating categories.
- Prepare a draft forecast report for 2025-26

Financial Summary Year to date (YTD)

The summary below shows income and expenditure from April to August 2025 excluding Looe Food Festival income and expenditure.

Income v Expenditure 2025-26	Budget YTD Apr-Aug 25	Actual YTD Apr-Aug 25	YTD Variance
Income summary			
Precept	£284,950	£284,950	£0
Rental income	£7,350	£7,413	£63
Toilet income	£20,507	£38,344	£17,837
Grant income	£0	£0	£0
Miscellaneous	£10,833	£18,871	£8,038
Total income	**£323,640**	**£349,578**	**£25,938**
Expenditure summary			
Overheads	£14,840	£10,292	£4,548
Admin/Council	£101,421	£101,239	£182
Hub/Library	£66,465	£56,196	£10,269
Facilities/toilets	£88,592	£98,267	-£9,675
Services/Assets	£12,319	£7,834	£4,485
Grant/donations	£19,200	£10,124	£9,076
Total expenditure	**£302,837**	**£283,952**	**£18,885**
Surplus/deficit		**£65,626**	
Earmarked Reserves expenditure		**£24,114**	

These figures are based on the best available information at this time and may change.

Income

Year to date (YTD) income has exceeded the budgeted amount by £25,938
This positive variance is primarily due to the following:

- Receipt of match funding from the Looe Business Forum for the summer street patrols.
- New income from toilet advertising
- Higher than anticipated bank interest rates
- Increased income from toilet entry

Expenditure

Year to date (YTD) expenditure is currently below the budgeted amount by £18,885
There are still outstanding invoices and credit notes to be received and processed within this accounting period.

Reserves

A total of £24,114 has been spent from Earmarked Reserves on the following projects:

- new CCTV installation
- Guildhall toilet repairs
- Mariners Garden improvements
- Looe Wheeled sports
- Additional funds for Looe In Bloom

Author:	**Sharon Payne, Deputy Town Clerk**
Committee:	**FC 30th September 2025**
Status:	**PUBLIC**
Agenda Item	**FC 25-26/072 Services Assets & Community Committee Report**
Date:	**24th September 2025**

Services, Assets and Community Committee met on the 23rd September 2025

Maintenance and Cleaning Team

KEY ACHIEVEMENTS/SUCCESSES Relocation of the office printer. We have installed a new cost-effective machine with more readily recyclable cartridges that comply with Simpler Recycling legislation. Hannafore notice board refurbished. Seafront Paddle Gate replaced. Fitted a new replacement bench at Hannafore after one was vandalised. Two new Propelair Toilets fitted free of charge at the seafront toilets.
PROGRESS REPORTS Looe Library and Community Hub Flooded on Friday 29th August. Andrew has filled a skip with material removed from the rear of the library building. We have received guidance from our Architect and will proceed on his advice.
CURRENT PRIORITIES Rear of Looe Library and Community Hub – Drainage. PAT testing. Mariners Garden Christmas Lighting and Boat.

Monthly maintenance.
CURRENT OSTACLES Electric Van is currently off the road. Staff taking post summer holidays. Cleaning Team coverage management – this will improve once the team switch to Autumn/Winter hours. A member of the cleaning team will be available most days to assist with maintenance tasks.

Creative Looe

United by the Sea T-shirts on sale at Looe Library – Buy a T-shirt → Fund a Fish! 🐟 ✨

Looe Town Council is pleased to announce that from **Monday 29th September**, *United by the Sea* T-shirts will be available to purchase from **Looe Library**.

Every T-shirt sold supports **Creative Looe's projects for children and young people** – helping our community's creativity take flight. Quite simply: *Buy a T-shirt → Fund a Fish!* 🐟 ✨

Your support will help more local youngsters take part in a **ceramic fish workshop**, building towards their very first collective exhibition next spring. It's a chance for young artists to shine, for families to come together, and for the town to celebrate its fishing heritage in a fun and colourful way.

Each T-shirt is more than just a keepsake – it's a feather in the wings of our children's creativity. By supporting this project, we can elevate their ideas and give them the opportunity to connect with their town and heritage in a lasting, meaningful way.

T-shirts and Tea Towels are available in a range of sizes while stocks last and can be purchased directly from the library during opening hours from Monday and in the Rose Garden this weekend during the Kernowfornia Festival.

We've already sold T-shirts that are flying home to New Zealand, Canada and Australia lets encourage our visitors to take home a magical memory of Looe that will support the town's next generation to be more creative.

United by the Sea - first project supported by CreativeLooe – Please visit our socials: https://www.facebook.com/groups/751643720993631 or https://www.creativelooe.org

or https://www.instagram.com/unitedbythesea_/

Next Party with a Purpose – Friday 24th October, 7pm at The Hannafore Point Hotel, Looe.

Cllr Jon Holmes, Chair of Services, Assets and Community Committee.

Author:	**Sam White**
Committee:	**Full Council**
Status	**Public**
Agenda Item	**FC/25-26/0073 Clerk's Report**
Date:	**23rd September 2025**

This report provides an update on the Town Clerk's activities since the last meeting.

1. **Meetings update**
   1.1. August is a normally a quieter month for meetings and in addition, I had two periods of leave during that time so the number of meetings attended was reduced.
   1.2. The CALC Larger Councils' Meetings in both August and September were held online and I continue to find that the sharing of information and experiences with other Clerks is very useful. Subjects covered included preparing for Assertion 10, flag flying, car park charges and way to improve Cornwall Council's communication with town and parish councils.
   1.3. I worked very closely with the organisers of the Looe Food & Drink Festival and the Looe Harbour Commissioners in the run up to the festival when it became clear the weather was going to be a problem. I was able to use my previous events experience when a go/no go decision had to be made.
   1.4. I have attended a couple of meetings regarding the Skatepark and attended one of the consultation events. We now await the outcome of the planning application
   1.5. I attended the Two Minutes Silence for VJ Day which was very moving and so many visitors stopped to honour the silence too.
   1.6. I have had a number of meetings with Armand Toms and Rebecca Dickson from Cormac regarding establishing the Looe Volunteers group. The group – which would operate separately from the Town Council – now almost has agreement to commence work and they will be provided with tools; PPE and any green waste will be removed. The group will work separately with Clean Cornwall to have any litter taken away. My thanks to Armand for his enthusiasm for taking this on in his 'retirement'.
   1.7. We will again be hosting a group of Sustainable Environment Management masters students from Plymouth University next month and I have had a preparatory meeting with their lecturers to prepare. They will be with the Town Council for around an hour before spending the rest of the day in the town.

2. **Upcoming meetings**
   2.1. Christmas Lantern Parade planning meeting & site visit on Monday 22nd September
   2.2. NALC Coastal Communities meeting on 23rd September
   2.3. Meeting at Looe Community Academy regarding the Youth Council project
   2.4. An in-person CALC Larger Councils meeting in Falmouth on 16th October

3. TRIP Grant Funding

3.1. Since the last meeting, I am pleased to say that both of our bids to the TRIP fund – for new Heritage Trail map and signage and a Creative Looe Arts feasibility study – were successful.

3.2. We only have until the end of the year to spend the money so work has started on both projects already.

3.3. For Creative Looe in particular, we have engaged with the directors of the new Creative Looe CIC for their input into the brief and to make sure the outputs and outcomes of the study are aligned with their thinking, especially around their concepts for the United by the Sea event.

4. Festival planning

4.1. Two key events are coming up in the next few months and planning is well underway for both

4.2. Remembrance Sunday is on 9th November and the event will be the same format as in previous years. An initial meeting of all interested parties has already been held and official invites sent out. The road closure has been granted and I have arranged to borrow barriers from Looe Harbour Commissioners to improve public safety.

4.3. The Christmas Lantern Parade will be on Friday 28th November with a lantern making workshop on Saturday 1st November. Again, the road closure has been granted but we are looking at ways we can improve the flow of the parade further and an improved layout for the promenade activities. Please see my separate report on the fireworks for this event.

5. Recommendation

5.1. It is recommended that this report is noted.

Illustrator Overview: Heritage Project

Overview:

The following candidates have submitted responses to the Expression of Interest. Each candidate was asked to respond to the same brief:

Expressions of Interest – Illustrator/Designer Wanted – Looe Town Council

I have reviewed and analysed their submissions based on the information provided. The observations below reflect my personal opinions and are not formal proposals. At this stage, key factors such as pricing and timeframes for completing the work have not yet been discussed. There are 8 candidates in total.

Personal viewpoint key:

Strong contender with good communication & working examples. Candidate is local or has local connections.

Good contender, good communication & good working examples. Candidate may/ may not be local.

Little/ no examples or relevant experience. Not a good fit.

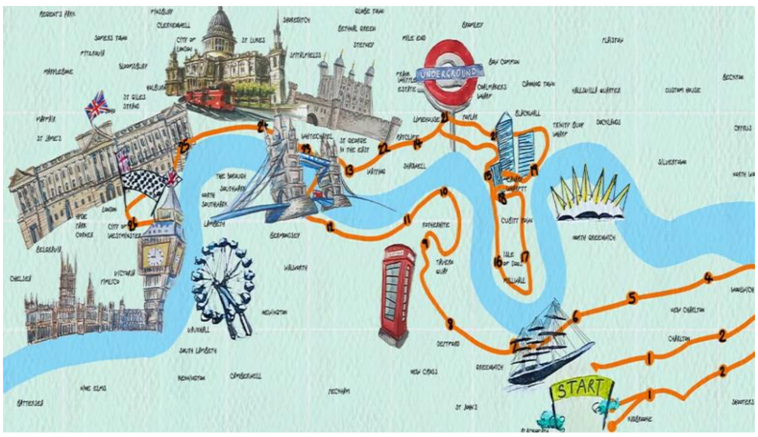
Candidate 1: Alice Smith

Contact Email: alice@avsmart.com

Website: AVMS Art

Portfolio example: Alice Smith portfolio.pdf - Adobe cloud storage

Photo reference:



Notes: *Referred by Sue Pengelly (daughter in law).*

NMTF National Young Trader of the Year 2024.

Gift of the Year 2023 Design and Craft - Category Winner

NMTF's Midlands Young Trader of the Year 2023

NMTF's Highly Commended Arts and Crafts Young Trader National Finals 2023

Location: Midlands but link to Looe through fiancé, moving to Looe in future.

Candidate 2: Stephanie Davis (student)

Contact Email: sd10212837@aup.ac.uk

Contact Instagram: @steffideeillustration (no website given)

Portfolio example: no portfolio given.

Photo reference:

Notes: Studying at Arts University Plymouth, mature student. Style is "quite varied due to different briefs and style requirements. An equal mix of hand drawn and digitally drawn images. A couple of which are illustrated maps also". Stephanie also created the recent design for Sheila's Dance School Presentation.

Location: Looe based.

Candidate 3: Jennie Anderson

Contact Email: **info@jennieanderson.co.uk**

Contact website: **Jennie Anderson**

Portfolio Example: **JLA Aerial View Reconstruction Portfolio 2024-5.pdf - Adobe cloud storage**

Photo Reference:

Notes: Provided CV. Lots of Work with English Heritage. MA in archaeological illustration. Early creative career in Fine Arts, employment experience with English Heritage and Historic England. Real focus on Heritage. Featured in the guardian: Archaeological survey detects Roman villas and iron age farmsteads in Shropshire | Archaeology | The Guardian

Location: South-West based, did not clarify specific location.

Candidate 4: India Rabey (The Way Design)

Contact Email : india@thewaydesign.co.uk

Contact website: thewaydesign.co.uk

Portfolio Example: Not Provided

Photo Reference:

Notes: Very strong example of heritage maps in the area. Medium size local company with professional experience & portfolio of working with established companies, e.g Forestry England. Strong communication & asked a set of follow up questions. Styles vary. **Location: Camelford, Cornwall**

Candidate 5: Jessica Marwood

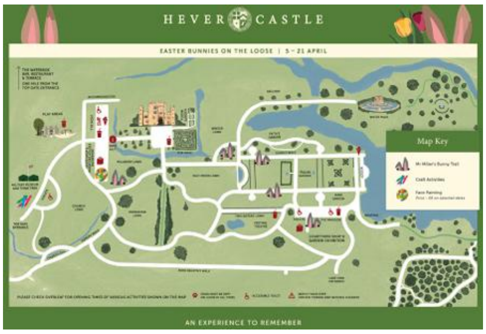
Contact Email: jessicamarwood88@yahoo.co.uk

Contact Website: JESSICA MARWOOD ART

Contact social media: Jessica Marwood (@jessicamarwoodart) • Instagram photos and videos

Portfolio Example: Portfolio-JessicaMarwoodpdf.pdf - Adobe cloud storage

Photo Reference:



Notes: With fond childhood memories of the area, I think it sounds like a fantastic project and a great chance to capture the stunning culture and natural beauty. I am a designer and illustrator currently working at a creative agency, where, amongst my responsibilities, I act as the "brand guardian" for Hever Castle in Kent. For this fabulous client, I develop fun, exciting, and engaging creative campaigns for the ongoing stream of events at the Castle. Appealing to their key audiences of historians, families and garden enthusiasts. These campaigns are then rolled out over a range of formats, including updating details of the castle map, which must give clear communication and direction of the grounds, while also representing the relevant theme and infusing the map with some fun and event activities.

Location: Not specified, previous visits to Looe.

Candidate 6: Nicholas Dellanno

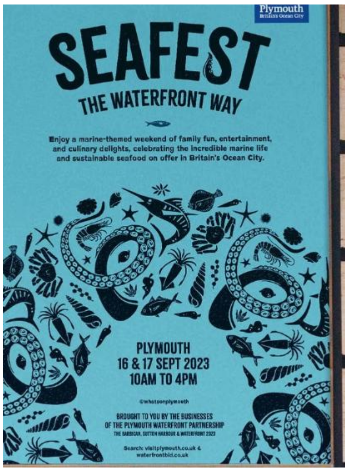
Contact Email: nick@dellanno.studio

Contact Website: Dell 'Anno - Dell 'Anno Studio: Collaborative Design Studio in Plymouth, Devon

Portfolio Example: Dell 'Anno Studio Clients: Visit Looe - Custom Font, Branding, Town Identity — Dell 'Anno

Plymouth Waterfront Partnership — Dell 'Anno

Photo Reference:



Notes: Created the Visit Looe font. A lot of clients both local & worldwide. Most recent work in Looe, Talland Bay Hotel re-brand.

Location: Plymouth based studio but Looe local.

Candidate 7: Will Maher

Contact Email: info@wmdesigns.co.uk

Contact Website: www.wmdesigns.co.uk

Portfolio Example:

Photo Reference:

Notes: Studio is based in Fowey, but we have a strong personal connection to Looe Jack, one of our team members, is from there, and I grew up spending much of my childhood in Looe while visiting my grandfather in Hannafore. It's one of the key reasons WM Designs is now rooted in Cornwall. We're a passionate and creative team with experience in producing locally inspired designs. Recently, we created the Fowey RNLI 200th anniversary artwork, including the illustration that featured on the Fowey "pretty bus stop." We've also collaborated with a range of local businesses, and it would be a privilege to bring our skills and local knowledge to this project.

Location: Based in Fowey, connections to Looe

Candidate 8: Simon Rickwood (Bang Bang Creative)

Contact Email : simon@bangbangcreative.co.uk

Contact Website: Web Design Cornwall | Creative Media Agency Bang Bang Creative

Graphic Designer portfolio: Ikonika

Photo Reference:

Notes: Very strong communication. Recent work with Visit Looe re-brand. Work above is from graphic designer who works closely with the team, Looe scene is featured on the Visit Looe website.

Location: Cornwall based.

Author:	**Sam White**
Committee:	**Full Council**
Status	**Public**
Agenda Item	**FC/25-26/0078 Looe Residents' Survey**
Date:	**23rd September 2025**

1. Introduction

1.1. Many local councils undertake regular residents' surveys to gauge opinion and general satisfaction. As part of our plan to draft a new Comms Strategy for the council and generally get our residents' views, we are proposing undertaking a residents' survey for Looe this autumn.

1.2. The survey will be conducted via SurveyMonkey which is a powerful platform for analysing the data and we will promote the survey both on and offline to ensure we reach as many residents as possible and we get a statistically significant number of responses.

2. Proposed questions

2.1. The document attached to this report shows the questions we are proposing to ask

2.2. We have based some of the survey on benchmarked questions sourced from Local Government Association but also drafted bespoke questions so they are relevant to our own operations.

2.3. The Content & Communications Officer has set the survey up within the SurveyMonkey platform so the survey is ready to be launched imminently.

3. Recommendation

3.1. It is recommended that the draft survey questions are approved.

SurveyMonkey Residents' Survey questions

Here at Looe Town Council, we are preparing our strategic plan for the next few years and we'd really welcome your input into the plans and priorities. We also want to make sure we are communicating with you in ways that work for you and so we'd like your opinions on that too.

We have put together this short survey – it shouldn't take longer than a few minutes – and all replies are anonymous. Your answers will really help us to ensure we are working effectively for you in the future.

What is your postcode:

Section 1 – Living in Looe

Q1 How strongly do you feel you belong to your local area?

- Very strongly
- Fairly strongly
- Not very strongly
- Not at all strongly
- Don't know

Q2 Thinking about the town, how much of a problem do you think each of the following are:

- Noisy neighbours
- Rubbish or litter lying around
- Vandalism, graffiti and other deliberate damage to property or vehicles
- People using or dealing drugs
- People being drunk or rowdy in public places

A very big problem
A fairly big problem
Not a very big problem
Not a problem at all
Don't know

Q3 To what extent would you agree or disagree that people in Looe pull together to improve the local area

- Definitely agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Definitely disagree
- Don't know

Section 2 - How are we doing?

Q4 Overall, how satisfied or dissatisfied are you with the way Looe Town Council runs things?

- Very satisfied
- Fairly satisfied
- Neither satisfied nor dissatisfied

- Fairly dissatisfied
- Very dissatisfied
- Don't know

Section 3 – How we communicate with you, including Councillor engagement

Q5 How do you currently find out about Looe Town Council and the services it provides?

- Website
- Social media – Facebook, Instagram
- Council e-newsletters (e.g. the Friday update)
- Notice boards
- Looe Community News and other printed information
- Word of mouth
- Do not find out any information

Q6 Please tell us about a way you'd like us to communicate with you that we don't use at the moment

<verbatim answer>

Q7 Which three things do you think Looe Town Council could do better to engage with local residents?

- Make it clearer how residents can get involved with council decision making
- Explain more clearly its decisions when they affect you
- Be more visible in the community
- Further improve its customer service
- Demonstrate more clearly how it is acting on residents' feedback
- Increase residents' access to local councillors e.g. hold regular councillor surgeries
- Explain more clearly how it is using your money

Section 4 – Areas of priority

Q8 We are always looking for ways to improve our services whilst keeping costs as low as possible. We also have some new project opportunities that we could do if the community wants us to do, although some of these may mean a small increase in your council tax. Please tell us which two of the following ideas you'd like us to prioritise

Devolution – taking on more assets from Cornwall Council such as buildings, green spaces and car parks

Festivals, events and markets – putting on more events that would be free such as St Piran's Day or working with local businesses to run regular markets. This may also include creating a formal partnership with some of the other town organisations to share resources and expertise

Climate action and environment – doing more to improve the natural environment in the town such as nature recovery and to take steps to tackle climate change such as reducing emissions

Community support – setting up or supporting more community groups e.g. for veterans, memory café etc, expanding the community grant scheme, setting up a community hub

Visitor Information – expand our visitor information offering which might include opening a dedicated visitor information centre in town or improving the offering at Looe Library and Community Hub.

Any others <verbatim answer>

Section 5 - Toilets

Q9 Keeping the 5 sets of public toilets open, clean and in good condition currently costs Looe Town Council around £220,000 a year. This is funded entirely by your council tax and the revenue from the 30p cost of using Millpool and Seafront toilets.

We are considering other funding options so which of the following do you think we should look into further

- Sponsorship
- A tourist tax
- Ask for voluntary donations
- Other <verbatim response>

Q10 Do you think we should continue to charge to use the toilets?

- Yes
- No
- Don't know

Q11 Closing some of the toilets either permanently or just in the winter would help us save money. Would you be in favour of this?

- Yes
- No
- Don't know

Thank you very much for completing the survey. We'll analyse the results and publish them as soon as we can.

1st Floor
Guildhall
Fore Street
East Looe
Cornwall PL13 1AA

Registered Charity No: 1166934
Registered Company Number: CE006598
V.A.T. Registration No: 526 8810 29

Trust Manager: Jane Day

Maintenance Manager: Antony Scarah

Telephone: (01503) 263709

Email: info@eastlooetowntrust.co.uk

30th July 2025

Town Clerk
Looe Town Council
The Millpool
West Looe
PL13 2AF

Dear Sam

Re: Beach Tractor

As you are aware, ELTT own and maintain the town's sandy beach for the public to use free of charge. Arguably, the beach and seafront are the main attractions of the town and we work hard to keep it a clean and welcoming environment for all to use. As you are aware, we have recently invested a large amount of money, assisted by a grant, to renovate the Old Lifeboat Station and The Watchtower and hope this will lead to further improvement in the Church End area (as indicated in the Neighbourhood Development Plan). It is important to maintain the beach, not only to attract visitors but also environmentally. We work alongside conservation experts to manage the seaweed and provide the best environment for all. Our work has undoubtedly helped the Bathing Water Quality to remain at "good" (and we are hoping for excellent next year).

The financial costs of maintaining the beach area are considerable, especially when we need to replace equipment and it is now time to replace our existing tractor. Our current tractor was purchased in 2019 but due to the harsh environment it works in, it does need replacing now. We have many quotes for tractors and the board have carefully considered them all and the best value for money (taking into account warranties and servicing) but even so this leaves us with a balance of £30,000 to pay.

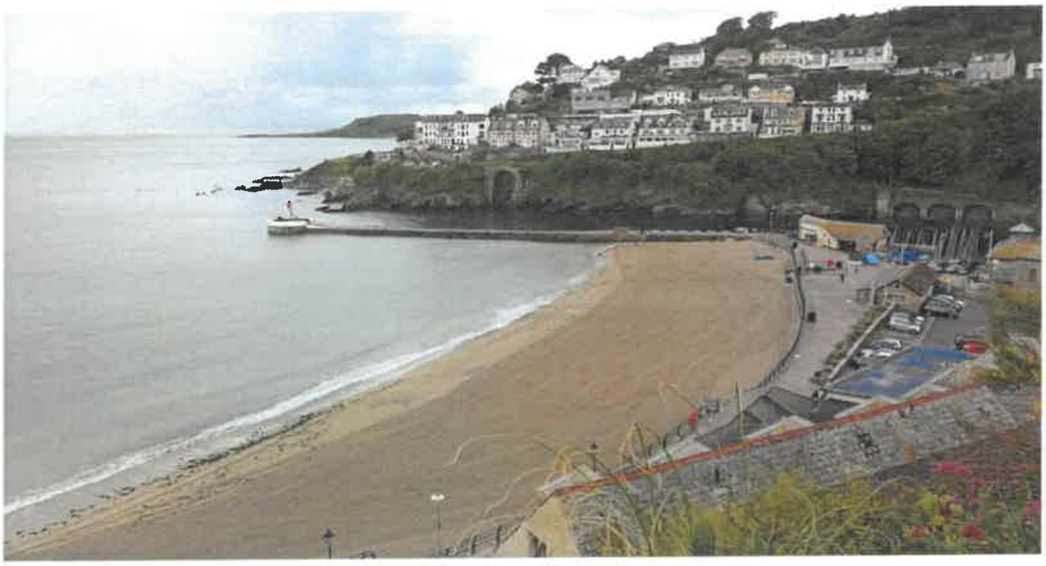
Previously, Looe Town Council have always made a financial contribution to the tractor and we sincerely hope that you can continue to support us by way of a donation towards the cost of the new tractor.

Kind regards

J Day

Jane Day BSc
Trust Manager

EAST LOOE TOWN TRUST



Application Form

Name of Organisation or Group: East Looe Town Trust
Purpose of Organisation or Group:
Name of Contact: [redacted]
Email: [redacted]
Address: The Guildhall, Fore Street, East Looe PL13 1AA
Tel/Mobile No.: [redacted]
Postcode: [redacted]

Please confirm the legal status of your organisation

- ☐ Registered Charity (local) – Charity number 1166934

Purpose of Grant

What will the grant be used for?
To assist with financing a replacement tractor (please see attached letter).

Eligibility

Please explain how your project directly benefits the people of Looe.
Please see attached letter.

We expect applicants to provide match funding equivalent to the level of grant they are requesting. How will this project be match funded?
The Trust will obviously use some of our charity funds and we have also requested donations from WLTT, LHC, LDT and other town organisations.

Have you received any funding from the Town Council previously? If so please provide details of the value of the grant (s) and the date the grant (s) were approved.
LTC previous donated £3,000 to the purchase of the previous tractor which was purchased in 2019.

Please explain how your project will support our vision for an improved quality of life and environment for Looe as a great place in which to live, work, visit and invest.
Please see attached letter

Costs

What is the total cost of the project: **£30,000**
Amount of grant requested
If any single item exceeds £1,000 how have you identified that this is the best price?
Please see attached letter – but for clarity we obtained four quotes

Description and Value of Funds from Received / Pledged from Other Sources (Identify Sources)
The Trust has applied to other town organisations for donations – currently awaiting replies.

Additional Information

For existing organisation and projects, please provide the following with your application

- ☐ A bank account with 2 signatories

[redacted]

- ☐ A copy of a recent bank statement for the organisation

We can provide this to prove we have a bank account (if needed) but it would have to be redacted due to confidentiality (for example what our tenants pay us in rental charges etc).

- ☐ A copy of your constitution, articles of association, charitable objects

Copy of our constitution attached.

- ☐ A copy of your most recent approved accounts

Our 2025 accounts are currently being audited, I will send a copy when this audit is complete and the accounts approved.

Please note that this application will not be considered unless it is accompanied by a copy of the relevant paperwork and will be circulated to the Council and considered a public document unless you attach a note to explain why it must remain confidential.

CONSTITUTION OF A CHARITABLE INCORPORATED ORGANISATION

Incorporating the Foundation Model Constitution

Date of amended constitution: This 13th day of September 2022.
Original date of constitution: 25th May 2016

1. THE NAME of the charitable Incorporated Organisation ("the CIO) is
EAST LOOE TOWN TRUST

2. **NATIONAL LOCATION OF PRINCIPLE OFFICE**
The Principal office of the CIO is in England

3. **OBJECTS**
The objects of the CIO are:

3.1 To advance the education of the public:
- In the history and heritage of Looe and the surrounding area by the provision of museum.
- By the provision of grants, facilities, and services.

3.2 To further benefit the residents of the area of benefit, without distinction of sex, sexual orientation, race or of political, religious or other opinions by association together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities, including the beach, seafront and Wooldown, in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents;

3.3 To promote for the benefit of the public the conservation protection and improvement of the physical and natural environment, including by promoting biodiversity.

3.4 The prevention or relief of poverty and the relief of sickness by providing: grants, items, and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty and sickness.

3.5 The provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their you, age, infirmity or disablement, financial hardship, or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving he conditions of life of the said inhabitants.

3.6 In furtherance of these objects but not otherwise, the trustees shall have the power:

To establish or secure the establishment of a community centre and to age or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects in the Area covered by Looe town Council by providing grants, items, and services to individuals in need to prevent or relieve poverty.

4 POWERS

4.1 The CIO has power to do anything which is calculated to a further its object(s) or is conducive or incidental to doing so. In particular, the CIO has power to:

4.1.1 borrow money and to change the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Action 2011, if it wishes to mortgage land:

4.1.2 buy, take on lease or in exchange, hire or otherwise acquire property and to maintain and equip it for use.

4.1.3 sell, lease, or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011:

4.1.4 employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause:

4.1.5 deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5 APPLICATION OF INCOME AND PROPERTY

5.1 The income and property of the CIO must be applied solely towards the promotion of the objects.

5.2 A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonableness expenses properly incurred by him or her when acting on behalf of the CIO.

5.3 A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

5.4 None of the income or property of the CIO may be paid or transferred directly or indirectly by wat if dividend, bonus or otherwise by way of profit to any member of the CIO.

5.5 Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6 **BENEFITS AND PAYMENTS TO CHARITY TRUSTEES AND CONNECTED PERSONS**

6.1 General Provisions

6.1.1 No charity trustee or connected person may:

6.1.1.1 buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public.

6.1.1.2 sell goods, services, or any interest in land to the CIO; be employed by, or receive any remuneration form the CIO.

6.1.1.3 be employed by, or receive any remuneration from, the CIO.

6.1.1.4 receive any other financial benefits from the CIO.

6.1.2 unless the payment or benefit is permitted by clause 6.2 of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

6.2 Scope and powers permitting trustees' or connected person' benefits.

6.2.1 A charity trustee or connected person may receive a benefit form the CIO as a beneficiary of the CIO provided that it is available generally to the beneficiaries of the CIO.

6.2.2 A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

6.2.3 Subject to clause 6.3 of this clause a charity trustee or connected person may provide CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

6.2.4 A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

6.2.5 A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

6.2.6 A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

6.3 Payment for supply of goods only-controls

6.3.1 The CIO and its charity trustees may only rely upon the authority provided by 6.2.3 of this clause if each of the following conditions is satisfied:

6.3.2 The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("he supplier").

6.3.3 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

6.3.4 The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

6.3.5 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

6.3.6 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

6.3.7 The reason for their decision is recorded by the charity trustees in the minutes.

6.3.8 A majority of the charity trustees then in office are not in receipt of the remuneration or payments authorised by clause 6.

6.4 In sub-clauses (2) and (3) of this clause:

6.4.1 "the CIO" includes any company in which the CIO:

6.4.2 Holds more than 50% of the shares: or

6.4.3 Controls more than 50% of the voting rights attached to the shares; or

6.4.4 Has the right to appoint one or more directors to the board of the company.

6.4.5 "connected person" includes any person within the definition set out in clause 29 (interpretation).

7 CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

7.1 A charity trustee must:

7.1.1 declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

7.1.2 absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

7.1.3 Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8 LIABILITY OF MEMBERS TO CONTRIBUTE TO THE ASSETS OF THE CIO IF IT IS WOUND UP

8.1 If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9 CHARITY TRUSTEES

9.1 Function and duties of charity trustees

9.1.1 The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all powers of the CIO. It is the duty of each charity trustee:

9.1.1.1 to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO' and

9.1.1.2 to exercise , in the performance of those functions, such care and skill as Is reasonable in the circumstances having regard in particular too:

9.1.1.2.3 any special knowledge or experience that he or she has or holds himself or herself out as having: and

If he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect a person action in the course of that kind of business or profession.

9.2 Eligibility for trusteeship

9.2.1 Every charity trustee must be a natural person.

9.2.2 No individual may be appointed as a charity trustee of the CIO:

9.2.3 If he or she is underage of 16 years; or

9.2.4 If he or she would automatically cease to hold office under the provisions of clause 12.1.2.3

9.2.5 No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever wat the charity trustees decide, his or her acceptance of the office of charity trustee.

9.2.6 At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18years, the remaining trustees may only act to call a meeting of the charity trustees or appoint a new charity trustee.

9.3 Number of charity trustees

9.3.1 There must be at lease (4) charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.

9.3.2 The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

9.4 First charity trustee in position in 2016

9.4.1 The first charity trustees are as follows, (and were appointed for the following terms)-

Mr F J Warne	(1 year)
Mr P Gibson	(for 5 years)
Mr A Bishop	(for 5 years)
Mr C Cotton	(for 1 year)
Mr B Galipeau	(for 3 years)
Mr M Tolley	(for 1 year)
Mr Hendy	(for 3 years)

10 APPOINTEMENT OF CHARITY TRUSTEES

10.1 Appointed Charity Trustees

10.1.1 Apart from the first charity trustees, every trustee must be appointed for a term of four (4) years by a resolution passed at a properly convened meeting of the charity trustees.

10.1.2 In selecting individuals for appointment as charity trustees, the charity trustees must have a regard to the skills, knowledge and experience needed for the effect administration of the CIO.

10.2 Nominated Trustee(s)

10.2.1 Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.

10.2.2 Each appointment must be for a term of four (4) YEARS.

10.2.3 The appointment will be effective from the later of.

10.2.3.1 the date of the vacancy; and

10.2.3.2 the date on which the charity trustees or their secretary or clerk are informed of the appointment.

10.2.3.3 A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

11 INFORMATION FOR NEW CHARITY TRUSTEES

11.1 The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

11.1.1 a copy of the current version of this constitution ;and

11.1.2 a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12 RETIREMENT AND REMOVAL OF CHARITY TRUSTEES

12.1 A charity trustee ceases to hold office if he or she:

12.1.1 Retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).

12.1.2 Is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated.

12.1.2.1 dies.

12.1.2.2 in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months.

12.1.2.3 is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

12.2 any person retiring as a charity trustee is eligible for reappointment.

13 TAKING OF DECISIONS BY CHARITY TRUSTEES

13.1 Any decision may be taken either:

13.1.1 at a meeting of the charity trustees; or

13.1.2 by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document of several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14 DELEGATION BY CHARITY TRUSTEES

14.1 The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.

14.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

14.2.1 a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee.

14.2.2 the acts and proceedings of any committee must be brough to the attention of the charity trustees as a whole as soon as is reasonably practicable: and

14.2.3 the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers

15 MEETINGS OF CHARITY TRUSTEES

15.1 Calling meetings

15.1.1 Any charity trustee may call a meeting of the charity trustees.

15.1.2 Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

15.2 Chairing of Meetings

15.2.1 The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting., the charity trustees present may appoint one of their number to chair that meeting.

15.3 Procedure at meetings

15.3.1 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater or such large number as charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she Is not entitled to vote.

15.3.2 Questions arising at a meeting shall be decided by a majority of those eligible to vote.

15.3.3 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

15.4 Participation in meetings by electronic means

15.4.1 A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

15.4.2 Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

15.4.3 Meetings held by electronic means must comply with eh rules for meetings, including chair8ing and the taking of minutes.

16 MEMBERSHIP OF THE CIO

16.1 The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membershi0 of the CIO cannot be transferred to anyone else.

16.2 Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17 DECISIONS WHICH MUST BE MADE BY THE MEMBERS OF THE CIO

17.1 Any decision to:

17.1.1 amend the constitution of the CIO.

17.1.2 amalgamate the CIO with, or transfer its undertaking tom one or ore other CIOs, in accordance with the Charities Act 2011; or

17.1.3 wind up or dissolver the CIO (including transferring its business to any other charity)

17.1.4 must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

17.2 Decisions of the member may be made either:

17.2.1 by resolution at a general meeting; or

17.2.2 by resolution in writing, in accordance with sub-clause (4) of this clause.

17.3 Any decisions specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution, clause [29] (voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations, or the Dissolution #Regulations as applicable. Those provisions require the resolution to be agreed by 75% majority of those members voting at a general meeting or agreed by all members in writing.

17.4 Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

17.4.1 a copy of the proposed resolution has been sent to all the members eligible to vote; and

17.4.2 the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

17.4.3 The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

18 GENERAL MEETINGS OF MEMBERS

18.1 Call of general meetings of members

18.1.1 The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18[(decision which must be made by the members of the CIO)

18.2 Notice of general meetings of members

18.2.1 The minimum period of notice required to hold a general meeting of the members o f the CIO is 14 days.

18.2.2 Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulation, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

18.2.3 Proof that an envelope containing a notice was properly addressed, prepaid and poste; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

18.3 Procedure at general meetings of members

18.3.1 The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

19 SAVING PROVISIONS

19.1 Shall be valid notwithstanding the participation in any vote of a charity trustee:

19.1.1 who was disqualified from holding office.

19.1.2 who had previously retired or who had been obliged by the constitution to vacate office.

19.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise.

19.1.4 if, without the vote of that charity trustee and that charity trustee being counted in the quorum, for the decision has been made by a majority of the charity trustees at a quorate meeting.

19.2 Sub-clause19.1 of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

20 EXECUTION OF DOCUMENTS

20.1 The CIO shall execute documents either by signature or by affixing its seal(if it has one)

20.2 A document is validly executed by signature if it is signed by at least two of the charity trustees.

20.3 If the CIO has a seal:

20.3.1 it must comply with the provisions of the General Regulation; and

20.3.2 the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

21 USE OF ELECTRONIC COMMUMICATIONS

21.1 The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

21.1.1 the requirement to provide within 21 days to any member on request a hard copy of any document or information senet to the member otherwise than in hard copy form.

21.1.2 any requirements to provide information to the Commission in a particular form or manner.

22 KEEPING OF REGISTERS

22.1 The CIO must comply with its obligations under the General Regulation in relation to the keeping of, and provision of access to, a (combined) registers of its members and charity trustees.

23 MINUTES

23.1 The charity trustees must keep minutes of all:

23.1.1 appointments of officers made by the charity trustees.

23.1.2 proceedings at general meetings of the CIO.

23.1.3 meetings of the charity trustees and committees of charity trustees including:

23.1.4 the names of the trustees present at the meeting:

23.1.5 the decision made at the meeting; and

23.1.6 where appropriate the reasons for the decisions.

23.1.7 decisions made by the charity trustees otherwise than in meetings.

24 ACCOUNTING RECORDS, ACCOUNTS, ANNUAL REPORTS AND RETURNS, , REGISTER MAINTENANCE

24.1 The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the Income of the CIO, within 10 months of the financial year end.

24.2 The charity trustees must comply with their obligation to Inform the Commission with 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

25 RULES

25.1 The charity trustees **may** from time to time make such a reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO request.

26 DISPUTES

26.1 If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

27 AMENDMENT OF CONSTITUTION

27.1 As provided by section 224-227 of the Charities Act 2011:

27.2 This constitution can only be amended:

27.2.1 by resolution agreed in writing by all member of the CIO; or

27.2.2 by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of member).

27.3 Any alteration of clause 3 (Objects) clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

27.4 No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

27.5 A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the ned of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take affect until it has been in the Register of Charities.

28 VOLUNTARY WINDING UP OR DISSOLUTION

28.1 As provided by the Dissolution Regulations, the CIO may be dissolved by resolutions of its members.

28.2 Any decision by the members to wind up or dissolve the CIO can only be made:

28.2.1 notice has been given to those eligible to attend and vote:

28.2.1.1 by a resolution passed by a 75% majority of those voting, or

28.2.1.2 by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

28.2.2 by a resolution agreed in writing by all members of the CIO.

28.3 Subject to the payment of all the CIO's debts:

28.3.1 Any resolution for the winding up of the C@IO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining asses of the CIO shall be applied.

28.3.2 If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

28.3.3 In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

28.4 The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission of the CIO to be removed from the Register of Charities, and in particular:

28.5 The charity trustees must send with their application to the Commission:

28.5.1 a copy of the resolution passed by the members of the CIO.

28.5.2 a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

28.5.3 a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution.

28.6 The charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

28.7 If the CIO is to be wound up or dissolved in any other circumstances the provisions of the Dissolution Regulations must be followed.

29 INTERPRETATION

29.1 In this constitution:

29.2 "connected person" means:

29.3 A child, parent, grandchild, grandparent, brother, or sister of the charity trustee.

29.4 The spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above.

29.5 A person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above.

29.6 An institution which is controlled –

29.6.1 by the charity trustee or any connected person falling within sub clause (a), (b), or (c) above or.

29.6.2 by two or more persons falling within sub-clause (d) (i), when taken together

29.7 a body corporate in which –

29.7.1 the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or

29.7.2 two or more persons falling within sub-clause (e) (i) who, when taken together, have a substantial interest.
Section 118 of the Charities Act 2011 applies for the purposes of interpreting the rems used in this constitution.

29.8 "General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

29.9 "Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) regulations 2012.

29.10 The "Communication Provisions" means the Communications Provisions in (Part 10, Chapter 4) of the General Regulations.

29.11 "charity trustee" means a charity trustee of the CIO.

29.12 A "poll" means a counted vote or ballot, usually (But not necessary) in writing.

30 APPENDIX

30.1 Use of electronic communications.

30.2 To the CIO

30.2.1 Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

30.3 By the CIO

30.3.1 Any member or charity trustee of the CIO, by providing the CIO his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

30.4 The charity trustees may, subject to compliance with any legal requirements by means of publication on its website:

30.4.1 provide the members with the notice referred to in clause 19(2) (Notice of general meetings).

30.4.2 give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and

30.4.3 submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members decisions). 18(4) (Decision taken by resolution in writing),

30.5 The Charity Trustees must:

30.5.1 take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and

30.5.2 send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic format.