

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



Electors of the Parish of Looe

12th May 2026

I write to invite you to the Annual Assembly of the Parish of Looe which will take place on Tuesday 19th May 2026 at the Millpool Centre. This meeting will take place at 6pm and will be followed by the Annual Town Meeting of Looe Town Council.

Yours faithfully

Samantha White
Town Clerk



**Annual Assembly of the Parish of Looe
Tuesday 19th May 2026
6pm**

AGENDA

1	The Mayor will welcome everyone to the meeting.
2	To consider any questions on matters affecting the Parish of Looe.
3	Close of meeting
	Date of the next meeting: 18 th May 2027

Please note that this meeting is open to members of the public. If you would like to attend, or submit a question in advance please email enquiries@looetowncouncil.gov.uk or ring 01503 262255



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**Town Councillors
Looe Town Council**

Dear Councillors

You are hereby summoned to attend the Annual Meeting of Looe Town Council.

The meeting will take place at the **Millpool Centre, Looe, PL13 2AF on Tuesday 19th May 2026 at 7pm**

Yours faithfully

Sam White

Town Clerk

Please note that this meeting is open to members of the public. The Annual Town Meeting will be preceded by the Annual Parish Assembly at 6pm, where the public will be joined by Councillors. Refreshments will be served at the conclusion of the Annual Town Meeting.



Annual Meeting of Looe Town Council Tuesday 19th May at 7pm

AGENDA

1	Welcome and introductions
2	Apologies for Absence – To receive, and consider for approval, apologies for absence and reasons given.
3	Declaration of Disclosable Pecuniary Interests and Other Register of Interests – to note declarations of interest from Councillors on items on the agenda.
4	Election of Mayor - To elect the Mayor for the Council Year 2026-2027
5	Signing of the Mayor’s Declaration of Acceptance of Office – followed by the Mayor’s acceptance speech.
6	Election of Deputy Mayor – To elect the Deputy Mayor for the Council Year 2026-2027
7	Signing of the Deputy Mayor’s Declaration of Acceptance of Office
8	Election of Chairmen and Vice-Chairmen of Council Committees - To consider the election of Chairman and Vice-Chairman of each committee.
9	Mayor’s awards and donations – to welcome organisations to receive awards and donations.
10	Mayor’s appointment of Honorary Town Burgesses
11	Public Participation - To receive representations from members of the public ¹
12	Minutes of Full Council held 21st April 2026 – to consider for approval.
13	Annual Committee Reports – to receive questions on reports provided by Committee Chairs.
14	Councillor Attendance – to note Councillor attendance during the year 2025/26
15	Meeting Dates 2026/27 – to approve and adopt the annual calendar of meetings.
16	Review of Standing Orders – to approve and adopt.
17	Review of Financial Regulations - to approve and adopt.
18	Scheme of Delegation and Terms for Reference of Council Committees – to approve and adopt.
19	Confirmation of Insurance Cover – to approve and adopt.
20	2026/27 Annual Subscriptions – to approve and adopt.
21	Organisations Reports – to receive reports from organisations funded by Looe Town Council in 2025/6. New Year’s Eve Fireworks, Looe Weekender, Looe in Bloom, Looe Business Forum (Christmas in Looe and Security Patrols).
22	Mayor’s appointments – to note the Mayor’s appointments for the 2026/7: a) The Mayor’s Consort, b) The Mayor’s Chaplain, c) The Town Mace Bearers, d) Mayor’s Cadet
23	Date of the next meeting: 26th May 2026

1 In accordance with Looe Town Council Standing Orders 3e, f, g and h members of the public may make representations, answer questions and give evidence at a meeting which they are entitled. A member of the public may speak for no more than 5 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 Millpool Centre, The Millpool, Looe

On 21 April 2026 at 6.00pm

PRESENT:

Cllr Stephen Remington - Mayor (SR)
Cllr Simon Barker (SB)
Cllr Jasper Graham -Jones (JGJ)
Cllr Chris Harwood (CH)
Cllr Jon Holmes (JH)
Cllr George Ingham (GI)
Cllr James Lundy (JL)
Cllr Abbas Matini (AM)
Cllr Michala Powell (MP)
Cllr Mark Pughe (MPU)
Cllr Chris Rose (CR)
Cllr Elliot Stone (ES)

IN ATTENDANCE:

Sam White – Town Clerk
Sharon Payne – Deputy Town Clerk
Fiona Wilkes-Jones – Responsible Finance Officer
Donna Folland – Administrative Officer
Steve Cox – PCSO
Jim Candy – Cornwall Councillor

Members of the Public: 3

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	<p>Welcome The Mayor, Cllr Stephen Remington, welcomed everyone to the meeting.</p> <p>Congratulations were given to Sharon Payne, the Deputy Clerk, for completing her Certificate in Local Council Administration (CiLCA) qualification.</p> <p>Cllr Remington proposed reordering the Agenda items 165 Police Report and 168 Cornwall Councillors Report from Cllr Candy to enable discussion and participants to get to other commitments.</p>	
FC 25/26.165	<p>Police Report PCSO Steve Cox distributed details of Crime figures and comparisons between 2024/2025 and 2025/2026. He gave an overview of the Report.</p> <p>PCSO Steve Cox left the meeting.</p>	
FC 25/26.168	<p>Cornwall Councillors To receive a report from Cllr Jim Candy.</p> <p>A report from Cornwall Councillor Jim Candy was circulated and noted. Cllr Candy gave an overview of his report.</p> <p>Cllr Jim Candy left the meeting 6.11pm</p>	
FC 25/26.160	<p>To Receive Apologies for Absence.</p> <p>It was AGREED to accept apologies for absence and the reasons given from Cllr Jamie Pearn and Cllr Adrian Rusu</p> <p>Cllr Charleigh Patterson was absent.</p>	
FC 25/26.161	<p>To Receive Declarations of Interest / Requests for Dispensations.</p>	

	None received.	
FC 25/26.162	<p>To Receive Questions from Members of the Public.</p> <p>There were 3 members of the public present. Discussion around parking in a passing bay in North Road was highlighted. The Town Clerk asked for residents to email her with details including the What3words location. The Town Council will advise on appropriate action.</p>	TC to advise the resident.
FC 25/26.163	<p>To agree to approve the Minutes from previous meeting.</p> <p>It was RESOLVED to approve the Minutes of the Full Council meeting held on 24th March 2026.</p> <p>Proposed by Cllr Chris Rose and seconded by Cllr Jasper Graham- Jones. All in favour.</p>	
FC 25/26.164	<p>Minutes: Council Committee and Working Groups:</p> <ul style="list-style-type: none"> • Finance and Strategy Committee meeting 17th March 2026 <p>It was RESOLVED to adopt the minutes of the Finance and Strategy Committee held on 17th March 2026.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <ul style="list-style-type: none"> • Planning Committee held on 10th March 2026 <p>It was RESOLVED to adopt the minutes of the Planning Committee held on 10th March 2026.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Rose. All in favour.</p>	

	<ul style="list-style-type: none"> • Services, Assets & Community Committee 2nd December 2025. <p>It was RESOLVED to adopt the minutes of the Services; Assets & Community Committee held on 2nd December 2025.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Mark Pughe. All in favour.</p>	
FC 25/26.166	<p>To receive Correspondence</p> <p>None received.</p>	
FC 25/26.167	<p>Council Committees and Working Groups:</p> <ul style="list-style-type: none"> • To receive a report from the Planning Committee. <p>The Planning Committee Report was circulated and noted. Cllr James Lundy gave an overview of his report.</p> <p>It was RESOLVED to note the Planning Committee Report.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <ul style="list-style-type: none"> • To receive a report from the Finance & Strategy Committee <p>The Finance and Strategy Committee Report was circulated and noted. Cllr Simon Barker gave an overview of the report.</p> <p>It was RESOLVED to note the Finance & Strategy Committee report.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <ul style="list-style-type: none"> • To receive a report from the Services, Assets and Community Committee <p>Cllr Jon Holmes gave an overview of the report. Thanks were given to Cllr Mark Pughe and the</p>	

	<p>Deputy Clerk for replacing the Seafront paddle gate over the Easter period.</p> <p>It was RESOLVED to note the Services, Assets and Community Committee report.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Mark Pughe. All in favour.</p>	
FC 25/26.168	<p>Cornwall Councillor Updates</p> <ul style="list-style-type: none"> To receive a report from Cllr Mark Gibbons. The report from Cllr Mark Gibbons was circulated and noted. <p>It was RESOLVED to note the report from Cllr Mark Gibbons.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p>	
FC 25/26.169	<p>Mayor’s Report.</p> <p>To receive a report from Cllr Stephen Remington.</p> <p>The Mayor’s report was circulated and noted. Cllr Remington gave an overview of his report. Cllrs welcomed the idea of a celebration of the fiftieth anniversary of the Town Twinning with Quiberon on Saturday 3rd October 2026.</p> <p>It was RESOLVED to note the Mayor’s Report. Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
FC 25/26.170	<p>Clerk’s Report.</p> <p>To receive a report from the Town Clerk outlining actions taken since the meeting on 24th March 2026.</p> <p>The Clerk’s Report was circulated and noted. The Clerk gave an overview of her report.</p>	

	<p>It was RESOLVED to note the Clerk’s Report. Proposed by Cllr Jasper Graham-Jones and seconded by Cllr Chris Rose. All in favour.</p>	
FC 25/26.171	<p>To resolve to approve the independence of our auditors.</p> <p>A report from the Responsible Finance Officer was circulated and noted.</p> <p>Cllrs discussed the need to set aside time earlier in the year to review the 2026/27 policies.</p> <p>It was RESOLVED to approve the independence of the Internal Auditor Hudson Accounting Ltd and the independence of the External Auditor BDO LLP.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
FC 25/26.172	<p>To resolve to adopt the Reserves Policy and allocation 2025-26</p> <p>The Reserves policy and allocation 2025-26 was circulated and noted. Cllr Barker gave an overview of the Policy and Allocation.</p> <p>It was RESOLVED to adopt the Reserves Policy and allocation of reserves as set out in item 3 within the report 2025-26.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Chris Rose. All in favour.</p>	
FC 25/26.173	<p>To resolve to adopt the Investment Strategy Policy.</p> <p>The Investment Strategy Policy was circulated and noted. Cllr Barker gave an overview of the Policy. Discussion again ensued around the need for Policies to be reviewed at the beginning of the financial year.</p>	

	<p>It was RESOLVED to adopt the Investment Strategy Policy.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
FC 25/26.174	<p>To resolve to approve the Risk Register.</p> <p>The Risk Management Strategy was circulated and noted. Cllr Barker gave an overview of the Strategy.</p> <p>It was RESOLVED to approve the Risk Management Strategy.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jon Holmes. All in favour.</p>	
FC 25/26.175	<p>To resolve to adopt the Biodiversity Policy.</p> <p>The Draft Biodiversity Policy was circulated and noted. The Town Clerk gave an overview of the policy and the need for this policy to enable the Council to apply for the Silver Government Award.</p> <p>It was RESOLVED to adopt the Biodiversity Policy.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
FC 25/26.176	<p>To resolve to adopt the Community Engagement Policy.</p> <p>The Community Engagement Policy was circulated and noted. The Town Clerk gave an overview of the Policy and the policy requirement for the Local Government Award. Discussion ensued around the need to review the Standing Orders before the Annual Meeting.</p> <p>It was RESOLVED to adopt the Community Engagement Policy.</p>	TC review Standing Orders

	Proposed by Cllr Chris Rose and seconded by Cllr Mark Pughe. All in favour.	
FC 25/26.177	<p>To receive a report on Public Realm Improvement and Re-introduction of Weed Treatment.</p> <p>The Town Clerk explained how the outcome of the motion passed by Cornwall Council today impacts on the decision now required of Looe Town Council. Results will need to be obtained from a public consultation and with Town and Parish Councils to inform a future decision.</p>	
FC 25/26.178	<p>To receive a report on Cornwall Cultural Strategy</p> <p>The Report on the Cornwall Cultural Strategy Consultation was circulated and noted. The Town Clerk gave an overview of the Strategy.</p>	
FC 25/26.179	<p>Exclusion of members of the press and public.</p> <p>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 matter due to the confidential nature of the business to be discussed.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr James Lundy. All in favour.</p> <p>Members of the Public left the meeting 7:08pm</p>	
FC 25/26.180	<p>To receive a report on options for refurbishment of Looe Library.</p> <p>The Deputy Clerk gave an overview of the report and the quotes reviewed by the Services Assets and Community Committee.</p> <p>Cllr Lundy requested a recorded vote.</p>	

	<p>It was RESOLVED to approve the quotation from SWS Ltd - Quotation 1958.001 - £8,891 (+£525 for drawers) = VAT to complete the build and installation of a new library reception desk.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. In favour: Cllrs Jon Holmes, Simon Barker, Chris Harwood, Michala Powell, Elliot Stone, George Ingham, Chris Rose, Jasper Graham-Jones, Mark Pughe, Abbas Matini and Stephen Remington. Against: Cllr James Lundy.</p>	
FC 25/26.181	<p>To receive a report on Polkirt Arcade</p> <p>The report on the Polkirt Arcade was circulated and noted. Cllr Jon Holmes gave an overview of the report and the options the Services, Assets and Community Committee had reviewed.</p> <p>It was RESOLVED to continue with the lease, and offer an initial two year licence (subject to a three-month deposit).</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr M Pughe. Carried 11 for /1 abstained.</p> <p>It was RESOLVED to offer an initial 2 year licence (subject to a three month deposit) to Heather Murray & Mel Mountfield.</p> <p>Proposed by Cllr Jasper Graham-Jones and seconded by Cllr Jon Holmes. Carried 10 for/1 against/ 1 abstained</p>	
FC 25/26.182	<p>Date of Next Meeting: 19th May for Annual Town Meeting and Annual Parish Assembly.</p>	
	<p>Meeting Closed at: 7:33pm</p>	

Signed:

Date:



Chair:	Jon Holmes
Status:	PUBLIC
Agenda Item:	Services, Assets & Community Committee - Annual Report 2025/2026
Date:	12th May 2026

Introduction

The Services, Assets & Community Committee was formed in 2023 and combines the work of previous subcommittees of the Council: Services & Asset Management; and Library & Community. The committee is responsible for overseeing how Council assets are managed and services to the community are delivered on a day-to-day basis.

It has been a very busy year for this Committee, and I would like to thank Councillors who have served on this group and Officers and staff that have helped to deliver our services.

Our priorities this year included: Adding additional cameras to the town CCTV system to provide coverage of the beach, securing grants for future improvements of the Mariners Garden, the ongoing care of the Hannafore flower beds and introducing a new access system for The Patients Car Park. We continue to monitor, repair and refurbish our assets with the assistance of our maintenance team and local contractors.

Key achievements

- A new toilet facilities cleaning route, tick list and ordering system were introduced to improve the overall cleanliness of the public toilet facilities. The Cleaning and Maintenance team, help to identify emerging issues and resolve them in a timely fashion;
- A memorial bench audit has been completed and the officer team will create a memorial bench policy;
- Health & Safety checks carried out including fire safety, electrical safety and Legionella risk assessments at all premises;
- Officers received Mental Health Awareness training;
- The Cleaning and Maintenance Team received Equality and Diversity Training;
- Two finger posts have been refurbished around the town;
- New Heritage Trail boards designed and installed;
- New notice board installed at The Barretts Estate;
- Council signed a new lease to enable The Old Vets to become the home of Looe Community Meals at The Meeting Place;

- The Town Council building continues to be used for community services and a Warm Space was offered through the winter months as well as a monthly Job Centre Drop-In and other informative events;
- Library team's New Year events and craft sessions for both children and adults were a success, our popular Lantern Making Workshop and mulled wine stall in November were very well attended (sorry we sold out);
- St Piran's Day, Royal British Legion Remembrance Service and our Christmas Lantern Procession were all successfully delivered through collaborative working with other town organisations and volunteers – Thank you to all for your help – we couldn't do this without you!
- Officers assisted Looe Lion's during Carnival week.

Public Toilets

Looe Town Council continues to manage 5 public toilet sites in the town and this warrants a separate mention as a key public service which incurs very high costs for the Council (Circa £200k, 2025-26) An entry charging system is operated at the Seafront and the Millpool toilets (since 2022). It was resolved to increase entry charges to 40p per entry on 1st April 2026 – this is to try and offset continued increases in operating costs associated with these toilets.

Looe residents can purchase a £5 card from Looe Library and Community Hub, which gives them a fixed number of free entries each month.

The payment system is cashless to avoid the need for money to be collected, counted and banked, and the increased risk of break-ins when cash is stored on premises. Money generated from entry fees will be used to maintain toilet premises, there is no 'profit' for the Council.

Future refurbishment of toilet premises will be programmed through the coming years; we will be looking for local contractors to assist our maintenance team with this work in the future.

Looe's Loos working group was established, bringing consistent opening hours for all our facilities. Introduction of Toilet Cubicle advertising was successful – we will look to extend advertising opportunities across our facilities in due course. Again, money generated from advertising fees will be used to maintain toilet premises, there is no 'profit' for the Council.

Community Groups

[Creative Looe.](#)

On Tuesday 31st March 2026 Councillors Jon Holmes, Mark Pughe and George Ingham attended the official book lunch of FlavOURs of LOOE at The Sardine Factory. It was a truly inspiring event that our community can be so proud of. Students from Looe Community Academy and Looe Primary School were present to really show off Looe's Creative talent with beautiful artwork and singing. Congratulations to all.

FlavOURs of LOOE - An illustrated Community Cookbook is available to purchase from Coop stores in Looe.

'A Love Letter to the Tide

This isn't just a cookbook—it's a painted love letter to Looe, a town shaped by the tide for centuries. Flavours of Looe celebrates our fishing heritage through the eyes and brushes of young people. In a world of digital snaps and generic recipes, we chose creativity: we chose CreativeLooe.

This project brings together the heart, heritage, and home-cooked secrets of Looe. From the kitchens of Looe Academy students to the professional skills of our town's award-winning chefs, we've captured the soul of our seafaring roots in cherished seafaring dishes. From Quay to Canvas.



A century ago, most Looe schoolchildren had family ties to fishing. That link has faded, but the connection endures. This book reconnects us with fresh eyes.

- Inspiration: Students connected with the local fleet to learn about Looe Harbour's seasonal catch.
- Kitchen: Recipes were tested and perfected at home, often guided by grandparents with fishing roots or favourite chefs.
- Studio: In art lessons, students painted their dishes—capturing the shimmer of fish scales, the glow of prawns, and golden pastry crusts with brushes, not cameras.

We're bridging past and future: blending the legacy of families like Pengelly's (five generations strong), with the artistic vision of Looe Community Academy students under the guidance of Lesa Welch, a professional lino artist, teacher and artist in residence at Looe Community Academy. From "Catch & Cook" boat classes to painting species their great-grandparents never knew, we're all learning to cook, eat, and celebrate the new Looe'.



Conclusion

The Councillors, Officers and the Cleaning and Maintenance team continue to work hard to keep our Services, Assets and Community in fine health. We are always open to suggestions and we ask that the community of Looe continue to tell Looe Town Council what they would like to see improved.

Please email enquiries@looetowncouncil.gov.uk

Cllr Jon Holmes

Chair of Services, Assets & Community Committee

12th May 2026

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Annual Report 2025/26 for the Planning Committee

The Planning Committee over the last 12 months has seen a large number of planning applications in many shapes and forms, which has involved an increased involvement and engagement from our community. It is always good to see members of our community attending our meetings in person whether to support or object to an application that they feel strongly about !

As a Committee we are very much policy led whether that is by our own Neighbourhood Development Plan, Cornwall Local Plan, NPPF or Looe’s Article 4 Directive, each document plays an imperative part in weighing up the pros and cons of each application and agreeing a common consensus with LTC planning members in our statutory consultee role. Our comments are always available to view via Cornwall Council’s Planning Portal where all comments are made publicly available.

Looe Neighbourhood Development Plan ‘NDP’

Looe Neighbourhood Plan continues to be a valuable resource to the Planning Committee and will more often than not feature in our consultee comments to Cornwall Council .

Key Criteria within our NDP :

- Principle residency clause
- Affordable Housing for local people
- Employment opportunities
- Protecting and enhancing green spaces
- Limited scale of developments (25 homes)
- Respecting Looe's historic core
- Land stability requirements
- Local distinctiveness of design
- Improving infrastructure



Planning Decisions and Percentages 2025/26

X		Planning Decisions and percentages 2025-26		✎	
0	PA25/01903	0	The Wooddown Bay View Road East Looe	Looe Town council Await further advice from the Tree Officer	0
174		139			79.88
1	PA25/03792	1	Copperfish Distillery Marine Store The Quay East Looe	SUPPORT BY LTC APPROVED BY CC	100
175		140			100
1	PA25/04631	1	Westings West Looe Hill PL13 2HP	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/03767	1	Annacloone Marine Dr West Looe PL13 2DH	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/04510	1	Bryhill The Downs West Looe PL13 2BE	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/05041	1	Co-Op Foodstore Fore St East Looe PL13 1DT	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/02838	1	Coastguard Flats North R West Looe PL13 2EQ	SUPPORT BY LTC APPROVED BY CC	100
180		145			80.55
1	PA25/04510	1	Bryhill The Downs West Looe	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/05041	1	Co-Op Food store Fore Street East Looe	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/04631	1	Westings West Looe Hill	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/03767	1	Annacloone Marine Drive West Looe	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/03268	1	Barvynen Barbican Hill Looe PL13 1BQ	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/05002	1	Lowenna Portlooe Looe	SUPPORT BY LTC APPROVED BY CC	0
0	PA25/05599	0	Land Adjacent To Kame View Looe	n/a	
186		151			81.18
1	PA25/05674	1	Sunnycroft north rd west looe	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/05677	1	Sunnycroft north rd west looe	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/05920	1	CO OP FORE ST LOOE	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/05484	1	HAYE	SUPPORT BY LTC APPROVED BY CC	100
190		155			81.57
1	PA25/07789	1	MOONDARRA THE CRESCENT WEST LOOE PL13 2DL	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/07461	1	Trehaven Manor Hotel Station Road East Looe	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/06764	1	LLOYDS BANK FORE ST EAST LOOE PL13 1DT	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/06582	1	5 ELM TREE ROAD EAST LOOE PL13 1HY	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/07412	1	BOTTLE FILLING STATION CHURCH END EAST LOOE PL13 1BX	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/03451	0	FORMER DONSUBET BARBICAN HILL EAST LOOE PL13 1DY	OBJECT BY LTC APPROVED BY CC	0
1	PA25/06918	1	THE WATERMARK HANNAFORE ROAD WEST LOOE PL13 2DE	SUPPORT BY LTC APPROVED BY CC	100
197		161			81.72
1	pa25/06764	1	LLOYDS BANK FORE ST EAST LOOE PL13 1DT	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/06582	1	5 ELM TREE ROAD EAST LOOE PL13 1HY	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/07412	1	BOTTLE FILLING STATION CHURCH END EAST LOOE PL13 1BX	SUPPORT BY LTC APPROVED BY CC	100
1	PA25/03451	0	Former Donsubet Barbican Hill East Looe PL13 1DY	OBJECT BY LTC APPROVED BY CC	0
201		164			81.59
1	PA26/00107	1	Barvynen Barbican Hill Looe PL13 1BQ	SUPPORT BY LTC APPROVED BY CC	
1	PA25/09135	1	Trenoweth Barbican Hill East Looe Looe Cornwall PL13 1BG		
203		166			81.77
1	PA25/09297	1	THEYDON, PORTUAN RD, WEST LOOE	SUPPORT BY LTC APPROVED BY CC	
1	PA25/09422	1	OLD BARBICAN COTTAGE, BARBICAN HILL, EAST LOOE	OBJECT BY LTC REFUSED BY CC	
1	PA25/09635	1	8 BARBICAN CLOSE, LOOE	SUPPORT BY LTC APPROVED BY CC	
206		169			82.03
1	PA26/00002	1	ISLAND VIEW CAFE , HANNAFORE	SUPPORT BY LTC APPROVED BY CC	
1	PA26/00310	1	WEATHER VANE COTTAGE, WEST LOOE	SUPPORT BY LTC APPROVED BY CC	
208		171			82.21
1	PA26/01251	1	23 GOONRAE, WEST LOOE	SUPPORT BY LTC APPROVED BY CC	
209		172			82.29

Planning percentages in line with Cornwall Council have continued to be at a steady rate over the last few months . This very much depends on what types of applications are received whether they are straight forward or on the more controversial side. It is however always healthy to challenge the Cornwall Council Planning Officer if Looe Town Council's Planning Committee feels strongly about an application in which our community has raised concerns or strong objections to. Rest assured we as a committee will always take matters to their highest levels to convey our objections !

Keeping our pavements clear of A Boards, Goods and other Obstacles

We have seen increased issues with A Boards, goods and other obstacles being placed on the pavements within the town. Apart from this not complying with planning rulings within a conservation area it is also in breach of 137 of the Highways Act 1980 which forbids this from happening. Many businesses who place A Boards and other good on the pavement (which is not under the ownership of individual businesses) may find that they are in breach of there own insurance policy they would therefore not be covered should their property cause an accident to a member of the public, such obstacles are a real health and safety risk and generally make the town cluttered and over commercialised which is to the detriment of it's special historic and conservation area setting .

I would like to thank both Cllrs Remington and Rose for delivering our ‘ **Keeping our pavements clear of A Boards, goods and other obstacles**’ (please see below) to local businesses and for taking the time to have a chat with business owners which is much appreciated. The Planning Committee will continue to monitor the situation and will take the necessary steps should businesses not comply .



PLEASE KEEP PAVEMENTS CLEAR!

Please be considerate and keep pavements clear of A-boards, goods and other obstructions.



Blocking pavements is dangerous. Pedestrians, prams, wheelchairs must step in the road to get past.



Keep our streets accessible, make sure there's room for everyone to use the pavements safely, including those with disabilities and mobility aids.



Under section 137 of the Highways Act 1980, you must NOT obstruct pavements and make passage unsafe or inconvenient.

On a final note, I would like to take the opportunity of thanking both Sam and Schanine for their support and help over the last 12 months which I'm sure everyone will agree is very much appreciated. I also thank all Planning Committee members for their continued contributions for the betterment of our town!

Cllr James Lundy- Planning Chair



Chair: Cllr Simon Barker
Status: PUBLIC
Agenda Item: 13. Finance & Strategy Committee Annual Report 2025/2026
Date: 15th May 2026

Introduction

The Finance and Strategy Committee is responsible for overseeing the Council's financial management, reviewing policies and setting the strategic direction of the Council. The Committee makes recommendations to Full Council to enable informed discussion, sound decision making and effective financial planning.

The Committee assists with the preparation of the annual budget and precept for approval by Full Council.

The Responsible Finance Officer (RFO), in conjunction with senior officers and Committees, reviews both current and historical financial information to ensure that spending plans align with the Council's priorities and longer-term objectives. This collaborative approach supports transparency, accountability and sound financial governance.

The Council maintains General, Ringfenced, and Earmarked Reserves in accordance with its adopted Reserves Policy.

Reserve levels are reviewed regularly, with allocations refined following the year-end process to ensure adequate provision for future projects, risks and operational requirements.

The Committee also receives and reviews internal and external auditor reports, monitors compliance with its financial regulations and identifies opportunities to strengthen governance and internal controls. The use of independent internal and external auditors ensures unbiased support to the work of the Committee and Council.

Financial Overview 2025-26 (draft)

Looe Food Festival

Looe Food Festival 2025-26	
Looe Food Festival Income	£12,025
Looe Food Festival Expenditure	£6,040
Surplus funds	£5,985

Looe Town Council

Income v Expenditure 2025-26	Full Year Budget	Full Year Actual	Variance
Income Summary			
Precept	£569,900	£569,900	£0
Rental income	£12,950	£12,952	£2
Toilet income (entry & advertising)	£49,216	£53,640	£4,424
Grant income	£0	£19,864	£19,864
Miscellaneous	£26,000	£40,570	£14,570
Total Income	£658,066	£696,926	£38,860
Expenditure Summary			
Overheads	£35,290	£37,180	(£1,890)
Administration & Council Services	£225,211	£218,111	£7,100
Library & Community Hub Services	£157,934	£141,409	£16,525
Facilities/toilets	£212,620	£200,925	£11,695
Services/Assets	£29,565	£35,186	(£5,621)
Community Grants	£19,200	£19,021	£179
Total Expenditure	£679,820	£651,832	£27,988
Net Position before Reserves	(£21,754)	£45,094	£66,848
Reserves Expenditure		£29,880	
Overall, Surplus		£15,214	

Overall, the Council is anticipated to record an actual surplus of £45,094 compared to a budgeted deficit of £21,754. This presents a favourable variance of £66,848.

Income performance net variance favourable +£38,860.

Expenditure performance net favourable variance £27,988 underspend.

Reserve expenditure £29,880 resulting in a year-end surplus of £15,214 overall.

This £15,214 surplus will top-up the current level of Council Reserves held.

Several large projects are underway, and it is anticipated that these projects could together exceed £80,000 during the 2026-27 financial year.

After year-end, a revision of the allocation of Reserves will be completed.

Financial performance

Key income generation

- TRIP grant funds £18,823 received towards Creative Looe and the new Heritage signs.
- Devon & Cornwall Police grant towards CCTV improvement £941 received.
- Insurance payouts have totalled £5,667 for the water leak in the library toilet and the damage to the Patient Car Park barrier system.
- The new income stream of toilet cubicle advertising introduced £3,450.

Key expenditure savings

- Administration staffing costs were lower than originally budgeted.
- Community Hub underspends occurred due to the new Visit Looe website costs falling in the previous financial year. Along with minimal marketing costs saving a total of £11,153.
- The Deputy Clerk has ensured that consumable costs have remained low along with keeping stock levels to a minimum, resulting in below budget of over £3,000.

Additional Financial Matters

- Telephone and broadband contracts were reviewed and renewed reducing future operating costs.

- The May 2025 Council elections were uncontested, resulting in lower election costs than anticipated.
- A refund of £4,868 was received from Everflow relating to a water for a leak identified in April 2025 and for historic over charging at the Hannafore toilet facilities.
- The CCLA deposit fund account was opened enabling improved management and diversification of the Councils funds across multiple accounts.
- Following the departure of the previous tenant from the Old Vets building in January 2025, The Council incurred costs totalling £2,538 for Council tax, utilities and repairs prior to the Boundless Trust taking occupation in October 2025.

Looe Town Council Community financial support 2025-26

Community Grants Awarded

Citizens Advice Cornwall	£1,524
Looe Festival of Words	£1,000
Liskeard & Looe Radio	£1,500
Looe Weekender	£1,497
Lantern Parade Fireworks	£1,000
East Looe Town Trust tractor	£3,000
Christmas Lights	£1,500
Looe in Bloom	£5,000
Boundless Trust	£1,000
Looe NYE Fireworks	£2,000

Additional Community Support

- Community Infrastructure Levy funding of £4,000 allocated to Looe in Bloom
- Looe Street Security funding of £6,752
- Rent free use of the Old Vets building to support Looe Community meals provision operated by the Boundless Trust.
- Ongoing financial administration support for the Looe Food Festival.
Funds received are used to meet festival costs, with any surplus retained within the Council's reserves assigned to this event only.

Governance, Policies and Risk management

During the year, the Committee reviewed and updated a range of Council policies to reflect changes in governance requirements, operational practice and legislative guidance.

Risk management arrangements were also reviewed and updated in collaboration with senior officers. Revised policies and risk management documents have been recommended to Full Council for formal adoption.

The Committee continued to strengthen internal financial oversight through regular review of:

- Detailed monthly Income v Expenditure Reports
- Year to date budget monitoring with variances
- Bank reconciliations and balances.
- Supplier annual Direct debits

- Full monthly expenditure reports
- Invoices and expenses
- BACS payments
- Internal and external audit reports.

Work is also underway to develop a detailed annual internal controls checklist, which will form part of the Committee's annual work programme. This will help ensure that governance and compliance processes are completed consistently and within required timescales.

Strategic Planning

Following the election of the new Council, Members undertook a comprehensive review of the Council priorities and developed a new Strategic Plan for 2026-29 to guide the Council's medium-term objectives and priorities.

The financial implications of the Strategic Plan were incorporated into the 2026-27 budget setting process to ensure that future spending aligns with agreed priorities and objectives.

Conclusion

The Committee is pleased to report a strong financial position for 2025-26 achieved through prudent budgeting effective financial management, successful grant funding and careful control of expenditure.

The Council remains committed to maintaining robust governance arrangements while continuing to invest in community services, facilities and strategic priorities that benefit the residents of Looe.

On behalf of the Finance and Strategy Committee, I would like to thank the Responsible Finance Officer, Council Staff, fellow Committee Members and all Councillors for their continued hard work and commitment throughout the year.

Cllr Simon Barker
Chair Finance & Strategy Committee
15th May 2026

COUNCILLORS ATTENDANCE 2025 - 2026
13th Looe Town Council - YEAR 4
Summary Information

Councillor		Required Meetings (year)	Number Attended	Percentage Attended	Date last attended	Comments
Elected E	Simon Barker	20	16	80.00%	05/05/2026	
Elected W	Mark Pughe	24	20	83.33%	05/05/2026	
Elected W	Jasper Graham-Jones	35	23	65.71%	12/05/2026	
Elected W	Chris Rose	31	22	70.97%	12/05/2025	
Elected E	Chris Harwood	26	23	88.46%	12/05/2026	
Elected E	Jon Holmes	15	14	93.33%	21/04/2026	
Elected E	James Lundy	26	20	76.92%	12/05/2026	
Co-Opt E	Jamie (Deputy) Pearn	36	18	50.00%	14/04/2026	
Co-Opt W	Michala Powell	26	10	38.46%	21/04/2025	
Co-Opt E	Stephen (Mayor) Remington	35	30	85.71%	12/05/2026	
Elected E	Elliot Stone	22	14	63.64%	12/05/2026	
Elected E	Charliegh Paterson	22	7	31.82%	16/12/2025	
Co-Opt E	Abbas Matini	20	14	70.00%	05/05/2026	
Co-Opt E	Adrian Rusu	8	4	50.00%	24/03/2025	
Co-Opt	George Ingham	4	4	100.00%	21/04/2026	

Meeting dates

	Clerk	May 2025/6	2026								2027				
			May 2026/7	June	July	August	September	October	November	December	January	February	March	April	May
Annual Town Council & Annual Parish Assembly	Sam		19 May												18 May
Full Council	Sam		26 May	23 Jun	28 Jul	18 Aug	29 Sep	27 Oct	24 Nov	15 Dec	26 Jan	23 Feb	23 Mar	27 Apr	
Finance & Strategy	Fiona	05 May		02 Jun	14 Jul		15 Sep		17 Nov	14 Dec	19 Jan	16 Feb	16 Mar		11 May
Services Assets & Community	Sharon				21 Jul			13 Oct				02 Feb		20 Apr	
Planning	Schanine	12 May		09 Jun	07 Jul	04 Aug	08 Sep	06 Oct	03 Nov	08 Dec	12 Jan	09 Feb	09 Mar	06 Apr	04 May
Staffing Committee	Sam			16 Jun											
Induction training															
Code of conduct training			19 May												TBC

Easter 2027 - 25th to 30th March 2027. Good Friday - 26th March, Easter Monday - 29th March



Author: Sam White
Committee: Annual Town Meeting 19th May 2026
Status: Public
Agenda Item: 16
Date: 13th May 2026

1. Purpose:

1.1. It is a requirement of Standing Orders that at the Annual Town Meeting, Councillors review Standing Orders

2. Background

2.1. The Standing Orders were last reviewed in December 2025 therefore only very minor amendments are required to the Standing Orders:

Section	Action Required
5a	Introduce flexibility in the order of the Annual Parish Assembly and Annual Town Meeting
31e	Correction of minor typographical errors

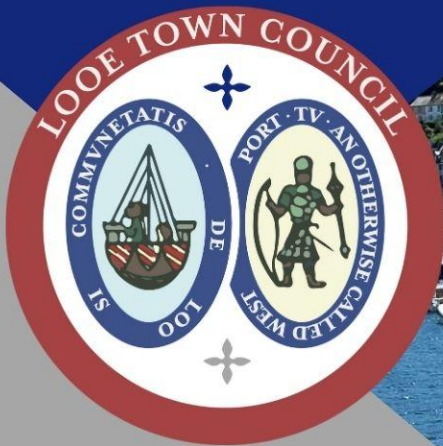
3. Recommendation

3.1. It is recommended that the revised Standing Orders are adopted.

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Standing Orders



Adopted by Council:
16th December 2025

Next review: 31st May 2026



Looe Town Council Standing Orders incorporating the NALC Model Standing Orders for England (revised 2020)

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Introduction

These standing orders are based on the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC) (revised 2020)

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

A council may make, vary or revoke standing orders for the regulation of its proceedings and business. Standing orders do not have the force of law: they are rather a set of rules governing the conduct of meetings although, if in force, they should be observed.

Local councils operate within a wide statutory framework. Standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for standing orders to contain or reference all the statutory or legal requirements which apply to local councils. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

Standing orders that are in **bold type** contain legal and statutory requirements. Standing orders not in bold are designed to help our council operate effectively but they do not contain statutory requirements

For convenience, the word “councillor” is used in standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded. A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded and without discussion.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn, unless it is proposed by another member.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of

the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under Standing Order 1(r), the contributions or

speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

See also Standing Order 13a

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.** Meetings will be held at Looe Library and Community Hub, The Millpool, West Looe or other suitable local venue as determined by the Town Clerk. * Meetings will usually commence at 6.00pm.
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations and raise questions in person on any matter within the Council's remit, whether or not it is on the

- agenda. Issues not on the agenda may not be debated or decided at that meeting but may be referred to the Town Clerk for inclusion on a future agenda.
- f Alternatively, members of the public may submit written questions to be discussed at the meeting to the Town Clerk up to 72 hours before a meeting. A response will then be made in writing within 10 days
 - g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
 - h Subject to standing order 3(f), a member of the public shall be permitted to speak for a maximum of 5 minutes unless otherwise permitted by the Chair.
 - i In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
 - j A person shall raise their hand when requesting to speak
 - k A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
 - l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
 - m **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
 - q **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the**

Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- s **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

Members can individually, if they so wish, have recorded in the minutes the way in which they voted on a particular question without having to invoke the above paragraph. However no personal comments or reasons for voting in a particular way are to be included.

- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent and who have sent apologies;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their**

right to participate and vote on that matter.

- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- x **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- y **A meeting shall not exceed a period of 2 hours without a formal resolution by those present to extend the length of the meeting. Only one such resolution is permissible at any meeting and the agreed extension of time shall not exceed 30 minutes.**

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Town Mayor and Deputy Mayor ex officio shall be a voting Member of every Committee. Council Members not appointed to a Committee may attend any meeting of that Committee (with the exception of meetings of the Staffing Committee) and may make representations, answer questions and give evidence as a member of the public but shall not be entitled to enter into the discussions of the Committee or Sub Committee and shall not be entitled to vote on the business of the Committee unless co-opted by the Chair. A member may not be Chair of more than one standing Committee
- e **Budgets: Committees, with the exception of the Staffing Committee, can exercise delegated powers only if there is budgetary provision for any proposed expenditure. They can each secure funds within their overall budget in accordance with the provisions of the Council's Financial Regulations.**

If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance & Strategy Committee, which will then make a recommendation to the Full Council. Each Committee with delegated powers shall be responsible for reviewing the budgetary provision for that Committee.

- f Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Finance & Strategy Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- g Urgent/emergency matters which would normally be referred to a committee may be dealt with either:
 - i. through the convening of a special meeting or if, in the opinion of the Mayor, this is not practical,
 - ii. by an email poll of members of the Committee who must respond by the specified deadline for their vote to be valid, share their replies with all other Committee members and reply in at least the same numbers as constitute a quorum of the Committee or, failing resolution by this method,
 - iii. by the Town Clerk in consultation with the Chair of Committee (or in his/her absence the Vice Chair) and the Mayor.

Decisions taken either by method ii or iii above shall be subject to a report to the next appropriate Committee or Full Council meeting, whichever comes first, and, if a Committee, be duly reported to the next Full Council.

- h The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference; (Scheme of Delegation)
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its

- own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
 - xiii. With the exception of those matters dealt with under delegated powers, all decisions made by committees are subject to confirmation by Council.
 - xiv. Decisions taken by sub-committees and working groups must be endorsed by their committees and by Council unless they have been given delegated powers.

5. Annual and Ordinary Council Meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office and will be preceded or followed by the Annual Parish Assembly .**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been**

re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman and Deputy Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Consideration of the recommendations made by a committee;
 - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - v. Review of the terms of reference for committees and elect a Chair;
 - vi. Appointment of members to existing committees;
 - vii. Appointment of any new committees in accordance with standing order 4;
 - viii. Review and adoption of appropriate standing orders and financial regulations;
 - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - x. Review of representation on or work with external bodies and arrangements for reporting back;
 - xi. In an election year, to make arrangements with a view to the Council becoming eligible or to continue to be eligible to exercise the general power of competence;
 - xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;

- xiii. Review of the Council's and/or staff subscriptions to other bodies;
 - xiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- k At an ordinary meeting during each year, the business shall include
- i. Review of the Council's complaints procedure;
 - ii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - iii. Review of the Council's policy for dealing with the press/media;
 - iv. Review of the Council's employment policies and procedures;
 - v. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
 - vi. Review of inventory of land and other assets including buildings and office equipment;
- l The business of Ordinary Meetings of the Town Council that are not an Annual Meeting shall include (but not be limited to):
- approval of the minutes of previous meetings of the Council
 - disclosure of Disclosable Pecuniary Interests or Non-Registerable Interests.
 - to receive reports from Cornwall Councillors representing East and West Looe
 - to receive reports from committees and sub-committees of the Council and approve recommendations made by such bodies

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an

extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on

the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal**

data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Any proposed amendments shall be notified to the Proper Officer not less than 1 day in advance of the meeting.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the XXXX held on [date] in respect of XXXX were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the

accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or that they have a non-registerable interest in. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office or any other legally compliant sanction.**

15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman or Vice Chairman of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman (if there is one), of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;
- xv. manage access to information about the Council via the publication scheme; and

- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30

June.

- f The Council will prepare written revenue and capital budgets for the coming financial year and approve these and set the annual precept at a meeting of the Council by the 31st January.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by email clearly identified in the subject heading as a tender/confidential;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of the staffing committee is subject to standing order 11.
- b. Matters pertaining to staff will be dealt with under relevant Council policies as appropriate to the matter under consideration.
- c. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- d. In accordance with standing order 11(a), persons with line management responsibilities and the RFO shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a. **The Council will appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- c A register of such signed deeds shall be kept by the Proper Officer to include details of signatures of councillors

24. Communicating with district and county or unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer.
- c The Proper Officer shall make available the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. Procedure for the Election Of Councillor/s to Outside Bodies

Should a Councillor or Councillors be the only nomination[s] then it will not be necessary to undertake a formal interview process. The nomination[s] for a representative should be discussed at a meeting of Full Council, and the normal appointment process should be followed. If there are 2 or more nominations for a single vacancy, then nominations must be proposed and seconded and a formal vote taken. In such circumstances it is in order for a paper ballot to be undertaken, rather than the normal show of hands. Should this result in a 50/50 split vote, then the Chairman will have the casting vote. Should the Chairman himself be a member of the nomination Trust, then he should delegate this responsibility to the Vice Chairman or in their absence the Chair of the Policy & Strategy Committee.

Council representation also covers the appointment of representatives to other community bodies or organisations.

Appointment of representatives would normally take place every year in May, when the Annual Meeting of the Council is held. The appointment of representatives should follow the normal practice of the Council when electing officers etc, that is, a nomination should be made and seconded, then a vote of the Full Council undertaken. When appointed the Council representative will conduct themselves in accordance with Looe Town Council Code of Conduct.

Should the outside body and/or Town Council consider that the behaviour and/or conduct of the representative to be not in accordance with the Code of Conduct and therefore unacceptable, they should inform the Town Clerk accordingly, giving due reason.

If such a concern or complaint is made, the Town Clerk should take appropriate legal advice and refer the matter to the Staffing Committee for consideration whilst keeping the outside body fully informed. This also applies where a request to remove or suspend the representative with immediate effect has been made. Should this situation arise the Town Clerk must inform the representative and outside body that until the matter has been resolved they should not attend any further meetings or functions of the outside body until notified otherwise

28. Councillor Training

All newly appointed Councillors must undertake formal induction training and, as soon as possible, attend a Code of Conduct Training Programme as organised by Cornwall Council or CALC. All Councillors are required to undertake any appropriate training identified by the Council or committees or mandatory training as required. Councillors who become Chairman or vice Chair of the Council or Committees must undertake training in chairing a meeting and Councillors on the staffing committee must undertake training in employment and HR.

All Councillors should undertake the Code of Conduct training at least every 4 years and shall undertake such training within six months of the delivery of their Declaration of Acceptance of Office.

29. Inspection of Documents

Subject to the requirements of the Data Protection Act,

- a. A Member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b. Subject to Standing Orders Section 1: 12 and 20, All Minutes (other than those of a confidential nature and covered by the Data Protection Act) kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.

30. Councillor Resignations

Councillor Resignations shall be submitted in writing to the Mayor and the Proper Officer and will take immediate effect upon receipt in accordance with the Local Government Act 1972 Section 84.

31. West Looe Town Trust

- a. The Council can have 3 representatives with voting rights on West Looe Town Trust. In the event that a Councillor Representative is not nominated to be a trustee to serve on the Trust then the Trust shall be advised in writing, by the Town Clerk, and the Trust will then make its trustee appointment independently of the Town Council.
- b. Representation is for 4 years. [currently this period is not related to the 4 year period Councillors are usually elected to serve but could change subject to council requirements in the future and in agreement with the Trust]. When the period of representation is due to end, the Trust must notify the Council of the forthcoming vacancy at least 3 months prior to completion of the existing trustee term.
- c. Should a Councillor representative appointed to serve on the Trust resign or cease to be a Councillor then the appointment as Trustee on that Board will automatically cease and the Town Council shall commence the process to appoint a new Councillor representative.

- d. Should a Trustee resign before the end of the 4 year period, the new representative will be required to serve the remaining period of the original 4 year appointment.
- e. If the Trust favours the current representative continuing in their role upon completion of their term of appointment, then the Trust should send a letter of support. On receipt, the Clerk should contact the current representative to confirm their willingness to serve another term. Whilst it is in order for the Clerk to treat this letter as a nomination by the Trust, a formal nomination by a councillor to Full Council will still be required along with a seconder. However there is no automatic right for the current representative to continue as a council nominated ~~representative.~~When representative. When the Council has received notification that the period of representation is due to end, the Council should in the first instance determine whether a councillor wishes to be nominated to the outside body.
- f. Should no councillor wish to be nominated as a Trustee then the Council shall sufficiently advertise the vacant position within the Looe community and start the process to appoint a co-opted representative. Nomination for co-option to West Looe town Trust can be made in the following ways:
- By the nominee themselves
 - By a Councillor or member of the public
 - By the respective Trust
- g. Whilst a nomination can be made verbally, either at a meeting of Full Council or to the Town Clerk, all nominations must be confirmed in writing to the Town Clerk. So that there is fairness and uniformity in the nomination process, a standard application letter should be completed stating the reasons, and qualifications, for the nomination to the Trust.
- h. Should a Councillor undertake representation for West Looe Town Trust, and that Councillor either resigns or is no longer a Councillor, it may be possible for them to continue as a Council representative. If this is the case, the former Councillor must confirm in writing to the Clerk that they wish to continue as a Council representative to that Trust. In such cases, it will be for Full Council to consider whether it is appropriate for that person to continue to represent the Council. Care should be taken when considering such action, especially if it would result in not having a serving Councillor on West Looe Town Trust.

Adopted by Looe Town Council on 20th May 2025



Author: Responsible Finance Officer
 Committee: Annual Town Meeting 19th May 2026
 Status: PUBLIC
 Agenda Item: 17
 Date: 15th May 2026

1. Purpose

1.1 It is a requirement of Standing Orders that the Annual Town Meeting, Councillors review Financial Regulations.

2. Background

2.2 The Finance and Strategy Committee recently reviewed the Financial Regulations on 5th May 2026, where the Committee recommended them to Full Council.

2.3 These were the small adjustments due changes in the model Financial Regulations from the 2025 publication along with our own adjustments:

Section	Amended	Reason
1.4	added Accounts and Audit Regulations along with the new SAPP	updated panel in 2025 version
4.2	before	the budget before November
4.4 & 4.11	or ringfenced	extra reserve category in new policy
5.4	of the Procurement Act 2023 and the Procurement Regulations 2024	updated regulations
5.8	£7,000	increased due to higher costs (£5,000)
5.9	£4,000 and £7,000	increased due to higher costs (£2,000 & £5,000)
5.15	revenue funds	includes specified reserve funds as well as agreed budget
5.15	£7,000 and £12,000	increased due to higher costs (£5,000 & £10,000)
5.15	£12,000 Full Council	increased due to higher costs (£10,000)
5.15	£500	reduced so align with new grant policy grant limit (£1,000)
5.17 & 5.18	Finance & Strategy Committee	better positioned with Finance & Strategy
5.18	£7,000	increased due to higher costs (£6,000)
6.7	A copy of the schedule of payments shall be reported and approved at the next appropriate meeting of the Finance & Strategy Committee. Regular bank reconciliations will reduce the risk of payments.	a copy signed by members..... not required. Keeping the accounts up to date and regular bank reconciliations and three to sign any payment will reduce the risk of duplication
6.8 i & ii	£7,000	Increased due to higher costs (£5,000 & £6,000)
6.8 iv	£300,000	precept payments are close to £300,000 therefore a higher limit required for transfers between accounts (£250,000)
7.1	Finance Officer	later in year the Finance Officer will be authorising payments once approved by Council
7.11	Finance and Strategy	Better positioned (Full Council)
7.12	Clerk/Deputy Clerk or Finance Officer	Taken off Planning & Finance Administrator

9.1	£3,000	increased due to higher costs (£2,000)
9.3	£300	increased due to higher costs (£250)
10.3	or	Staffing Committee or Full Council
11.3	at least annually	the minimum is annually
12.2	Finance Officer	Taken off Planning & Finance Administrator
17.3	will consult with the Clerk	added for extra consultation
17.3	and/or Deputy Clerk	The deputy Clerk is often better positioned to negotiate about claims

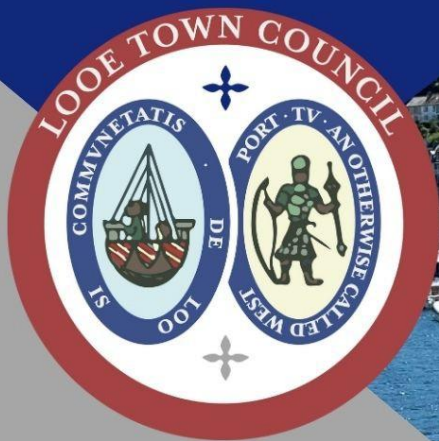
3. Recommendation

3.1 It is recommended that the revised Financial Regulations are adopted.

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Financial Regulations



Adopted by Council:
20th May 2025

Next review: 31st May 2026



Looe Town Council Financial Regulations

These Financial Regulations use the template produced by the National Association of Local Councils (NALC) in **March 2025**.

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These Financial Regulations were adopted by the Council at its meeting held on 20th May 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014 and **The Accounts and Audit Regulations 2015**, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the **Joint Smaller Authorities Proper Practices Panel (SAPPP)** and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council and acts under the policy direction of the Council. The RFO;
 - acts under the policy direction of the Council
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;

- ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of Council resources; and
- produces financial management information as required by the Council.

1.6 The Council must not delegate any decision regarding:

- **setting the final budget or the precept (Council Tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition, Full Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2 Risk management and internal control

2.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Clerk with the RFO shall prepare, for the Finance and Strategy Committee a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by Finance and Strategy Committee who will make a recommendation to Full Council at least annually.

2.3 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Finance and Strategy Committee who will make a recommendation to Full Council

2.4 At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**

- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 At least once in each quarter, and at each financial year end, a member of the Finance and Strategy Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the bank reconciliation authorisation slip and these will be scanned and filed as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Strategy Committee.

2.7 Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3 Accounts and audit

3.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Council;**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

3.5 The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6 Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of

the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

3.7 The internal auditor shall be selected by the Finance and Strategy Committee who will make a recommendation to Full Council. The internal auditor shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The Finance and Strategy Committee shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council;
- reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations 2015.

3.12 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4 Budget and precept

- 4.1 **Before setting a precept, the Council must calculate its Council Tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee **before** November for inclusion in the Council's budget. Full Council will receive a summary of the recommendations. The final version of the budgets for salaries and wages shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.
- 4.3 No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a year-end forecast taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked **or ringfenced** reserve) with the formal approval of the Full Council.
- 4.5 Each committee shall review its objectives for the following financial year and beyond and submit any proposals to Finance and Strategy Committee no later than the end of October each year.
- 4.6 The draft budget with any committee proposals and year end forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Strategy Committee and a recommendation made to the Full Council.
- 4.7 Having considered the proposed budget and year end forecast, the Full Council shall determine its Council Tax requirement by setting a budget. The Full Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 **Any member with Council Tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11 Any addition to, or withdrawal from, any earmarked or ringfenced reserves shall be agreed by the Finance and Strategy Committee and a recommendation made to Full Council.

5 Procurement

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3 Every contract shall comply with these the Council’s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of notices about the award of contracts.**
- 5.8 For contracts greater than £7,000 excluding VAT the Clerk, Deputy Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9 where the value is between £4,000 and £7,000 excluding VAT, the Clerk, Deputy Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
-

- 5.10 For smaller purchases, the Clerk, Deputy Clerk or RFO shall seek to achieve value for money.
- 5.11 **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as are provided by solicitors, accountants, surveyors, planning consultants and architects.
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation and approved by Full Council. Avoidance of competition is not a valid reason.
- 5.14 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget, **reserve funds**, or for that type of expenditure may be authorised by:
- the Clerk, Deputy Clerk, RFO, under delegated authority, for any items of **£7,000 or below** excluding VAT.
 - The Clerk, Deputy Clerk, RFO in consultation with the relevant committee chair for items between **£7,000** and **£12,000** excluding VAT
 - Full Council for all items over **£12,000**;
 - in respect of grants, the Finance and Strategy Committee is delegated to authorise grants for up to **£500**. Grants for more than **£500** must be considered by Full Council.

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

- 5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the **Finance & Strategy committee** except in an emergency.

- 5.18 In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk, Deputy Clerk or RFO may authorise expenditure of up to **£7,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the **Finance and Strategy Committee** as soon as practicable thereafter.
- 5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Full Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20 A purchase order or letter shall be issued for all works, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained along with invoices.
- 5.21 Any ordering system can be misused and access to them shall be controlled by the RFO.

6 Banking and payments

- 6.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. Full Council has resolved to bank with Lloyds. The arrangements shall be reviewed annually for security and efficiency.
- 6.2 The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking or cheque in accordance with a resolution of the Full Council or duly delegated committee or a delegated decision by an officer, unless Full Council resolves to use a different payment method.

- 6.6 For each financial year the RFO may draw up a schedule of direct debit and regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Finance and Strategy Committee may authorise in advance for the year.
- 6.7 A copy of the schedule of payments shall be reported and approved at the next appropriate meeting of the Finance and Strategy Committee. Regular bank reconciliations will reduce the risk of duplicate payments.
- 6.8 The Clerk, Deputy Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £7,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £7,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Finance and Strategy where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee.
 - iv. Fund transfers within the Councils banking arrangements up to the sum of £300,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee.
- 6.9 The RFO shall present a detailed schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Finance and Strategy Committee. The Finance and Strategy Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution.

7 Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. Delegated authority gives the RFO, Clerk, Deputy Clerk and Finance Officer authority to approve online payments. Three officers are required to process any payments The bank

- mandate agreed by the Council shall identify up to 4 Councillors who may be required to authorise and approve transactions on accounts if there are insufficient officers available.
- 7.2 All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3 No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.4 The Service Administrator or other delegated officer shall set up all items due for payment online. A list of payments for approval, together with a link to the scanned invoices held on file shall be sent by email to two officers with delegated authority.
- 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6 48 hours before payment is due. Two Councillors who are members of the Finance and Strategy Committee will check the payment details against the invoices and email the RFO to authorise payment. Approved Officers will authorise the payments. At the next meeting of the Finance and Strategy meeting the list of payments shall be reported and signed by the two Councillors who authorised the payment.
- 7.7 Evidence shall be retained showing which members approved the payment online.
- 7.8 A full list of all payments made in a month shall be provided to the next Finance and Strategy Committee and included as an attachment to the minute.
- 7.9 With the approval of Finance and Strategy Committee in each case, regular payments such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit. These payments will be included in the RFO's finance report to the Finance and Strategy Committee. The approval of the use of each variable direct debit shall be reviewed by Finance and Strategy Committee annually.
- 7.10 Payment may be made by BACS or CHAPS by resolution of the Finance and Strategy Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the Finance and Strategy Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 7.11 If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised signatories, evidence of this is retained and any payments are reported to the Finance and Strategy Committee when made. The approval of the use of a banker's standing order shall be reviewed by **Finance and Strategy** committee at least every two years.
- 7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and the **Clerk/Deputy Clerk or Finance Officer**. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.
- 7.13 Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14 Remembered password facilities should not be used on any computer used for Council banking.

8 Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories and countersigned by the RFO.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4 Any signatures obtained away from Council meetings shall be reported to the Finance and Strategy Committee at the next convenient meeting.

9 Payment cards

- 9.1 Any Debit Card issued for use will be specifically restricted to Clerk, Deputy Clerk and RFO and will also be restricted to a single transaction maximum value of **£3,000** unless authorised by Full Council or Finance and Strategy Committee in writing before any order is placed.
- 9.2 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk or Deputy Clerk and any balance shall be paid in full each month.
- 9.3 Personal credit or debit cards of members or staff shall only be used in exceptional circumstances and only for expenses up to **£300** including VAT.

10 Payment of salaries and allowances

- 10.1 **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2 **Councillor's allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3 Salary rates shall be agreed by the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without a recommendation from the Staffing Committee **or** Full Council.
- 10.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made.
- 10.7 Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be considered by the Staffing Committee who will make a recommendation to Full Council.
- 10.8 Before employing interim staff, the Council must consider a full business case.

11 Loans and investments

- 11.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 11.2 Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by the Full Council, following a written report on the value for money of the proposed transaction.
- 11.3 The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and

guidance. Any Strategy and Policy shall be reviewed by the Finance and Strategy Committee and a recommendation made to Full Council **at least** annually.

- 11.4 All investment of money under the control of the Council shall be in the name of the Council.
- 11.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 11.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12 Income

- 12.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 12.2 The Services, Assets and Community Committee will review and make a recommendation to Full Council for all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Deputy Clerk. The RFO and **Finance Officer** shall be responsible for the collection of all amounts due to the Council.
- 12.3 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 12.4 All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 12.6 The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 12.7 Where significant sums of cash are regularly received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13 Payments under contracts for building or other construction works

- 13.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant

engaged to supervise the works.

- 13.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk or the RFO to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14 Stores and equipment

- 15.1 Officers will be provided with a list of assets for which they are responsible for.
- 15.1 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.2 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.3 The Deputy Clerk shall be responsible for periodic checks of stocks and stores, at least annually.

16 Assets, properties and estates

- 16.1 The Deputy Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Full Council in respect of valuation and surveyed condition of the property

(including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

- 16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to Council with a full business case.

17 Insurance

- 17.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2 The Clerk or Deputy Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The RFO **will consult with the Clerk and** shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the appropriate committee or Full Council at the next available meeting. The RFO **and/or Deputy Clerk** shall negotiate all claims on the Council's insurers in consultation with the Clerk or Deputy Clerk.
- 17.4 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance and Strategy Committee.

18 Suspension and revision of Financial Regulations

- 18.1 The Council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk and the RFO shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 18.2 The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 18.3 The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Author: Sam White
Committee: Annual Town Meeting 19th May 2026
Status: Public
Agenda Item: 17
Date: 13th May 2026

1. Purpose:

1.1. It is a requirement of Standing Orders that at the Annual Town Meeting, Councillors review the Scheme of Delegation and Committee Terms of Reference

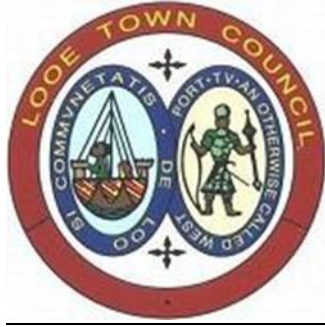
2. Background

2.1. There are minor changes to the Scheme of Delegation and Committee Terms of Reference to ensure they are in line with other regulations and policies

Scheme of Delegation	Action Required
2.2.1 and 2.2.2	Increased authorisation limits
3.2.3	Correction of missing apostrophe
3.2.16 and 3.2.17	Increased authorisation limits
4.1.6 and 4.1.7	Increased authorisation limits
Terms of Reference	Action Required
<u>Services, Assets & Community Committee</u>	
6	Updating the name of the Finance & Strategy Committee
11	Updating the name of the Finance & Strategy Committee
24	Updating the name of the Finance & Strategy Committee
<u>Finance & Strategy Committee</u>	
30	Updated to reflect new grant limits
<u>Planning Committee</u>	
Intro	Amend officer job title
5	Updating the name of the Finance & Strategy Committee
6	Updating the name of the Finance & Strategy Committee
<u>Staffing Committee</u>	
4	Updating the name of the Finance & Strategy Committee

3. Recommendation

3.1. It is recommended that the revised Scheme of Delegation and Terms of Reference are adopted.



Scheme Of Delegation

&

Committee Terms Of Reference

Relating to the Proceedings and Business

Of

Looe Town Council

	Date	Minute
Adopted	May 2025	Annual Meeting minute 17
Version 2	n/a	
Date of Next Review	May 2026	

1 Introduction

The Scheme of Delegation covers such matters as have been delegated in accordance with the Local Government Act 1972 s101 to Committees, Sub-Committees, Officers or other local authorities.

The scheme sets out how the Council delegates some of its powers and duties to its officers and committees. These delegations are necessary for the effective day to day running of the Council and to prevent every decision having to come to a Full Council meeting for agreement.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

2 Proper Officer

- 2.1 The Town Clerk shall be the Proper Officer of the Council. In addition to any delegations arising from Standing Orders, Financial Regulations and the Job Description, the Clerk to the Council will be authorised to:
- 2.1.1 Sign on behalf of the Council any document necessary to give effect to any decision of the Council.
 - 2.1.2 Institute and appear in any legal proceedings authorised by the Council.
 - 2.1.3 Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
 - 2.1.4 Receive declarations of acceptance of office.
 - 2.1.5 Receive and record notices from Councillors disclosing interests.
 - 2.1.6 Receive and retain plans and documents.
 - 2.1.7 Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Council.
 - 2.1.8 Alter the date of a Council Committee/Working Group, but, before doing so, shall consult the Mayor, or Chairman of the Committee or Working Group concerned about the need for the change and about convenient alternative dates and times.
 - 2.1.9 Manage all the Council services including the library and community hub, public conveniences, websites and social media accounts.
 - 2.1.10 Be the responsible officer for the coordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
 - 2.1.11 To apply for planning consent for the carrying out of development by the Council.
 - 2.1.12 To respond to consultations on planning applications subject to the comments of the Planning Committee.
 - 2.1.13 To respond to complaints under the Council's complaints procedure.
 - 2.1.14 To manage, monitor and review the Council's internal control procedures.
 - 2.1.15 To manage, monitor and review the Council's Risk Management Strategy.
 - 2.1.16 Prepare statements for the press where the known policy of the council exists.
 - 2.1.17 Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
 - 2.1.18 Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

2.2.1 Individual purchases within an agreed budget for that type of expenditure may be authorised by

The Clerk for any items below ~~£5,000~~ £7,000 excluding VAT.

The Clerk in consultation with the relevant committee chair for items between ~~£5,000-£7,000~~ and ~~£10,000~~ £12,000 excluding VAT

2.2.2 Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£6,000~~ £7,000. The Clerk shall report the action to the council as soon as practicable thereafter.

2.2.4 Act as RFO in the absence of the RFO.

3 Financial Matters

3.1 The Town Council employs a Responsible Financial Officer. This role is a requirement of the Local Government Act 1972 section 151.

3.2 In addition to any delegations arising from Standing Orders and Financial Regulations, Job Description and any requirements arising from the Governance and Accountability framework, the RFO will be authorised to:

3.2.1 Prepare VAT reclaim on behalf of the council.

3.2.2 Issue invoices on behalf of the council.

3.2.3 Pay all accounts properly incurred in accordance with the Council's payment's procedure.

3.2.4 Pay all salaries incurred in accordance with the Council's salary payment procedure.

3.2.5 Pay all subscriptions to organisations to which the Council belongs.

3.2.6 Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.

3.2.7 Carry out virements of sums between cost centres in accordance with the Council's Financial Regulations.

3.2.8 Authorise action for the recovery of debts.

3.2.9 Write-off debts up to the level set by the Council.

3.2.10 Maintain a Register of Assets and Inventory of Equipment.

3.2.11 Determine the Town Council's insurance requirements on the Council's behalf.

3.2.12 Make all necessary arrangements for the Council's insurances.

3.2.13 Carry out duties in accordance with the Financial Regulations of Looe Town Council and the legislation and approved Audit and Accounting regulations in place at any time.

3.2.14 Prepare a draft budget for consideration by Finance & Strategy Committee/Full Council.

3.2.15 Prepare the final accounts for each financial year.

3.2.16 Individual purchases within an agreed budget for that type of expenditure may be authorised by

- The RFO for any items below ~~£5,000~~ £7,000 excluding VAT.

- The RFO in consultation with the relevant committee chair for items between ~~£5,000~~ £7,000 and ~~£10,000~~ £12,000 excluding VAT

3.2.17 Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£6,000~~ £7,000. The Clerk shall report the action to the council as soon as practicable thereafter.

3.3 The RFO may delegate some of these duties and powers to other Officers within the Council as per the Authorised Signatories list in Appendix 1, or as otherwise required following prior approval by Council or the relevant Committee.

4 Assets

4.1 The Deputy Clerk will act in accordance with any delegations arising from Standing Orders, Financial Regulations and the Job Description. They will have authority to manage the land and property of the Council including:

4.1.1 Agreeing the terms of any lease, licence, conveyance or transfer.

4.1.2 The granting or refusal of the Council's consent under the terms of any lease.

4.1.3 Authorise the installation of publicly requested benches or other memorials.

4.1.4 In consultation with the relevant committee to introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.

4.1.5 Act as Proper Officer in the absence of the Clerk.

4.1.6 Individual purchases within an agreed budget for that type of expenditure may be authorised by

- The Deputy Clerk for any items below ~~£5,000~~ £7,000 excluding VAT.
- The Deputy Clerk in consultation with the relevant committee chair for items between ~~£5,000~~ £7,000 and ~~£10,000~~ £12,000 excluding VAT

4.1.7 Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£6,000~~ £7,000. The Clerk shall report the action to the council as soon as practicable thereafter.

5. Staffing Matters

5.1 The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget including:

5.1.2 Approve and authorise annual leave entitlement and other absence as appropriate.

5.1.3 Recruit staff, including temporary, when required.

5.1.4 Preparation of the job description and person specification, placing the advertisement and short-listing applicants.

5.1.5 Management of staff performance.

5.1.6 Control of discipline and performance, including the power of suspension and dismissal.

5.1.7 Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.

5.1.8 Approve and authorise reasonable overtime as required.

- 5.1.9 Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 5.1.10 Authorise training in line with the Council's policies.
- 5.1.11 Terminate employment during probation.
- 5.1.12 Authorise the provision of uniforms or protective clothing.
- 5.1.13 Commission legal and professional advice on staffing matters.

6 Urgency

- 6.1 The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- 6.2 Any such action to be reported to the next meeting of the Council or relevant Committee. The Mayor, Deputy Mayor and Chairs of Committee are to be consulted where possible before such action is taken.

7 Emergency Planning

- 7.1 The Town Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 7.2 Any such action to be reported to the next meeting of the Council or relevant Committee. The Mayor, Deputy Mayor and Chairs of Committee are to be consulted where possible before such action is taken.

8 Procedural

- 8.1 The Town Clerk can:
 - 8.1.2 Serve requests for information as to ownership and occupation and other interests in land for the purposes of any function under their control.
 - 8.1.3 Appoint consultants or other professionals to carry out any function and provide any service under their control, subject to Standing Orders and Financial Regulations.

9 Health and Safety at Work Act 1974

- 9.1 The Town Clerk is authorised to oversee the discharge of the Councils' responsibilities under the Act.

Appendix 1: Authorised Officers Signatory List

	Debit Card ¹	Invoices ²	Salaries ³	Purchase Orders ⁴	Contracts ⁵	Timesheets	Amazon account ⁶	Postage
Town Clerk	x	x	x	x	x	x	x	X
Deputy Clerk	x	x	x	x		x	x	X
RFO		x	x	x	x	x	X	
Library and Community Hub Supervisor (as directed by Clerk/Deputy Clerk)				x				
Cleaning & Maintenance Supervisor (as directed by Deputy Clerk)				x		x		
Content Events and Communications Officer (as directed by Town Clerk/Deputy Clerk)				x				
Admin Planning & Finance Comms (as directed by Town Clerk/Deputy Clerk/RFO)			x	X		X	X	X
Admin Events & Meetings (as directed by Town Clerk/Deputy Clerk)				x		x	X	x

¹ In accordance with the Council's debit/charge card procedure.

² Invoices can only be authorised in accordance with the Council's Standing Orders and Financial Regulations. Payment of invoices should be in accordance with the invoice payment procedure.

³ Salary payments will only be paid in accordance with the salary payment procedure.

⁴ Purchase orders can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

⁵ Contracts can only be authorized in accordance with the Council's Standing Orders and Financial Regulations

⁶ Purchase amounts must be in accordance with authorised expenditure limits and within budget.

Committee Terms of Reference

DRAFT

TERMS OF REFERENCE – Services, Asset and Community Committee

Full Standing Committee

Number of Councillors: The total number of councillors on the Committee shall be set at 9.

Membership The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

The Mayor and Deputy Mayor ex officio are voting members of every committee.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee.

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the meeting at the discretion of the Committee Chair but not vote unless co-opted.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Deputy Clerk, Admin Minutes and Events

Main purposes and roles

- To scrutinise and oversee all aspects of the effective management, security and maintenance of all Looe Town Council's property.
- To manage and maintain all assets owned, leased or administered by the Council.
- To encourage and oversee all activity designed to improve the social wellbeing of the community and the cultural life of Looe.
- To deliver a Library, Information and Advice Service and refer people to other agencies as needed.
- To promote Looe as a visitor destination through the Visit Looe website, social media and collaboration with local businesses.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure the health and safety of all people who work, visit or use any of the Council's properties or facilities.

To ensure the health, safety and welfare of everyone participating in Council-run events and mitigate any risks without delay.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support the remit of the Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for the delivery of the services that are under the remit the Committee and to evaluate performance over the past year.

5 Budget planning

To prepare and submit to the Finance and Strategy Committee budget proposals in respect of all services, assets and capital expenditure within the Committee's remit not later than 30 October each year.

6 Tenders

Where tenders are not exempted by the Finance [and Strategy](#) Committee, to secure tenders as required, review them and select preferred provider. If work is outside the remit of the Committee or is not in budget, then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8 Development & monitoring of income

To maximise income from all sources within the Committee's remit, alerting the RFO to any likely shortfall as early as possible.

To include explanations of income variances in a report to each Full Council meeting.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the delivery of the Committee's purposes and roles.

In particular to cooperate with other agencies on;

- issues that affect the town including policing, public safety and security, traffic, litter and waste.
- developing the visitor economy, business collaboration, community events, new or modified services
- working together to help build a more cohesive and resilient community in response to changing social and economic needs.

11 Leases and licences

To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by Full Council. To consider the renewal of leasing/licensing agreements and make recommendations to the Finance [and Strategy](#) Committee if it is not felt appropriate to continue such an agreement.

12 Security

To consider the securing and security of all Town Council property and land and make recommendations to the appropriate Committee or the Full Council

13 Asset register

To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry

14 Property maintenance

To maintain the exterior, interior and structural fabric of all Town Council buildings/structures

15 Fees and charges

To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the Finance Committee

16 Agency agreements for devolved services

To secure agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been negotiated and agreed by Full Council

17 Developing the visitor economy

Through the Visit Looe website and social media to further raise the profile of Looe as a year-round visitor destination.

To support local hospitality and leisure businesses by engaging them with the Visit Looe website.

To facilitate and promote off-season events to attract visitors in quieter months.

18 Publicity and promotion

To lead all aspects of the Council's work on publicity and promotion, raising awareness of the Council's work in the local community, correcting falsehoods and spreading good news.

19 Library and Community Hub development

To support the continuing growth and success of the library service and of the whole Hub as a community resource, meeting and information centre with long-term sustainability.

20 Community events

To facilitate and encourage third parties to hold community events throughout the year.

21 Social and economic needs

To research and understand the social and economic pressures on residents and the community overall and to ensure that up to date information and advice is available online, on social media and at the Community Hub.

To ensure that staff are regularly briefed on community challenges and that they share learning from enquiries they receive.

To ensure that staff receive regular formal training in the provision of information and advice.

To support the social initiatives of Boundless Trust and use the Council's spaces and facilities to alleviate hardship where practicable.

22 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

23 Scope

The Looe community

Other town organisations

Users of the Library

Visitors to Looe

Visit Looe, business development and social media staff and agencies.

24 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals requiring ratification by Full Council (Officers to advise). Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are available and agree the plan with the RFO. Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance and Strategy Committee and may need to be ratified by Full Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with the funding source.

25 Meeting arrangements

The Committee shall meet in person with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

26 Reporting

The Committee Chair will provide a brief written report of activity at the next Full Council meeting. The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

TERMS OF REFERENCE – Finance and Strategy Committee

Full Standing Committee

Number of Councillors: The total number of councillors on the Committee shall be set at 9.

Membership The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

The Mayor and Deputy Mayor ex officio are voting members of every committee.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee.

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the meeting at the discretion of the Committee Chair but not vote unless coopted.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Town Clerk, RFO, Admin Minutes and Events

Main purposes and roles

- To propose to Full Council the broad vision and direction of Looe Town Council and identify specific outcomes and goals that enable the Council to deliver that vision.
- To establish and regularly review the Council's priorities and with Councillors and staff formulate an Action Plan to guide the Council's work and monitor progress against the Plan.
- To support Looe Town Council's strategy and Action Plan and ensure the stewardship of the Council finances, investments and sustainability, keeping Full Council informed on all aspects of financial performance and ensuring that the Council meets all its financial, regulatory, compliance and other finance related responsibilities.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and scheduled in the agreed Action Plan.

2 Health, safety and welfare

To ensure that finance is promptly available to remedy any health, safety or welfare matters for which the Council is responsible that place the public, employees or Councillors at risk.

To ensure that the Council's policies and Action Plan give high priority to all issues affecting or risking health, safety and welfare of all stakeholders.

To agree robust policies for the protection of employees and Councillors from vexatious complaints.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support the remit of the Committee.

4 Policy, procedures & standards

To lead the annual review of all policies, procedures and standards for all Council activities and to evaluate performance over the past year.

To review annually policies, procedures and standards for the financial services that are the Committee's responsibility and to evaluate performance over the past year.

5 Budget planning

To alert the Committee by 30 October each year to any exceptional costs of the Committee's work that are anticipated for the next financial year and to ensure budget provision is made.

To lead and coordinate the annual budgeting process, ensuring that Committees submit their proposals on time.

To prepare an annual budget that meets the criteria determined by Full Council (e.g., precept level, planned surplus or deficit, major projects, perceived risks) and to recommend it to Full Council.

To present the required information for setting the precept to Cornwall Council on time.

6 Tenders

Where tenders are not exempted by the Committee, to secure tenders as required, review them and select preferred provider. If work is outside the remit of the Committee or is not in budget, then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To monitor all Council expenditure against budget and report significant variances to Full Council.

To prepare forecasts of the total annual expenditure to maintain control and assist with future planning. See also Authority section below.

8 Development & monitoring of income

To monitor all income against budget and report significant variances to Full Council.

To prepare forecasts of the total annual income to maintain control and assist with future planning.

To research and pursue new sources of funding to support the Action Plan.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To include budgetary provision for grants to local organisations and incentives to town-wide cooperation and to recommend such payments to Full Council.

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the delivery of the Committee's purposes and roles.

In particular to work to encourage the formation and cohesion of town-wide collaborative groups in the interests of a unified strategy for Looe.

11 Action Plan

To monitor the Action Plan continuously, ensuring that Committees and staff fulfil the Plan and have the support and resources they need to do so.

With Officers, to keep the Plan under constant review, adjusting it in the light of events and maintaining it as the primary guide for all the Council's work.

12 Business case reviews

To review business cases for all new projects and, in conjunction with the relevant Committee, recommend their Action Plan priority to Council.

13 Statutory obligations oversight

To advise the Council in relation to matters of legislation, policy and procedure and to ensure that the Council is in full compliance with any statutory obligations at all times

14 Committee role alignment

To ensure that there is alignment between all Council Committees in delivering the overall Council vision and Action Plan through committee terms of reference and Action Plan role allocation.

15 Annual report

To draft the Annual Report.

16 Reserves allocation

To recommend to Full Council in advance of each financial year the allocation of the Council's financial reserves for the year ahead with 50% of gross turnover allocated to overall contingency, ring-fenced items clearly identified and other earmarking at the Committee's discretion.

17 Accounting records

To monitor the keeping of accounting records and systems of internal controls

18 Financial risks

To review the assessment and management of financial risks faced by the Council

19 Exemptions from tendering

To assess whether contracts due to special circumstances are exempt from a tendering process or procurement exercise

21 Financial regulations annual review

To review the financial regulations which shall be reviewed regularly and at least annually for fitness of purpose.

22 Financial advice

To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects

23 Audit

To select an internal auditor and make a recommendation to Full Council

To receive Auditors' reports and to make recommendations regarding any matters arising from such reports

24 Payment of accounts

To approve payments of accounts in accordance with the Standing Orders

25 Resources management

To control the management of the Council's financial resources including bank accounts and investments

26 Debt write-off

To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum greater than this requiring Full Council agreement

27 Archives and treasures

To maintain any Council archives and civic treasures.

28 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

29 Scope

Looe Community

Committee Chair and members

Responsible Finance Officer

Officers with authority to commit expenditure

All other Council Committees

30 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals requiring ratification by Full Council (Officers to advise). Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee is overall responsible to Full Council for monitoring expenditure and for ensuring that all Committees remain within budget and comply with any in-year adjustments to budget that the Finance Committee may determine, if necessary ratified by Full Council.

To consider grant applications totalling up to ~~£1,000~~ £500

The Committee may authorise expenditure from approved budgets not under the control of any other Committee. If the Committee needs to draw on another Committee's budget, then the Chair of that Committee will be notified by the RFO.

Proposals for expenditure outside approved budgets, including the use of reserves, will be considered by the Committee and may need to be ratified by Full Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with the funding source.

31 Meeting arrangements

The Committee shall meet in person with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

32 Reporting

The Committee Chair will provide a brief written report of activity at the next Full Council meeting. The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

TERMS OF REFERENCE - Planning Committee Full Standing Committee

Number of Councillors: The total number of councillors on the Committee shall be set at 9.

Membership The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

The Mayor and Deputy Mayor ex officio are voting members of every committee.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee.

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the meeting at the discretion of the Committee Chair but not vote unless coopted.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Admin Planning and [Finance Communications](#)

Main purposes and roles

- To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation.
- To fulfil other planning related functions proper to a local council.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure the health, safety and welfare of all Councillors and staff engaged in the planning process with particular regard to safety on site visits and risks through pressure of work or public complaint.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support the remit of the Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for the delivery of the services that are under the remit of the Committee and to evaluate performance over the past year.

5 Budget planning

To alert the RFO or Finance and Strategy Committee by 30 October each year to any exceptional costs of the Committee's work that are anticipated for the next financial year and to ensure budget provision is made.

6 Tenders

Where tenders are not exempted by the Finance and Strategy Committee, to secure tenders as required, review them and select preferred provider. If work is outside the remit of the Committee or is not in budget, then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8 Development & monitoring of income

To monitor and report to the RFO likely income from the Community Infrastructure Levy, where this can be assessed, along with any other planning related income.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the delivery of the Committee's purposes and roles. In particular to maintain the relevance and momentum of the Neighbourhood Development Plan and ensure comments on planning applications fully support the Plan.

11 Appeals against refusals

To make representations in respect of appeals against the refusal of planning permission.

12 Street and house naming

To undertake street naming under powers delegated by Cornwall Council, and to make representations regarding house naming and street[?]numbering.

13 Plans affecting Looe

To consider and monitor strategic, unitary and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Looe, and the making of all appropriate representations.

14 Economic developments

To offer advice from a planning perspective on economic development initiatives for the benefit of the Town and the making of recommendations on all related matters and liaison as appropriate with other agencies.

15 Neighbourhood planning

To co-ordinate the Council's work in respect of Neighbourhood Planning.

16 Highways and other routes

To consider all planning matters relating to highways, footpaths and bridleways, cycle routes and to make representations to other authorities regarding these matters.

17 Licences

To consider and to make representations to other authorities in respect of applications for liquor, gaming and public entertainments licences.

18 Community engagement

Community engagement and consultation will be considered by the Committee where it is deemed appropriate, and the necessary steps will be taken to advertise and bring to the communities attention so they can fully engage.

19 Other planning matters

To make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference above.

20 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

21 Scope

Planning applicants
People commenting on applications
Cornwall Council Planning
Planning Committee Chair and members
Officer supporting Planning Committee

22 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend from budgets under the remit of other Committees, not approved or from future years.

The virement of funds from within the Committee's total budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with the funding source.

23 Meeting arrangements

The Committee shall meet in person with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

24 Reporting

Approved meeting minutes will be made available on the LTC web site for public review

The Committee Chair will provide a brief written report of activity at the next Full Council meeting.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

DRAFT

TERMS OF REFERENCE - Staffing Committee

Membership The Committee shall consist of a Mayor, Deputy Mayor, Chairs of committees. Vice Chairs of Committees may deputise for Committee Chairs.

A Councillor will not be eligible for nomination to the Committee – or if already a member must step down – if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 24 months.

Quorum: 4

Notice requirement: at least 3 clear days

Public participation: no

Officers: Town Clerk or Deputy Clerk (where appropriate).

Main purposes and roles

To provide effective and professional management of all matters relating to the employees of Looe Town Council, delegating the day-to-day line management to the Town Clerk and management team.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To oversee all aspects of health, safety and welfare at work in the interests of employees, Councillors and the Council.

To ensure that any matters of concern are dealt with swiftly and fully by relevant Committees and staff.

3 Training and development

To ensure that the Council provides training and development activities for Councillors and staff in response to recommendations and requests from other Committees and to support the remit of the Staffing Committee.

4 Tenders

Where tenders are not exempted by the Finance [and Strategy](#) Committee, to secure tenders as required, review them and select preferred provider. If work is outside the remit of the Committee or is not in budget, then to make recommendations to Full Council.

5 Budgets, Monitoring & authorisation of expenditure

Budgets for salaries and wages, including employer contributions will be reviewed each November. The Staffing Committee will provide Full Council with a summary of recommendations.

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

7 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

8 Employment policies

To review and implement all employment policies in consultation with members of staff

9 Staffing levels

To maintain staffing levels to fulfil the Action Plan, reviewing workloads periodically and making any recommendations for change (including promotion, re-grading, redundancies, restructuring and fixed term contracts) to Full Council.

10 Recruitment

To approve and oversee the recruitment process of the Town Clerk and other senior staff and, where required, assist the management team in the recruitment of new staff.

To appoint recruitment panels and to grant them the authority to make offers of employment. On making an offer of employment panels shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.

11 Attendance and leave

To receive reports from the Clerk regarding staff attendance, short- and long-term sickness and return to work interviews, all other leave (annual, parental, adoption, compassionate, TOIL and flexible).

12 Terms and conditions of employment

To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.

To approve job descriptions, person specifications and contracts of employment.

13 Confidentiality and data protection

To maintain confidentiality over all staffing matters as required under the General Data Protection Act 2018 and the Code of Conduct

14 Councillor and employee relations

To deal with all matters relating to councillor/staff conduct and relations

15 Staff Appraisals

To ensure that annual appraisals for all staff are carried out, agree any actions, outcomes, training and development needs and ensure they are carried out.

The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of Council and that of the RFO will be undertaken by the Town Clerk and the Chair of the Finance Committee.

16 Grievance & disciplinary procedure

To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action is deemed necessary.

To seek and pay for outside professional assistance if required.

To recruit volunteers from other Town/Parish Councils should there be insufficient members of the Looe Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process.

17 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

18 Scope

All employees

Any recognised trade unions

Any party recognised as representing employees

19 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full Council.

20 Meeting arrangements

The Committee shall meet in person when required.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Calling Meetings: A meeting of the Staffing Committee can be convened by the Proper Officer, or the Mayor as and when necessary. The Mayor may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

21 Reporting

Approved meeting minutes will be made available on the LTC web site for public review.

If it is not acceptable or practicable for the minutes to be taken by an Officer, then a member shall take the minutes provided the Chair is satisfied that no conflict of interest would thereby be created.

The Committee Chair will provide a brief written report of activity at the next Full Council meeting, not disclosing any personal issues or data.

DRAFT

Appeals Panel

Number of Councillors: The total number of councillors on the panel shall be set at 4.

Membership Mayor, Deputy Mayor, Vice Chairs/Chairs of Committee who did not participate in the original decision of the staffing committee. Any councillor not appointed to the Staffing Committee may act as substitute at the request of a panel member.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: no.

Officers: Clerk to the Council or Deputy Clerk (where appropriate).

Terms of Reference

The panel will consider any appeal including those relating to employee grievance or disciplinary outcomes.

Delegation(s)

- i. To uphold or dismiss any appeals referred to the panel.
- ii. Convene any disciplinary appeal as a re-hearing of facts if the grounds for appeal make it appropriate to do so.
- iii. Vary any disciplinary sanction however any increase in disciplinary penalty is precluded from consideration.
- iv. Vary any grievance outcome however any variance that would be more detrimental to the appellant is precluded from consideration.
- v. Make recommendations to officers or the Staffing Committee if appropriate.

Summary

The panel has decision making responsibility with any decision made being final and concludes the Council's internal appeals, disciplinary and grievance procedures.



Author: Responsible Finance Officer
Committee: Annual Town Meeting, 19th May 2026
Status: PUBLIC
Agenda Item: 19
Date: 15th May 2026

1. Purpose

1.1 It is a requirement of the Standing Orders that, at the Annual Town Meeting, Councillors approve and adopt the insurance cover.

2. Background

2.2 Looe Town Council has three insurance policies to cover all aspects of the Council's operations and assets.

2.3 The policies are as follows:

- Zurich operational policy - Appendix A
- BES Group lift and platform policy - Appendix B
- Equity Red Star Garia van policy - Appendix C

3. Recommendation

3.1 It is recommended that the Council approve the policies listed in section 2.3.

To Whom It May Concern

Name of Insured: Looe Town Council

This is to confirm that Looe Town Council have in force with this Company until the policy expiry on 31st March 2027 insurance incorporating the following essential features:

Policy Number: YLL-2720872773

Renewal Date: 1st April 2027

Limits of Indemnity: Public Liability: £10,000,000 minimum*
any one event

Products Liability: £10,000,000 minimum*
for all claims in the
aggregate during and one
period of insurance

Pollution Liability: As per Products Liability
Official's Indemnity: As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

James Hallam Limited

Spargo House
10 Budshead Way
Plymouth
Plymouth
GB

Date: 12 May 2026

RENEWAL CONFIRMATION FOR LOOE TOWN COUNCIL

Great news! We're ready to renew your BES Group Inspection and Insurance policy as per the Renewal Schedule, Terms & Conditions and Policy Summary sent previously.

We're really pleased to hear that you take risk as seriously as we do! Who we work with is everything to us, our relationship with our customers really matters.

We're proud to be a contemporary British company with integrity and passion for what we do. We do everything we can to make sure everyone gets home safe. And on top of that, we'll keep you and your business working, increasing the safety of your plant and equipment and, in turn, their lifespan.

Please now find enclosed our Premium Notice for the total amount due. Just get in touch if you would like to discuss this, or anything else we might be able to help you with, further. We look forward to receiving your remittance.

Finally, thanks for once again choosing BES Group – you've made the right decision! We do what we say we'll do, and we'll keep it straightforward.

If there's anything else we can help you with, please just let us know.

If you take risk seriously, there is no other option. Leave nothing to chance.

Yours faithfully

E-Trade Support Team
etrading@besgroup.com

**Engineering Inspection
& Insurance**

Contract Number:

ACT000540643

Start Date:

01/06/26

Amount Due:

£595.52

Plus Taxes

ENGINEERING INSPECTION & INSURANCE RENEWAL SCHEDULE

This document is a record of the information provided to BES Group. Please check carefully that all the information shown in it is correct and complete.

Quotation Number	AQR0080258	Contract Number	ACT000540643
Customer Details			
Customer Name:	Looe Town Council		
Customer Address:	Looe Town Council The Millpool Looe Cornwall PL13 2AF United Kingdom		
Intermediary Details			
Intermediary Name:	Seventeen Group Limited		
Intermediary Address:	Spargo House 10 Budshead Way Plymouth Plymouth GB		
Contract Details			
Start Date:	01/06/26	End Date:	31/05/27
Inspection Fee:	£495.52 Plus Taxes (if applicable)		
Insurance Premium:	£100.00 Plus IPT (if applicable)		
Total Price:	£595.52 Plus Taxes (if applicable)		

Memoranda

Quotation based on the plant schedule provided to BES Group on 01/06/2026.

The Terms & Conditions supplied with the quotation apply to this contract and are the basis on which we shall provide the service. Please read them and retain for future reference. Further copies are available on request from BES Group or your intermediary, or from this web page: <http://www.besgroup.com>

In choosing this service you have not received any personal recommendations from BES Group.



ESTD 1859

BES Group

ENGINEERING INSURANCE

Important Information

The Policy Wording ("**Policy Wording**"), the Policy Schedule ("**Schedule**") together constitute your Customer's insurance contract with British Engineering Services Ltd.

In order to provide a quotation, British Engineering Services Ltd have made the following assumptions about the risk. If any of these assumptions are incorrect, British Engineering Services Ltd must be notified immediately as it may be necessary to revise these terms.

Assumptions

Neither the Insured, their directors or partners have ever:

- i. been declared bankrupt, insolvent, been the subject of a county court judgment in respect of debt,
- ii. had a receiver or liquidator appointed,
- iii. been disqualified under the Company Directors Disqualification Act 1986,
- iv. been convicted or charged for a criminal offence.
- v. had an insurance contract cancelled or declared void or a claim repudiated or renewal refused due to breach of a policy condition or risk improvement.

If you are unsure about the materiality of the information to be provided to British Engineering Services Ltd you must bring them to our attention.

If you determine that any information provided to British Engineering Services Ltd is materially inaccurate, or if any of the details set out in the Policy Schedule are incorrect, you must tell us, as it may adversely affect the insurance cover provided to your Customer under the Policy. Please telephone us immediately and no later than 14 days from the date of this letter.

We reserve the right to amend our terms and/or amend the premium.

ENGINEERING INSPECTION & INSURANCE RENEWAL SUMMARY

Contract Number	ACT000540643
Customer Name	Looe Town Council
Location	Discipline
The Millpool, Looe, Cornwall, PL13 2AF, United Kingdom	Machinery Item

Site Address	Plant Details	Frequency (months)	Insured	Quantity
The Millpool, Looe, Cornwall, PL13 2AF, United Kingdom	Passenger Lift, powered, up to 2 floors	6	Yes	2

Engineering Insurance Cover Summary

Sudden and Unforeseen Damage -	Plant and Equipment as specified within the Schedule
Sum Insured -	£1,000,000
Fragmentation Limit -	£100,000
Policy Holders Contribution -	£100.00
£250 in respect of Extraneous or Malicious Damage to Gates and Car Park Barriers where insured in the schedule.	

Property cover restriction – Applicable to local exhaust ventilation plant items only

The Cover provided by the Policy in respect of LEV (Local Exhaust Ventilation) items of Property is restricted to DAMAGE (subject to any exclusions) to fans and their motors

Certificate of Motor Insurance



Policy number 50877941

1. Description of vehicle(s)

Any commercial motor vehicle the property of the policyholder or in their custody or control and for which they are legally responsible.

2. Name of policyholder

Looe Town Council

3. Effective date and time of the commencement of insurance for the purpose of the relevant law

18 January 2026 00:01

4. Date of expiry of insurance

17 January 2027

5. Persons or classes of persons entitled to drive

Any person who is driving on the order or with the permission of the policyholder.

Providing that the person driving has a licence to drive the vehicle or has held and is not disqualified from or prohibited by law from holding or obtaining such a licence.

6. Limitations as to use

Use for social, domestic and pleasure purposes and by the policyholder in person in connection with his/her business or profession excluding commercial travelling.

Unless specified under section 6 of this certificate of insurance, this policy does not cover: use for hiring, the letting on hire, the carriage of passengers and goods for hire or reward, racing, pacemaking, use in any contest, reliability or speed trial or the use for any purpose in connection with the motor trade.

I hereby certify that the policy to which this certificate of insurance relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man and the Islands of Guernsey, Jersey and Alderney.

For and on behalf of the Underwriter subscribing ERS, 30 Fenchurch Street, London EC3M 3BD

Authorised Insurer

A handwritten signature in black ink, appearing to read 'Scott Tillbrook'.

Scott Tillbrook
Active Underwriter

Advice to third parties - Nothing contained in this certificate of insurance affects your rights as a third party to make a claim.

Note: For full details of the insurance cover reference should be made to the policy document, which can be obtained from your broker or via our website at www.ers.com



This page forms part of your certificate of insurance

European cover

This certificate of motor insurance is evidence that this insurance meets the compulsory motor insurance requirements of all member countries of the European Union and Andorra, Bosnia and Herzegovina, Iceland, Montenegro, Norway, Serbia and Switzerland (including Liechtenstein).

Ce certificat d'assurance automobile est une preuve que cette assurance est conforme aux exigences de l'assurance automobile obligatoire de tous les pays membres de l'Union européenne et l'Andorre, la Bosnie-Herzégovine, l'Islande, du Monténégro, la Norvège, la Serbie et la Suisse (y compris le Liechtenstein).

Dieses Zertifikat der Kfz-Versicherung ist ein Beweis, dass diese Versicherung die Kfz Haftpflichtversicherungsanforderungen von allen Mitgliedsländern der Europäischen Union und Andorra, Bosnien und Herzegowina, Island, Montenegro, Norwegen, Serbien und der Schweiz (einschließlich Liechtenstein) erfüllt.

Este certificado de seguro de automóviles es evidencia de que este seguro cumpla con los requisitos de seguro obligatorio de automóviles de todos los países miembros de la Unión Europea y Andorra, Bosnia y Herzegovina, Islandia, Montenegro, Noruega, Serbia y Suiza (incluido Liechtenstein).

Questo certificato di assicurazione auto è la prova che questa assicurazione soddisfa i requisiti di assicurazione obbligatoria degli autoveicoli di tutti i paesi membri dell'Unione europea e Andorra, Bosnia ed Erzegovina, Islanda, Montenegro, Norvegia, Serbia e Svizzera (compreso il Liechtenstein).



Notice To Policyholder



ERS Policy Wording updates since the last renewal:

- **Cover has been added for the following:**
 - Charging cable – Liability
 - Electric vehicles – Charging cable
 - Electric vehicles – leased batteries
- **Cover has been amended for the following:**
 - Agricultural Trailers - Trailer cover reduction to £500,000
 - Agricultural Trailers - Exclusion of passenger carrying trailers
 - Audio/visual/communication/tracking equipment - To include GPS navigation systems and their Software
- **The cancellation terms have changed from a Pro Rata basis to a short-term basis, unless you are a consumer or micro-enterprise. Please refer to the cancellation section of the policy booklet for further information.**

Please check that the value of your vehicle(s) you have provided to us is correct for the forthcoming policy period. If in doubt, please seek the appropriate advice.

Also please refer to any endorsements that are applicable to your policy as they may have been revised.



Author: Responsible Finance Officer
Committee: Annual Town Meeting, 19th May 2026
Status: PUBLIC
Agenda Item: 20
Date: 15th May 2026

1. Purpose

1.1 It is a requirement of Standing Orders that the Annual Town Meeting, Councillors review and approve the annual subscriptions.

2. Background

2.2 In order for Looe Town Council to operate effectively and achieve good governance, it is commonly accepted that a Council belong to such associations for information, training, advice and support.

2.3 Looe Town Council proposed annual memberships.

- National Association of Local Councils (NALC) £371.48
- Cornwall Association of Local Councils (CALC) £1,819.94
- Society of Local Council Clerks (Town Clerk) (SLCC) £379
- Society of Local Council Clerks (Deputy Clerk) (SLCC) £336
- Southwest Councils (SWC) £666

3. Recommendation

3.1 It is recommended that the Council approve the subscriptions listed in section 2.3 for 2026-27.