

# LOOE TOWN COUNCIL

## KONSEL TRE LOGH



### Services, Assets & Community Committee Minutes

Held in

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

Meeting held on 2<sup>nd</sup> December 2025 at 6pm

**PRESENT:** Cllr Jon Holmes (JH) - Chair  
Cllr Jamie Pearn (JP) – Vice Chair  
Cllr Stephen Remington (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:** None Present

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	<b>Welcome</b>  The Chair Cllr Jon Holmes welcomed everyone to the meeting.	
SAC/25-26/031	<b>To Receive Apologies for Absence and reasons given.</b>  It was <b>AGREED</b> to accept apologies and the reasons given from Cllr Michala Powell and James Lundy.	

SAC/25-26/032	<p><b>To Receive Declarations of Interest / Request for dispensations.</b></p> <p>None received.</p>	
<b>Public Participation</b>		
SAC/25-26/033	<p><b>To Receive representations from members of the Public in respect to the business on the Agenda.</b></p> <p>None Present.</p>	
SAC/25-26/034	<p><b>To Resolve to approve the minutes of the previous meeting of the Services, Assets &amp; Community Committee held on 23<sup>rd</sup> September 2025.</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the Services, Assets &amp; Community Committee held on 23<sup>rd</sup> September 2025.</p> <p><b>Proposed</b> by Cllr Jamie Pearn and <b>seconded</b> by Cllr Stephen Remington. Carried 4 for / 1 abstained as not present at the meeting.</p>	
SAC/25-26/035	<p><b>To receive questions on the report from the Library Supervisor.</b></p> <p>The Library Supervisors report was circulated and noted. Cllrs praised the work of the Library Staff.</p>	
SAC/25-26/036	<p><b>To receive questions on the report from the Content and Communications Officer.</b></p> <p>The Content and Communications Officers report was circulated and noted. Discussion ensued around the proposed revival of St Pirans Day celebrations for 2026 and historical Town celebrations. The TC informed Cllrs that for the first year this would be a tea party in the Chambers with the hope that the event would grow in future years.</p>	
SAC/25-26/037	<p><b>To receive questions on the report from the Responsible Finance Officer</b></p>	

	<p>The report from the Responsible Finance Officer was circulated and noted. The Deputy Clerk gave an overview of the toilet income and informed Cllrs that there were accounting errors within the document that had been raised with HITECH.</p>	
SAC/25-26/038	<p><b>To receive questions on the report from the Deputy Clerk and Resolve any necessary actions to be taken.</b></p> <p>The Deputy Clerks report was circulated and noted. The Deputy Clerk gave an overview of her report asking Cllrs to decide on the location of the new boat for the Mariners Garden. Discussion ensued around the location for the boat and the possibility including picnic benches alongside the water towards the Anchor.</p> <p>It was <b>RESOLVED</b> to install the boat on the tarmac, beneath and alongside the Christmas Tree.</p> <p><b>Proposed</b> by Cllr Stephen Remington and <b>seconded</b> by Cllr Jon Holmes. All in favour.</p> <p>The Deputy Clerk informed Cllrs that the review of the Memorial Benches was going well resulting in the sale of two benches to people on the waiting list to date. Further work will be completed on the costs and duration of the agreement. The Deputy Clerk asked if any other Cllrs were able to help on New Years Eve. The Seafront toilets will be free of charge for the evening. It was suggested that donations towards the costs of the fireworks should be collected. A poster with a QR Code for donations will be drafted.</p>	Poster for donations
SAC/25-26/039	<p><b>To review and approve asset charging for the budget 2026-27.</b></p> <ul style="list-style-type: none"> <li>• <b>RFO report.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Comparator Towns Report.</b></li> </ul> <p>The RFO report and Comparator Towns report were circulated and noted. Cllrs were required to recommend to Full Council an increase in the toilet entry charges. Discussion ensued around other town charges for toilet facilities and charges for use of Accessible toilets. The Deputy Clerk will research other Councils charges and systems for Accessible toilets, card reader entry, and voluntary donations.</p> <p>It was <b>RESOLVED</b> to recommend to Full Council an increase to the toilet entry charges of 10 pence to 40 pence per entry.</p> <p><b>Proposed</b> by Cllr Jon Holmes and <b>seconded</b> by Cllr Mark Pughe. Carried 4 for / 1 against.</p> <p>Cllrs discussed an increase to the annual permit for the Surgery Car Park. The Town Clerk is in discussing devolution of this Car Park with Cornwall Council. The new barrier for the Car Park is in progress.</p> <p>It was <b>RESOLVED</b> to increase the Surgery Car Park Annual Permit to £222.</p> <p><b>Proposed</b> by Cllr Mark Pughe and <b>seconded</b> by Cllr Stephen Remington. All in favour.</p>	
SAC/25-26/040	<p><b>To review maintenance Schedule &amp; progress made.</b></p> <p>The Maintenance Schedule was circulated and noted. Clarification was given on the lease for the Polkirt Arcade and the reasons LTC pay for Fire extinguishers. The Deputy Clerk confirmed that the Fire Risk Assessment will be completed on 3/12/25.</p>	
SAC/25-26/041	<p><b>To note correspondence received for information only.</b></p> <p>None received.</p>	

SAC/25-26/042	<p><b>Exclusion of members of the press and public.</b></p> <p>It was <b>RESOLVED</b> “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.”</p> <p><b>Proposed</b> by Cllr Jon Holmes and <b>seconded</b> by Stephen Remington. All in favour.</p>	
SAC/25-26/043	<p><b>Confidential items for discussion.</b></p> <ul style="list-style-type: none"> <li>• <b>Electric Vehicle Report.</b></li> </ul> <p>It was <b>RESOLVED</b> to retain the Garia Utility Vehicle and review options for the 2027-28 budget, with the proviso that further discussion at the next Looe’s Loos meeting in the New Year.</p> <p><b>Proposed</b> by Cllr Jon Holmes and <b>seconded</b> by Cllr Stephen Remington. All in favour.</p> <ul style="list-style-type: none"> <li>• <b>Seafront Toilet Roof</b></li> </ul> <p>It was agreed that the amended tender document would be circulated to the Services, Assets and Community Committee members via email.</p> <ul style="list-style-type: none"> <li>• Budget recommendations</li> </ul> <p>It was <b>RESOLVED</b> to purchase two new picnic benches subject to confirmation of costs.</p> <p><b>Proposed</b> by Cllr Mark Pughe and <b>seconded</b> by Cllr Chris Harwood. All in favour.</p>	
SAC/25-26/044	<p><b>Date of Next Meeting:</b></p> <p><b>Tuesday 14<sup>th</sup> April 2026</b></p>	
	<p><b>Meeting Closed at: 7:18pm</b></p>	

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