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 an 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:**