

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



17th June 2026

Town Councillors

Looe Town Council

Dear Councillors

You are hereby summoned to attend a meeting of Looe Town Council for the purpose of transacting the following business. This meeting will be held at the **Millpool Centre (downstairs room), Looe** on:

Tuesday 23rd June 2026 at 6.00pm

Yours faithfully

Sam White

Looe Town Clerk

Please note that this meeting is open to members of the public. *If you would like information about attending a meeting or how to ask a question, please email enquiries@looetowncouncil.gov.uk or ring 01503 262255*



Meeting of Looe Town Council
23rd June 2026 at 6.00pm

AGENDA

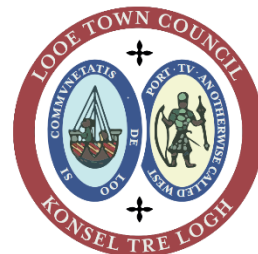
	Welcome	
FC26/27.18	To Receive Apologies for Absence and reasons given.	
FC26/27.19	To Receive Declarations of Interest/ Requests for Dispensations To RECEIVE any declarations of interest. To RESOLVE to grant dispensations where appropriate. Councillors are reminded to declare any interest on any item on the agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct.	
FC26/27.20	Public Participation To receive representations from members of the public ¹	
FC26/27.21	Minutes: Full Council Meeting. To receive and resolve to adopt the minutes of the Annual Town Meeting held on 19 th May 2026 To receive and resolve to adopt the minutes of the Full Council Meeting held on 26 th May 2026	
FC26/27.22	Minutes: Council Committees and Working Groups: To resolve to adopt the minutes of the Planning Committee held on 12 th May 2026 To resolve to adopt the minutes of the Finance & Strategy Committee held on 5 th May 2026	
FC26/27.23	Police Report To receive a report on Neighbourhood Policing from Insp Jamie Musgrove	
FC26/27.24	To receive correspondence	
FC26/27.25	Council Committees and Working Groups: <ul style="list-style-type: none"> • To receive a report from the Planning Committee • To receive a report from the Finance & Strategy Committee 	
FC26/27.26	To receive a verbal presentation from Looe Youth Council on their activities since the last meeting and on possible recipients for grant funding	
FC26/27.27	Cornwall Councillors To receive a report from Cllr Jim Candy To receive a report from Cllr Mark Gibbons	
FC26/27.28	Mayor's Report To receive a report from Cllr Stephen Remington	
FC26/27.29	Clerk's Report To receive a report from the Town Clerk outlining actions taken since the meeting on 26 th May 2026	
FC26/27.30	Deputy Clerk's Report To receive a report from the Deputy Town Clerk outlining actions taken since the meeting on 26 th May 2026	
FC26/27.31	To receive a report to update on progress for the refurbishment of Mariners' Garden	
FC26/27.32	To receive, consider and approve the Annual Governance & Accountability Return (AGAR) 2025-26 <ol style="list-style-type: none"> 1. Internal Auditors Report; 2. Annual Governance Statement (Section 1); 3. Annual Accounting Statements (Section 2); 	

	4. Notification of the Date for Electors Rights.	
FC26/27.33	To receive a report on the Local Council Awards application	
FC26/27.34	To receive an update on the land at Sunrising	
FC26/27.35	To consider a request from East Looe Town Trust for financial support towards the new beach tractor.	
FC26/27.36	Exclusion of members of the press and public To consider passing the following resolution “In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed.” .	
	Confidential Items for discussion	
FC26/27.37	To receive a report on toilet gate entry solutions	
FC26/27.38	To receive a report on expanding the CCTV network	
FC26/27.39	Date of the next meeting: Tuesday 28th July 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 Tuesday 26 May 2026 at 6.00pm

PRESENT:

Cllr Stephen Remington - Mayor (SR)
Cllr Michala Powell – Deputy Mayor (MP)
Cllr Jasper Graham -Jones (JGJ)
Cllr Chris Harwood (CH)
Cllr Jon Holmes (JH)
Cllr George Ingham (GI)
Cllr James Lundy (JL)
Cllr Mark Pughe (MPU)
Cllr Chris Rose (CR)
Cllr Adrian Rusu (AR)
Cllr Elliot Stone (ES)

IN ATTENDANCE:

Sam White – Town Clerk
Sharon Payne – Deputy Town Clerk
Donna Folland – Admin Officer

Members of the Public: 2

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Mayor, Cllr Stephen Remington, welcomed everyone to the meeting.	

FC26/27.1	<p>To Receive Apologies for Absence.</p> <p>Apologies for absence and the reasons given were accepted from Cllr Jamie Pearn (JP) and Cllr Abbas Matini (AP).</p> <p>Cllr Simon Barker (SB) was absent.</p>	
FC26/27.2	<p>To Receive Declarations of Interest / Requests for Dispensations.</p> <p>None received.</p>	
FC26/27.3	<p>Public Participation.</p> <p>There were two members of the public present.</p> <p>A member of the public expressed an interest in supporting the Skatepark project. Cllrs informed of the progress to date and that Looe Town Council is working closely with Looe Development Trust and Cornwall Council to support the project.</p> <p>A member of the public raised a query regarding the minutes of the Annual Meeting. The Town Clerk advised that due to the Bank Holiday approval of these minutes would be deferred to the next Full Council meeting.</p>	
FC26/27.4	<p>Minutes: Full Council Meeting</p> <p>It was agreed to defer approval of the Minutes of the Full Council meeting held on 19th May 2026 to the next Full Council Meeting.</p>	
FC26/27.5	<p>Minutes: Council Committees and Working Groups:</p> <p>Planning Committee held on 13th April 2026.</p> <p>It was RESOLVED to adopt the minutes of the Planning Committee held on 13th April 2026.</p>	

	Proposed by Cllr James Lundy and seconded by Cllr Chris Harwood. All in favour.	
FC26/27.6	<p>Police Report</p> <p>Apologies were received from Insp Jamie Musgrove.</p> <p>Discussion took place regarding antisocial behaviour over the Bank Holiday weekend and into the current week. The importance of Looe Town Council working in partnership with Looe Business Forum, other town organisations and the security team was emphasized.</p> <p>While the constraints on Insp Musgrove’s time were understood, regret was expressed that it was not possible to have any Police representation at this meeting.</p>	
FC26/27.7	<p>To receive Correspondence</p> <p>None Received.</p>	
FC26/27.8	<p>Representation on Outside Bodies – to elect Members to:</p> <p>Looe in Bloom The Mayor thanked Cllr James Lundy for fulfilling this role. However, it was agreed that a written report from Looe in Bloom or an attendance at a Council meeting would be more appropriate for the current relationship..</p> <p>Looe Public Schools and Exhibition Foundation It was agreed that Cllr Simon Barker would serve as the Council’s representative on the Looe Public Schools and Exhibition Foundation.</p> <p>South East Cornwall CAP It was agreed that Cllr Mark Pughe would serve as the Council’s representative for South East Cornwall (CAP).</p>	

	<p>Looe Community Safety Partnership</p> <p>It was agreed that Cllr Chris Harwood would serve as the Council’s representative for Looe Community Safety Partnership.</p> <p>Creative Looe</p> <p>It was agreed that Cllr Jon Holmes would serve as the Council’s representative for Creative Looe.</p> <p>Looe Business Forum</p> <p>It was agreed that Cllr Stephen Remington would serve as the Council’s representative for the Looe Business Forum.</p> <p>Cllr Remington informed Council that Charleigh Patterson had resigned as a Looe Town Councillor 19th May 2026.</p>	
FC26/27.9	<p>Membership of Council Committees - to decide membership of Council committees for the 2026/27 year</p> <p>Planning Committee</p> <p>Councillors Stephen Remington, Michale Powell, Jon Holmes, Elliot Stone, Jasper Graham-Jones and Chris Rose were elected onto the Planning Committee.</p> <p>Services, Assets and Community Committee</p> <p>Councillors Stephen Remington, Michala Powell, James Lundy, Chris Harwood, Mark Pughe, Jasper Graham-Jones and George Ingham were elected onto the Services, Assets and Community Committee.</p> <p>Finance and Strategy</p> <p>Councillors Stephen Remington, Michala Powell, Jon Holmes, Jasper Graham-Jones, Chris Rose and Abbas</p>	

	Matini were elected onto the Finance and Strategy Committee.	
FC26/27.10	<p>Cornwall Councillor Updates</p> <p>A Report from Cllr Jim Candy was circulated and noted. Cllr Candy gave an overview of his report.</p> <p>A report from Cllr Mark Gibbons was circulated and noted. Cllr Gibbons gave an overview of his report.</p>	
FC26/27.11	<p>Mayor's Report</p> <p>The Mayor's Report was circulated and noted. The Mayor gave an overview of his report.</p> <p>It was RESOLVED to note the Mayor's Report.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>Cllr Mark Gibbons left the meeting 6:54pm</p>	
FC26/27.12	<p>Clerk's Report</p> <p>The Clerk's Report was circulated and noted. The Clerk gave an overview of her report.</p> <p>Cllr Jon Holmes informed all that Looe Volunteers would be weeding the Mariners Garden from 9am on 27th May 2026. Everyone was welcome to join.</p> <p>Discussion took place regarding the upcoming Looe Valley Line meeting. Doubts were expressed about some recent public announcements about works to the line and the need for full and accurate information from Network Rail was strongly emphasised.</p>	
FC26/27.13	<p>To review and approve the Asset Register</p> <p>The Asset register was circulated and noted.</p> <p>It was RESOLVED to approve the Asset Register.</p>	

	Proposed by Cllr Stephen Remington and seconded by Cllr Jon Holmes. Carried 10 for / 1 abstention.	
FC26/27.14	<p>To receive a report from the Responsible Finance Officer on Section 137 of the local Government Act 1972.</p> <p>The report from the Responsible Finance Officer on Section 137 of the local government Act 1972 during the period 2025-2026 was circulated and noted.</p> <p>It was RESOLVED to note ZERO expenditure under section 137 of the local Government ACT 1972 during the period 25-26.</p> <p>Proposed by Cllr Mark Pughe and seconded by Cllr George Ingham. All in favour.</p> <p>Cllr Elliot Stone left the meeting 7:05pm.</p>	
FC26/27.15	<p>To resolve to approve the Community Infrastructure Levy expenditure report.</p> <p>The Community Infrastructure Levy expenditure report was circulated and noted.</p> <p>A request was made for a report to be shared with the Planning Committee detailing which planning applications linked to CIL funding and the Clerk agreed that, if this information was available, it would be shared as suggested</p>	
FC26/27.16	<p>Exclusion of members of the press and public.</p> <p>There were no confidential matters for consideration.</p>	
FC26/27.17	Date of Next Meeting: 23rd June 2026	
	Meeting Closed at: 7:08pm	

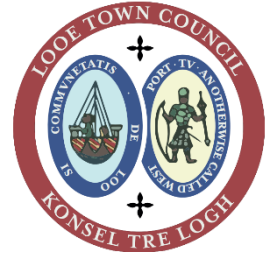
Signed:

Date:

Draft

LOOE TOWN COUNCIL

KONSEL TRE LOGH



Minutes of the Annual Meeting and Mayor Making Ceremony

Held in

The Millpool Centre, The Millpool, Looe

On Tuesday 19th May 2026 at 7.00pm

PRESENT:

Cllr Stephen Remington - Mayor
Cllr Simon Barker
Cllr Jasper Graham-Jones
Cllr Chris Harwood
Cllr Jon Holmes
Cllr George Ingham
Cllr Abbas Matini
Cllr Jamie Pearn
Cllr Michala Powell – Deputy Mayor
Cllr Mark Pughe
Cllr Chris Rose
Cllr Adrian Rusu

COUNCIL OFFICERS

Sam White – Town Clerk
Sharon Payne – Deputy Clerk
Fiona Wilkes-Jones – Responsible Finance Officer
Donna Folland – Administration Officer
Sharon Johnson – Community Hub information Officer
Holly Gayner – Community Hub Information Officer
Catherine Foley – Supervisor, Looe Library & Community Hub
Liberty Turnbull – Finance Officer

IN ATTENDANCE:

Alfie – Macebearer (outgoing)
Lee - Macebearer (outgoing)

Lily - Sergeant-at-Mace (incoming)
 Bea - Sergeant-at-Mace (incoming)
 Alfie - Mayor's Cadet (incoming)
 Wally Scarah – Town Sergeant
 Cornwall Councillor – Jim Candy
 Cornwall Councillor – Mark Gibbons
 Recipients of Mayor's Charity Donations
 Representatives of other Looe organisations and trusts

Members of the Public: Many members of the public.

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
1.	<p>Welcome The Town Sergeant announced the commencement of the meeting. Members of Looe Town Council were led by the Mace Bearers, Mayor's Cadet, Mayor's Chaplain, Mayor, Deputy Mayor and Town Clerk.</p> <p>Cllr Stephen Remington, Mayor of Looe invited everyone to take their seats and welcomed all to the Annual Meeting and Mayor Making Ceremony of Looe Town Council.</p>	
2.	<p>Apologies for Absence – To receive, and consider for approval, apologies for absence and reasons given.</p> <p>Apologies for absence and the reasons given were accepted from Cllr James Lundy and Cllr Elliot Stone</p>	
3.	<p>Declaration of Disclosable Pecuniary Interests and Other Register of Interests – to note declarations of interest from Councillors on items on the agenda.</p> <p>The Mayor, Cllr Stephen Remington reminded Councillors of their duty to register their interests.</p> <p>Cllr Michala Powell declared an interest in matters pertaining to East Looe Barbican Preschool.</p>	
4.	<p>Election of Mayor – To elect the Mayor for the Council Year 2026-2027</p>	

	<p>Cllr Michala Powell nominated Cllr Stephen Remington for the office of Mayor of Looe and Chair of Looe Town Council. Cllr Jamie Pearn thanked him for his hard work and dedication over the past year. There were no further nominations.</p> <p>It was Resolved to elect Cllr Stephen Remington to the post of Mayor of Looe and Chair of Looe Town Council.</p> <p>Proposed by Cllr Michala Powell and seconded by Cllr Simon Barker. All in favour.</p>	
5.	<p>Signing of the Mayor’s Declaration of Acceptance of Office – followed by the Mayor’s acceptance speech.</p> <p>Cllr Stephen Remington gave his acceptance speech.</p>	
6.	<p>Election of Deputy Mayor – To elect the Deputy Mayor for the Council Year 2025-2026.</p> <p>Cllr Stephen Remington nominated Cllr Michala Powell for the office of Deputy Mayor of Looe. There were no further nominations.</p> <p>It was Resolved to elect Cllr Michala Powell to the post of Deputy Mayor of Looe for the year 2026/27.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p> <p>Cllr Jamie Pearn presented the Deputy Mayor’s chain to Cllr Michala Powell.</p>	
7.	<p>Signing of the Deputy Mayor’s Declaration of Acceptance of Office.</p> <p>Cllr Michala Powell signed her Declaration of Acceptance of Office as Deputy Mayor.</p>	
8.	<p>Election of Councillors to Council committees to consider the election of members to Committees and Chairman and Vice-Chairman of each committee.</p>	

	<p>Finance and Strategy Committee</p> <p>It was Resolved to appoint Cllr Simon Barker as Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>It was Resolved to appoint Cllr Mark Pughe as Vice Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jamie Pearn. All in favour.</p> <p>Planning Committee</p> <p>It was Resolved to appoint Cllr James Lundy as Chair of the Planning Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Chris Harwood. All in favour.</p> <p>It was Resolved to appoint Cllr Chris Harwood as Vice Chair of the Planning Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>Services, Assets and Community Committee</p> <p>It was Resolved to elect Cllr Jon Holmes as Chair of the Services, Assets and Community Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Chris Rose. All in favour.</p> <p>It was Resolved to elect Cllr Jamie Pearn as Vice Chair of the Service, Assets and Community Committee.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
9.	Mayor’s awards and donations – to welcome organisations to receive awards and donations.	

	<p>Presentations of a donation from the Mayor’s Fund were presented to:</p> <ul style="list-style-type: none"> i. Age Concern ii. Cornwall Wildlife Trust iii. Looe Pioneers iv. Looe Festival of Words <p>The ‘Citizen of the Year’ Award was presented to Antony Scarah for services within the Community and East Looe Town Trust.</p> <p>The ‘Organisation of the Year’ Award was presented to both Janine Waring of Looe Primary Academy and Paul Boyes Looe Community Academy.</p>	
10.	<p>Mayor’s appointment of Honorary Town Burgesses</p> <p>The Mayor, Stephen Remington, presented Tony Smith the Honorary Town Burgess award.</p>	
11.	<p>Public Participation – To receive representations from members of the public in respect to the business on the agenda.</p> <p>Cllr Stephen Remington gave an overview of how the Public can participate in all meetings. A member of the public suggested Looe Town Council submit a bid to enter ‘UK Town of Culture’ competition. This had been considered earlier this year; however, it was decided that Looe was not ready yet to apply. It is hoped that a bid will be submitted for the 2028 competition.</p>	
12.	<p>Minutes of Full Council held 21st April 2026 – to consider for approval.</p> <p>It was Resolved to approve the minutes of the Full Council Meeting held on 21st April 2026.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour by those present at the meeting.</p>	

<p>13.</p>	<p>Annual Committee Reports – to receive questions on reports provided by Committee Chairs</p> <p>I. The Annual Report from the Finance and Strategy Committee had been circulated and was noted. No questions from Councillors were received. Thanks were given to the RFO for the level of commitment and professionalism.</p> <p>It was Resolved to note the Finance and Strategy Committee Annual Report.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Abbas Matini. All in favour.</p> <p>II. The Annual Report from the Planning Committee had been circulated and was noted. No questions from Councillors were received.</p> <p>It was Resolved to note the Planning Committee Annual Report.</p> <p>Proposed by Cllr Chris Harwood and seconded by Cllr Adrian Rusu. All in favour.</p> <p>III. The Annual report from the Services, Assets and Community Committee had been circulated and was noted. No questions from Councillors were received. Thanks were extended to Looe Festival of Words and Creative Looe for their immense work over the previous year.</p> <p>It was Resolved to note the Services, Assets and Community Committee Annual Report.</p> <p>Proposed by Cllr Jasper Graham-Jones and seconded by Cllr Jamie Pearn. All in favour.</p>	
<p>14.</p>	<p>Councillor Attendance</p> <p>The Councillors’ meeting attendance was circulated and noted. No questions were raised.</p>	

<p>15.</p>	<p>Meeting Dates 2026/27 – to approve and adopt the annual calendar of meetings.</p> <p>The Calendar of Meetings was circulated and noted.</p> <p>It was Resolved to adopt the Annual Calendar of Meetings.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Chris Rose. Carried 11 for/1 no vote.</p>	
<p>16.</p>	<p>Review of Standing Orders – to approve to adopt.</p> <p>The Standing Orders had been circulated and were noted.</p> <p>It was Resolved to approve and adopt the Standing Orders.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Chris Harwood. All in favour.</p>	
<p>17.</p>	<p>Review of Financial Regulations – to approve to adopt.</p> <p>The Financial Regulations had been circulated and were noted.</p> <p>It was Resolved to approve and adopt the Financial Regulations.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr John Holmes. All in favour.</p>	
<p>18.</p>	<p>Scheme of Delegation and Terms for Reference of Council Committees – to approve and adopt.</p> <p>The Scheme of Delegation and Terms for Reference of Council Committees had been circulated and were noted.</p> <p>It was Resolved to adopt the Scheme of Delegation and Terms of Reference of Council Committees.</p>	

	<p>Proposed by Cllr Chris Rose and seconded by Cllr Simon Barker. All in favour.</p>	
19.	<p>Confirmation of Insurance Cover – to adopt and approve.</p> <p>Details of Insurance cover had been circulated and were noted.</p> <p>It was Resolved to approve the insurance cover.</p> <p>Proposed by Cllr Simon Baker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
20.	<p>2026/27 Annual Subscriptions – to approve and adopt.</p> <p>The list of annual subscriptions provided by the RFO had been circulated and were noted.</p> <p>It was Resolved to approve the 2025/26 Annual Subscriptions.</p> <p>Proposed by Cllr and seconded by Cllr. in favour.</p>	
21.	<p>Organisations’ Reports – to receive reports from organisations funded by Looe Town Council in 2025/26.</p> <p>Looe in Bloom</p> <p>Looe in Bloom thanked the Council for their support. They have purchased a new van, have recruited new members and begun planting for the season.</p> <p>Looe Weekender/New Year’s Eve Fireworks/Looe Business Forum</p> <p>Peter Friend gave a verbal report. New regulations and Road Closures will be required for this year’s New Year’s Eve Fireworks event. The event requires a collaborative approach involving all organisations across the town.</p> <p>Looe Business Forum</p>	

	<p>Looe Business Forum thanked Cllr Stephen Remington and Cllr Jamie Pearn for their involvement. Funds raised will secure two uniformed security patrols for seven days of half term and throughout the School Summer Holidays.</p> <p>Xmas in Looe With the budget of £19K the project has been divided into two phases. Phase one will involve upgrading the lights in East Looe. Phase two will focus on upgrading the lights in West Looe.</p> <p>Looe Weekender There are 80 performers scheduled to perform in the pubs in Looe this year.</p>	
<p>22.</p>	<p>Mayor’s appointments – to note the Mayor’s appointments for the year 2025/26.</p> <ul style="list-style-type: none"> a) The Mayor’s Consort b) The Mayor’s Chaplain c) The Mayor’s Sergeants-at-Mace d) The Mayor’s Cadet <ul style="list-style-type: none"> a) The Mayor thanked his 2025/26 Consorts. He confirmed he will not be appointing a Consort for this year but will spontaneously invite when required. b) The Mayor appointed Revd. Ben Morgan Lundie as Chaplain for the year 2026/27. c) The Mayor thanked the outgoing Mayor’s Cadet Jago Midwinter and appointed Alfie for Mayor’s Cadet for the year 2026/27. d) The Mayor thanked the outgoing Sergeants-at-Mace, otherwise known as Macebearers, Alfie and Lee and the Maces were passed to Lily and Bea for the year 2026/27. <p>The Mayor thanked everyone for attending and expressed his appreciation to Councillors, Officers and Staff for their hard work.</p>	

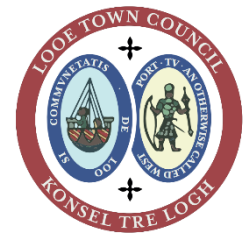
23.	Date of next Full Council meeting: Tuesday 26 th May 2026	
	Meeting Closed at: 7:56 pm	

Signed:

Date:

LOOE TOWN COUNCIL

KONSEL TRE LOGH



Finance and Strategy Committee Minutes

Held in

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

On Tuesday 5th May 2026 at 6.00pm

Present: Cllr Simon Barker (SB) – Chair
Cllr Jasper Graham-Jones (JGJ)
Cllr Abbas Matini (AM)
Cllr Mark Pughe (MPU) – Vice Chair
Cllr Stephen Remington (SR)
Cllr Chris Rose (CR)

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

Members of the Public: None

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome Cllr Simon Barker welcomed everyone to the meeting of the Finance and Strategy Committee.	
FAS 25/26.0125	To Receive Apologies for Absence. There were no apologies received.	

FAS 25/26.0126	<p>To Receive Declarations of Interest / Requests for Dispensations.</p> <p>None declared.</p>	
FAS 25/26.0127	<p>To Receive Questions from members of the public</p> <p>None present.</p>	
FAS 25/26.0128	<p>Finance and Strategy Committee Minutes</p> <p>It was RESOLVED to approve the minutes of the previous Finance and Strategy Committee meeting held on 21st April 2026.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham- Jones. All in favour.</p>	
Finance		
FAS 25/26.0129	<p>To receive the following reports and resolve to approve:</p> <p>1. Draft Income v Expenditure 2025-26</p> <p>The draft Income v Expenditure 2025-26 Report was circulated and noted. Councillors thanked the RFO for a well-presented report.</p> <p>It was RESOLVED to note the Income v Expenditure 2025-26 Report.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
FAS 25/26.0130	<p>To receive the following reports and resolve to recommend to Full Council:</p> <p>1. Community Infrastructure Levy (CIL) 2025-26</p> <p>The Community Infrastructure Levy (CIL) 2025-26 report was circulated and noted. The Town Clerk gave an overview of how these funds are distributed and linked to local development.</p> <p>It was RESOLVED to recommend the Community Infrastructure Levy (CIL) 2025-26 Report to Full Council.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.</p>	

<p>FAS 25/26.0131</p>	<p>To receive the following reports and resolve to recommend to Full Council.</p> <p>1. Financial Regulations</p> <p>The Financial Regulations were circulated and noted. The RFO gave an overview of the regulations and how they were taken from a template from NALC and made relevant to Looe Town Council.</p> <p>It was RESOLVED to recommend the Financial Regulations to Full Council.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Chris Rose. All in favour.</p>	
<p>FAS 25/26.0132</p>	<p>To receive the following review and resolve to note:</p> <p>1. Internal Controls</p> <p>The Internal Controls report was circulated and noted. The RFO gave an overview of the report and the draft checklist (Appendix B). Discussion ensued and Councillors suggested a date be used instead of a tick when a task was completed and agreed that the more detailed summary was a welcome development.</p> <p>It was RESOLVED to note the Internal Controls report and Appendix B.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
<p>FAS 25/26.0133</p>	<p>Exclusion of members of the press and public.</p> <p>It was RESOLVED in accordance with S1(2) of the Public bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business to be discussed, to exclude the public and press from the meeting during consideration of the following matters.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
<p>FAS 25/26.0134</p>	<p>To receive the following report to resolve to approve:</p> <p>1. Electricity Contract renewal</p> <p>A report detailing electricity suppliers, contract length and charges was circulated and noted.</p>	

	<p>It was RESOLVED to approve British Gas electricity supplier for a three-year contract.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Abbas Matini. All in favour.</p>	
FAS 25/26.0135	Date of next meeting: 2nd June 2026	

The Meeting closed at 6:35pm.

Signed

Date.....

DRAFT



LOOE TOWN COUNCIL KONSEL TRE LOGH

MINUTES OF THE PLANNING COMMITTEE MEETING

Held on the 12th of May 2026 at 6.00pm

At Looe Library & Community Hub, The Millpool, Looe, PL13 2AF

REPORT TO COUNCIL

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

IN ATTENDANCE: S Bonney – Planning and Finance Officer (PO)

	Welcome	Actions
	The Chair welcomed Councillors and members of the public to the meeting.	
PLG 294	To Receive and Consider Apologies There were no apologies received. Councillors Powell and Patterson were absent.	
PLG 295	To Receive Declarations of Interest None Received.	
PLG 296	To Receive Questions from Members of the Public. There were no members of the public in attendance.	
PLG 297	To Resolve to Approve the Minutes of the Planning Committee meetings held on the 13th of April 2026. It was resolved to approve the Minutes of the Planning Committee meeting held on the 13 th of April 2026, proposed by Councillor Lundy, seconded by Cllr Harwood, Cllr Remington abstained.	

<p>PLG 298</p>	<p>Questions and updates from the Planning Officer.</p> <p>The PFO stated that a written report had been circulated to Councillors and all actions from the previous meeting were completed.</p>	<p>PO</p>
<p>PLG 299</p>	<p>Correspondence.</p> <p>None received.</p>	
<p>PLG 300</p>	<p>To Receive and Note Decision Notices.</p> <p>It was noted that decisions are currently 81.81 % in line with those of Cornwall Council.</p>	
<p>PLG 301</p>	<p>To Receive and Discuss Site Meetings and Planning Appeals</p> <p>None received.</p>	
<p>PLG 302</p>	<p>To Receive and Discuss 5 Day Protocols</p> <p>None Received.</p>	
<p>PLG 303</p>	<p>To Consider the Planning Applications as listed and agree comments/ recommendations to be made to Cornwall Council.</p> <p><u>PA26/01786</u></p> <p><u>Coombeside Portlooe Looe-Proposed side extensions to existing rear kitchen with replacement roof; alterations to garage roof and garage extension.</u></p> <p>It was resolved to SUPPORT this application PA26/01786 by Cllr Lundy, seconded by Cllr Remington, All in favour.</p> <p><u>PA26/02762</u></p> <p><u>Tregarrick West Looe-Proposed garage extension</u></p> <p>It was resolved to SUPPORT this application PA26/02762 proposed by Cllr Lundy, seconded Cllr Rose, All in favour.</p> <p><u>PA26/02495</u></p> <p><u>Former Colts Bungalow Portlooe West Looe- Non-Material Amendment in respect of Decision Notice PA24/08262 dated 3rd April 2025, namely, addition of 1 window to the west elevation and addition of 1 rooflight to the west elevation of the garage.</u></p> <p>It was resolved to SUPPORT this application PA26/02495, proposed by Cllr Lundy, seconded by Cllr Graham-Jones, All in favour.</p>	<p>PO to upload comments to CC website</p>

<p>PLG 304</p>	<p>To Discuss and Recommend Communication of Key Messages</p> <p>To be discussed in the new council year.</p>	
<p>PLG 305</p>	<p>To discuss the Enforcement Policy.</p> <p>It was agreed that the planning officer will hand deliver letters to local businesses who are still obstructing pavements with advertising items, once the letter has been issued, the business then has 21 days to remove the furniture before the matter will be escalated to Cornwall Council.</p>	
<p>PLG 306</p>	<p>Other urgent business as determined by the Chairman (for information only).</p> <p>The chair advised the committee that the Neighbourhood Priorities Statement, as directed by Cornwall council is not mandatory, this can be referred to alongside the Looe Neighbourhood Development Plan.</p>	
<p>PLG 307</p>	<p>Exclusion of members of the press and public.</p> <p>No Matters. The Meeting closed at 18.32 pm.</p>	
	<p>Date of next Planning Meeting:</p> <p>9th of June 2026.</p>	

Signed

Date.....

**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



Planning Report for Full Council 23.6.26

Author : Cllr J Lundy

As we start this new Council year June's meeting saw several members of the public in attendance who wished to address committee members on their individual planning applications. I have set out below the applications received in the month of June in which committee members assessed and came to a common consensus in terms of comments in our consultee capacity which are submitted to Cornwall Council's Planning Department.

June Applications :

DATE	REF. & OFFICER	LOCATION	PROPOSAL
19 May 2026	PA26/02514 Josep Sandercock	Public Conveniences the Promenade Church End East Looe	Proposed Roof Covering Replacement
19 May 2026	PA26/02598 Katie Jewell	Accommodation At Leeward, The Quay, East Looe	Installation of one additional window at second floor (top) level on the front (Southwest-facing) elevation.
18 May 2026	PA26/02691 Katie Jewell	Lisandra House Fore Street East Looe Cornwall	Replacement first and second floor windows to east and west elevations.
13 May 2026	PA26/03154 Josep Sandercock	Damelioc Plaidy Park Road Looe Cornwall	Proposed extensions and alterations to existing dwelling including garage conversion, alteration and additional storey to create gym and office construction of new plant room, construction of new garage with new access to highway.
19 May 2026	PA26/03354 Josep Sandercock	Land Adjacent to Seascape Bay View Road East Looe	Land Adjacent to Seascape Bay View Road East Looe.
27 May 2026	PA26/03370 Josep Sandercock	The Boat House The Bay East Looe	Minor extension works and re-modelling.

The Planning Committee has submitted all comments as a consultee to Cornwall Council via the online planning portal. Submitted comments can also be viewed under each individual planning reference number.

Window and Door Replacement within Looe's Historic Core



Historic Core

NB It was noted at the June meeting especially under **PA26/02691 – Lisandra House** the issues with window replacement within the town's Historic Core and the wider impact such replacements can have on the conservation area. Below is the window and door replacement policy from our adopted Neighbourhood Development Plan .

POLICY TC7 - WINDOW AND DOOR REPAIR AND REPLACEMENT IN THE HISTORIC CORE

1. Repair work to doors and windows on listed buildings will be supported if:
 - a. it is absolutely necessary (in terms of sustainability, damage or deterioration); and
 - b. will be carried out on a like-for-like basis, ensuring that any repair work provides for an identical match to the original windows or doors.
2. Replacement of historic windows and doors on listed buildings will be supported if:
 - a. there is no alternative and evidence demonstrating that there is no scope for repair works has been provided and agreed, and
 - b. the proposed replacements match the originals in materials, design and opening method, and
 - c. original door and window furniture is reused.

The use of historic glass is encouraged where this contributes to the character of the listed building.
3. The sensitive repair, maintenance and replacement of doors and windows on unlisted buildings within the Conservation Area will be supported if they closely match the original in terms of materials, design and opening method. The insertion of factory-made standard windows of all kinds whether in timber, aluminium, galvanised steel or plastic will not be supported on principal or public elevations (elevations with a street frontage or open to public view)

Looe Neighbourhood Development Plan

Planning Decisions Percentages in line with Cornwall Council

June : **82.07%** inline with Cornwall Council

My thanks as always go to Sam and Schanine for their continued support .

Cllr James Lundy – Planning Chair 19.6.26

Looe Youth Club- Boundless Trust

I feel that (wonderful though Looe is) there are not really many activities here which have been set up with young people in mind. Therefore a youth club is vital - it is that third space between school and home where youngsters can get together and pursue shared interests in a safe space. All our activities are offered free to the young people and they get to choose what activities they would like to do. They love cooking and learning about healthy and unprocessed food, and they also love the creativity of the arts and crafts activities. They would love to be able to experiment with creating their own music and this is something we do not have the facilities for at the moment. These are all activities in which they have had a taster at school but with stretched budgets and a very academic curriculum it is not always possible to devote enough time to them within school. It would be of huge benefit to the young people of Looe to be able to pursue these creative interests in a safe space and with their peers.

Electric Whisks $\text{£}7.20 \times 3 = \text{£}21.60$

Plastic Bowls $\text{£}2.50 \times 5 = \text{£}12.50$

Muffin Tins $\text{£}5.50 \times 5 = \text{£}27.50$

Rolling Pins $\text{£}2.00 \times 5 = \text{£}10$

Small Baking trays $\text{£}3 \times 5 = \text{£}15$

Ingredients for baking $\text{£}50$

Nintendo Switch Game- $\text{£}19.99$

Just Dance game- $\text{£}23.99$

Microphones $\text{£}60$

Recording software and start up costs for studio $\text{£}40$

Keyboard $\text{£}70$

Arts and Crafts equipment, Paints, brushes, canvases, paper- $\text{£}150$

$\text{£}500$

Rikki Askew

Our boxing club plays a vital role in bringing people together in Looe, creating a real sense of belonging within the community. We provide a safe, inclusive space where individuals of all ages and backgrounds can connect, build friendships, and feel part of something positive.

Looe Champs Boxing Club offers a wide range of benefits beyond physical fitness. It promotes discipline, confidence, resilience, and respect, while also supporting mental wellbeing by helping individuals manage stress and improve focus. For many of our members, the club is not just about sport—it's a structured environment that encourages personal growth and positive life choices.

We also provide valuable opportunities, particularly for young people, including pathways into competition, coaching, and volunteering. These opportunities help develop transferable skills such as teamwork, leadership, and commitment, which can have a lasting impact on future education and employment.

In an area like Looe, where access to activities can sometimes be limited, our club is an important outlet that keeps people active, engaged, and supported. Continued funding would allow us to expand our reach, improve our facilities, and ensure we can continue making a meaningful difference in the community.

We truly believe in the positive impact of what we do and would greatly appreciate any support in helping us sustain and grow this work.

Some items that would really benefit the boxers are punch bag brackets, punch bags, and speedballs. At the moment, we only have four punch bags, which is quite challenging for our under 18 sessions with around 24 boxers attending. Even if it's not the full amount, brackets and bags would make a big difference.

5 x brackets @ £104.99 each = [Geezers Heavy Duty Fixed Bracket - 1m](#) (£524.95)

5 x punch bags between £150 & £250 per bag = [Search results for: 'punch bags'](#) (£900)

Speed ball platform @ £150 and speedball £60 = [Tuf Wear Adjustable Speedball Platform – Boxfituk](#) (£210)

Floor to ceiling ball @ £60 = [Rival RDBL4 Leather Double End Bag \(8"\)](#) (£60)

6 sessions to offer Looe Community Academy £60 per session (£360)

£2054.96

The brackets are most important, but we would be grateful for anything that is considered.

Looe Football Club

Lionesses, we wish for:

Player 1/4 zip sweatshirts £20.79 each x20= £415.80

Rain jackets £17.72 each x20= £354.40

12 size 4 balls with bag =£99.95

Forza flat disc markers x20= £20.00

Total - £890.15

U13 boys wish for:

Away kit top each£19.29 x16=£318.72

Rain jackets £17.72 x 16=£283.52

12 size 4 balls with bag= £99.95

Total = £702.39

Tota proposal = £1592. 54

Support for Funding the Looe Skate Park Project

We strongly support the funding application for the Looe Skate Park project and believe it will provide lasting benefits for young people in our community for many years to come.

As a school, we have already begun supporting fundraising efforts by donating a percentage of proceeds from our school show ticket sales to the project. In addition, our Student Council has expressed a strong desire to organise a sponsored fundraising event, with all money raised going directly towards the skate park.

Many of our students attended the recent Skate Park Jam and came away inspired by the enthusiasm, community spirit, and positive impact that the project will have. They are passionate about supporting the skate park, not only for their own enjoyment but also for the younger students who will benefit from it in the future. The project represents an investment in generations of young people and will provide a safe, inclusive, and active space for recreation, wellbeing, and social connection.

This project has been a long time coming, and it has been encouraging for our students to see the Council actively backing it through funding, discussions, and tangible action. As a Student Council, supporting this project gives our young people confidence that their voices are being heard and that the needs and aspirations of local young people are valued by decision-makers.

The Looe Skate Park will be far more than a recreational facility; it will be a community asset that promotes healthy lifestyles, positive engagement, and opportunities for young people to come together. We wholeheartedly support continued funding for this project and look forward to playing our part in helping make it a reality.

We would like to propose that £1600 goes towards this project.

Dear School Council and Funding Committee,

Thank you for considering CrossFit Kernow as a potential recipient of funding aimed at supporting young people within our local community.

CrossFit Kernow has been serving the local community since 2013, helping hundreds of local people improve their physical health, mental wellbeing, confidence and quality of life through exercise. We would welcome the opportunity to work alongside local schools to provide children with access to varied, engaging physical activity through after-school clubs, PE enrichment sessions and youth fitness programmes.

Our aim is to expose children to movement and activities that exist beyond traditional school sports, helping them discover new ways to be active, build confidence and develop a lifelong positive relationship with exercise.

Sessions could focus on:

- Fundamental movement skills such as running, jumping, throwing, balancing, climbing and lifting safely.
- Teamwork, communication and resilience.
- Building confidence in children who may not feel successful in mainstream sports.
- Developing healthy habits that can continue into adulthood.
- Creating fun, inclusive opportunities for all abilities.

This could be used for PE lessons where children less engaged with traditional sports could get the opportunity to train at the gym with qualified CrossFit coaches, after school clubs, teens funded to join in with our teen sessions we already run or open to other opportunities.

A session at the gym would be £50-60 per hour. I have worked with Liskeard Community school for the last 3 years running after school clubs for students and staff and run the year 12 Performance Academy also with HUGE results from teens in confidence and performance.

Proposed for 12 weeks of activities $60 \times 12 = \text{£}720$

Our vision is to create a healthier generation of young people who see exercise as something enjoyable rather than something they have to do.

Over the years, we have seen a number of local children attend our teen programmes, leave for college, university or work, and then return to CrossFit Kernow as adults. Because they already know our environment, understand how to move safely and confidently, and feel comfortable walking through the doors, they are far more likely to continue exercising throughout their lives.

This demonstrates the long-term impact that positive early experiences with physical activity can have.

The outcomes we would hope to achieve include:

- Increased physical activity levels among local children.
- Improved confidence, self-esteem and mental wellbeing.

- Greater participation from children who may not engage with traditional sports.
- Development of lifelong healthy habits.
- Stronger links between schools, families and local community organisations.
- Long-term improvements in physical and mental health, helping to reduce future pressure on NHS services.

As an independent small business, we provide many of the same community health benefits as larger leisure providers, yet we do not receive the same business rate relief, public funding opportunities or financial support that are often available to leisure centres and not-for-profit organisations.

Despite this, we continue to invest in programmes that support local children, teenagers and families because we believe that creating healthy habits early in life has a lasting impact on individuals and the wider community.

We would welcome the opportunity for local funding to support youth provision delivered through CrossFit Kernow. It would not only help us expand opportunities for local children, but would also recognise the important role that independent community businesses play in improving health, reducing social isolation, supporting mental wellbeing and encouraging lifelong participation in physical activity.

By supporting programmes delivered through CrossFit Kernow, the council would be investing in a proven local organisation that has already changed many lives and continues to make a positive contribution to the health of our community.

Thank you for your consideration

Looe Report 23.6.26

- A) The pothole backlog stands at about 2000 currently on our system, down from nearly 6000. I recommend the Cormac workshop in Liskeard on Wednesday. I attended the event at Bodmin and it was very informative, but am not available on Wednesday. The presentations re volunteering via Cormac, which provides insurance and equipment, environmental management and highway issues, especially pothole repairs, were very informative.
- B) I am awaiting fliers and posters, with times for evening buses to Tregoad and Polperro from July 25th.
- C) I will be working with Cllrs Remington and Gibbons, LTC and others to engage with the police and others re the problems on E Looe beach over late May Bank Holiday.
- D) Highways are discussing the options for the pedestrian walkway on Hannafore Road.
- E) Highways are sending a team to clear weeds etc on Chapel Ground Steps.
- F) National Highways are attending the CAP meeting next Thursday in Liskeard to share plans for the A38 from Trerulefoot to Saltash.
- G) I attended the meeting with Devon & Cornwall Rail Partnership re winter flooding and future opportunities.



LOOE TOWN COUNCIL KONSEL TRE LOGH

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MAYOR'S REPORT TO FULL COUNCIL – 23 June 2026

First a warm welcome to our new team members – Liberty Turnbull, Claire Pipe, David Darke and Ray Agar.

Councillors should note that, following the resignation from Council of Charleigh Patterson, we have a vacancy. A Notice of Vacancy was issued but there was no request for a byelection so we will now move forward to filling the vacancy by co-option.

It has been a busy period with good progress on several fronts. I have worked closely with fellow Councillors, our Clerk and other Officers. Sam White has covered most of the activities in her report so I shall not repeat them in detail here except to write that progress continues on the priorities I identified at our last meeting, along with active pursuit of our agreed strategies and actions:

- Positive community connections in Looe
- Town twinning with Quiberon
- Looe Youth Council
- Connections to other Town and Parish Councils

However, I must report on the public disorder during the May holiday week.

Exceptionally warm and sunny weather brought large numbers of visitors to Looe. The vast majority had a peaceful and pleasant time and most were hopefully unaware of any disorder. Some fuelled their enjoyment with quantities of alcohol and, allegedly, drugs and by the late afternoon of each day tensions had risen and led to disorder. It is probable that underage people were bringing alcohol into town on trains or buying it locally in person or by proxy.

In partnership with Looe Business Forum and with additional funding from the Office of the Police and Crime Commissioner, the Council had engaged Phoenix Security for the protection of our businesses and to give confidence to the public and deterrence to potential miscreants. Two security officers had originally been engaged for the week and they started work on Saturday 23 May.

On the evening of that first day trouble broke out on the 'slabs' at the east end of Looe beach. On Sunday 24 May I authorised the engagement of two further security staff from Monday 25th until Thursday 28 May when the weather was forecast to break. In the event the extra two were kept on until Saturday 30 May. On the delegated authority of the Town Clerk the full cost of the extra two staff was met by the Town Council.

Public disorder during that week was a national issue with many seaside destinations reporting problems and pressures on Police resources. There is an understandable wish to examine the root causes and propose social remedies but these will take time and national effort. Our immediate focus, therefore, has been on remedial actions that we can take before the summer holidays and, hopefully, good weather arrive:

- Raising awareness with Devon & Cornwall Police (DCP) of the issues and risks while recognising the resource limitations they face and the road distance between Looe and likely patrol locations. 999 response times of 30-40 minutes are typical and more urgent incidents elsewhere increase those times. Daytime Police presence is helpful but shift patterns often mean that officers are not available at the times trouble starts.

- The local role of our PCSOs is critical and we value their presence, especially at times of high risk. I am told that we are limited to two PCSOs and we know they have a wide geographical remit.
- DCP's licensing officer has visited all licensed premises in town and reminded them of the law in relation to selling alcohol to under age people, whether directly or by proxy.
- DCP is reaching out to British Transport Police and tactics are planned for monitoring young people travelling between Liskeard and Looe stations by train. Security staff or the Police meeting inbound trains is being considered but is subject to resources.
- East Looe Town Trust has agreed that the Town Council may place CCTV cameras at locations covering the beach and the whole seafront. The aim is to have these installed before the summer holiday period.
- The security team will be returning for the key summer weeks but there is currently funding for only two officers. Given the originally stated intentions of the scheme – to protect and support the town's businesses – the focus of their work must be on the streets rather than on the seafront.
- We would like to revive the Looe Safety Partnership. This depends on cooperation among all the town's 'governance' bodies and a willingness to work together on security challenges and emergency plans. If the partnership can be revived then a longer term review of the town's security needs and viable actions could be agreed in that forum. Coincidentally, Cornwall Council is currently asking each town to review its emergency plans, based on a new template which CC has produced and each town will supplement or adapt.

I last reported on my engagements in March. Here is the list since then:

25 March	Looeminations meeting
26 March	Ben Palmer re Town Twinning
26 March to 20 April	on leave
21 April	Finance & Strategy Committee
21 April	Full Council meeting
22 April	Community Team Room visit
23 April	Cornwall Association of Locals Councils Launceston
24 April	Opening of Banking Hub with Anna Gelderd MP
24 April	Skatepark Quiz Night
27 April	Town Twinning Steering Group
2 May	West Looe May Fayre
5 May	IT Working Group
5 May	Finance & Strategy Committee
6 May	Council visit to Community Fire Station
11 May	Pavement obstruction leaflets distribution with Councillors
12 May	Video conference with Quiberon
12 May	Planning Committee
19 May	Parish Assembly and Annual Town Meeting
21 May	Primary Academy Spring Fair
24-29 May	Intensive attention to public disorder issues during holiday week
26 May	Full Council meeting
29 May	IT Working Group

1 June Liskeard Mayor Making, with Michala Powell
2 June Finance & Strategy Committee
3 June Town Twinning Steering Group
3 June Looe Business Forum
4 June Emergency Plan review (internal)
4 June Council Chairs' meeting
5 June Network Rail and GWR to discuss winter branch line closures
9 June Emergency Plan review
9 June Liskeard business links meeting
9 June Planning Committee
10 June Looe's Loos meeting
10 June Inspector Musgrove & others review of May holiday disorder issues
12 June IT Working Group
14 June Food and Drink Festival
14 June Truro Cathedral Mayor's Celebratory Evensong, with Michala Powell
16 June Looe's Loos meeting
16 June Staffing Committee
18 June Looe Youth Council meeting at Looe Community Academy (scheduled)
21 June Looe Raft Race (scheduled)
23 June Full Council meeting (scheduled)

Stephen Remington
June 2026



Author: Sam White
Committee: Full Council
Status: Public
Agenda Item: FC/26-27/29 Clerk's Report
Date: 17th June 2026

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

1. Meetings update

- 1.1. Following the disorder in town over the bank holiday weekend, I have attended number of meetings to learn the lessons and plan for the summer including with Looe Business Forum and Devon & Cornwall Police Neighbourhood Team.
- 1.2. I met with representatives from GWR and Devon & Cornwall Rail Partnership to discuss issues on the Looe Valley Line this winter.

2. Registers of Interest

- 2.1. Councillors have previously been informed of the change in the way Cornwall Council manages Registers of Interest as they will no longer be publishing home addresses
- 2.2. Each member will need to provide a new Register of Interest form to Cornwall Council after 29th June.

3. Looeminations

- 3.1. The Planning Application has been submitted but not yet validated as there are some outstanding issues
- 3.2. I will be working with Peter Friend and Robert Freer to iron these out so the scheme can proceed.
- 3.3. The electrical installation quote has been received but won't be accepted until we are further on with the planning process.

4. Twinning with Quiberon

- 4.1. Plans are building for the celebratory fortnight in October to mark the anniversary of the Twinning agreement.
- 4.2. There will be a delegation from Quiberon visiting Looe on the weekend of 9th to 11th October with activities planned for each day.
- 4.3. More details will be provided as travel and itinerary plans are finalised

5. Recruitment

- 5.1. Interviews have been progressing for the Property Maintenance Apprentice
- 5.2. We have seen 6 candidates in total and are close to making a decision.

6. Skatepark

- 6.1. Fundraising is ongoing and Looe Development Trust has now been invited to apply to this year's CIL fund.
- 6.2. More volunteer support has been offered.
- 6.3. Other fundraising events will be happening in the town over the summer and another Skatepark Jam is planned for later in the year.

7. Looe Family Hub

- 7.1. After recent devolution discussions with Cornwall Council, Cllr Jon Holmes and I undertook another site visit to assess the potential.
- 7.2. I have been investigating options to develop a feasibility study and an update will be given in the meeting.

8. Looe Food & Drink Festival

- 8.1. I attended the Looe Food & Drink Festival on Sunday 14th June and took on some marshalling duties
- 8.2. The weather was perfect and the town was very busy – it was a successful day
- 8.3. A wash up meeting will be planned and future plans discussed.

9. Upcoming meetings

- 9.1. SLCC Joint Devon & Cornwall Branch meeting in Ivybridge on 17th June
- 9.2. CALC Larger Councils' meeting online on 18th June
- 9.3. Library refurbishment starts 22nd June.

10. Recommendation

- 10.1. It is recommended that this report is noted.



Author: Sharon Payne, Deputy Town Clerk

Committee: FC 23rd June 2026

Status: PUBLIC

Agenda Item: FC 26-27.30 Deputy Clerk's Report

Date: 18th June 2026

1. **Purpose.** To provide an update to Full Council on the recent activity of the Services, Assets and Community Committee.

2. **Updates.**

- **Millpool and Seafront Toilet.** Paddlegates were vandalised twice at The Seafront Ladies toilets (see picture gallery B below); this was reported to the police. Millpool toilets – one toilet seat was ripped off and replaced.
- **Patients Car Park Barrier.** Trelawney, Fire & Security finished installation and commissioning of the new barrier and control unit on 23rd April 2026. At 15.52 on the same day a member of the public deliberately drove into the barrier three times. Signage for the new intercom was next to the intercom. Significant damage to the boom is clear and damage to the control unit is contained within the unit. The warranty for the control unit is now void. Our insurers are pursuing a claim and TFS are managing the damage.
- **Electric Vehicle.** Is in fine health after recent adjustments to the vehicles tracking.
- **Seafront Toilet Roof Project.** A Planning Application has been submitted to Cornwall Council. A tender has been listed on Contract finder, LTC website and on our socials.
- **Guildhall Toilets** – The Services, Assets and Community Committee resolved by email to select a contractor for the Guildhall Toilet floors. A tender for refurbishment and plumbing works has been listed on Contract finder, LTC website and our socials.

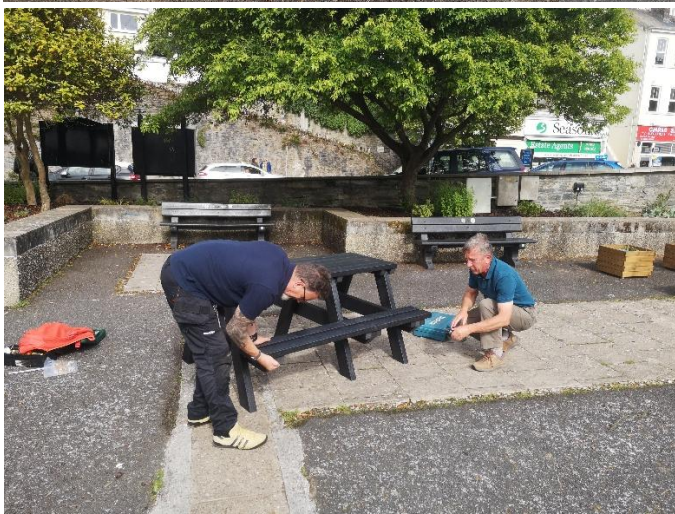
- **The Mariners Garden** – Improvement works are ongoing. A real community effort has helped to get on top of the spring weed growth, with Looe Volunteering group and LTC Cleaning and Maintenance team contributing. The Maintenance Supervisor and CLLR Mark Pughe got our new boat installed and Looe In Bloom have planted it with a beautiful display. Two new picnic benches have been installed and further elements will be added in coming weeks. St Pinnock Band played in the garden at the recent Looe Food Festival. See picture gallery A below.
- **CCTV Extension** – Plans for a possible extension of the towns' CCTV system have been submitted to Full Council.
- **Looe Library and Community Hub** - The reception desk will be replaced week commencing Monday 22nd June. The library team will be available during the week as normal – They will be operating from the new extension to Non – Fiction upstairs.

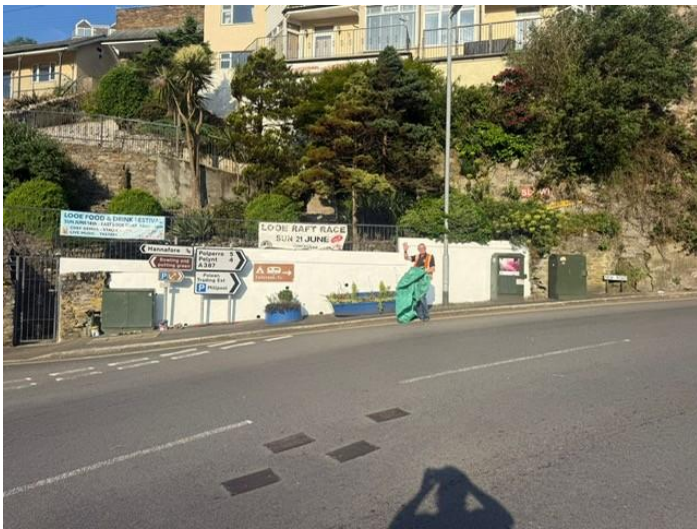
3. **Looe's Loos** – met on Wednesday 10th June to discuss upcoming improvements and an extension to the charging infrastructure. A recommendation has been made to Full Council. Looe Town Council would like to welcome two new members to the Cleaning and Maintenance Team.

The toilet facilities are open 9am to 7pm, please contact enquiries@looetowncouncil.gov.uk with any comments or requests.

Picture Gallery A – Improvements around the town.







Picture Gallery B – All in a day's work.



Weeding at The Mariners' Garden.
Sharon Payne

Vandalised Gate 1.
Page | 4



Vandalised and blocked toilets at The Guildhall.

Vandalised Gate 2.



?? At the Guildhall ??



Not for the faint-hearted.



Author: Sam White
Committee: Full Council
Status: Public
Agenda Item: Report on the refurbishment of Mariners' Garden
Date: 17th June 2026

1. Background

- 1.1. Members will know that we were recently awarded £12,700 by GWR to refurbish Mariners' Garden with a view to introducing more planting and providing more historical information about the link to the Looe Valley Line
- 1.2. Initial meetings have been held with partners Looe in Bloom and Looe Shedders to begin to plan out the project and generate some initial concepts.
- 1.3. Some refurbishment has already been completed with the anchor repainted kindly by Cllr Mark Pughe and the Maintenance team undertaking weeding and cleaning of the area.
- 1.4. An update on progress was made to the Planning Committee on 9th June 2026.

2. Layout plan

- 2.1. A draft layout plan for the garden has been produced that roughly splits the space into 3 zones: maritime, planting including edibles and railway.
- 2.2. Two new picnic benches – one being accessible – are now in place.
- 2.3. Three new planters have been ordered and delivered and have been planted up with a selection of summer edible plants which will also be planted in the borders.
- 2.4. The new boat planter has been installed again thanks to Cllr Mark Pughe. Looe in Bloom have planted this with a selection of summer annuals for an immediate display

3. The train

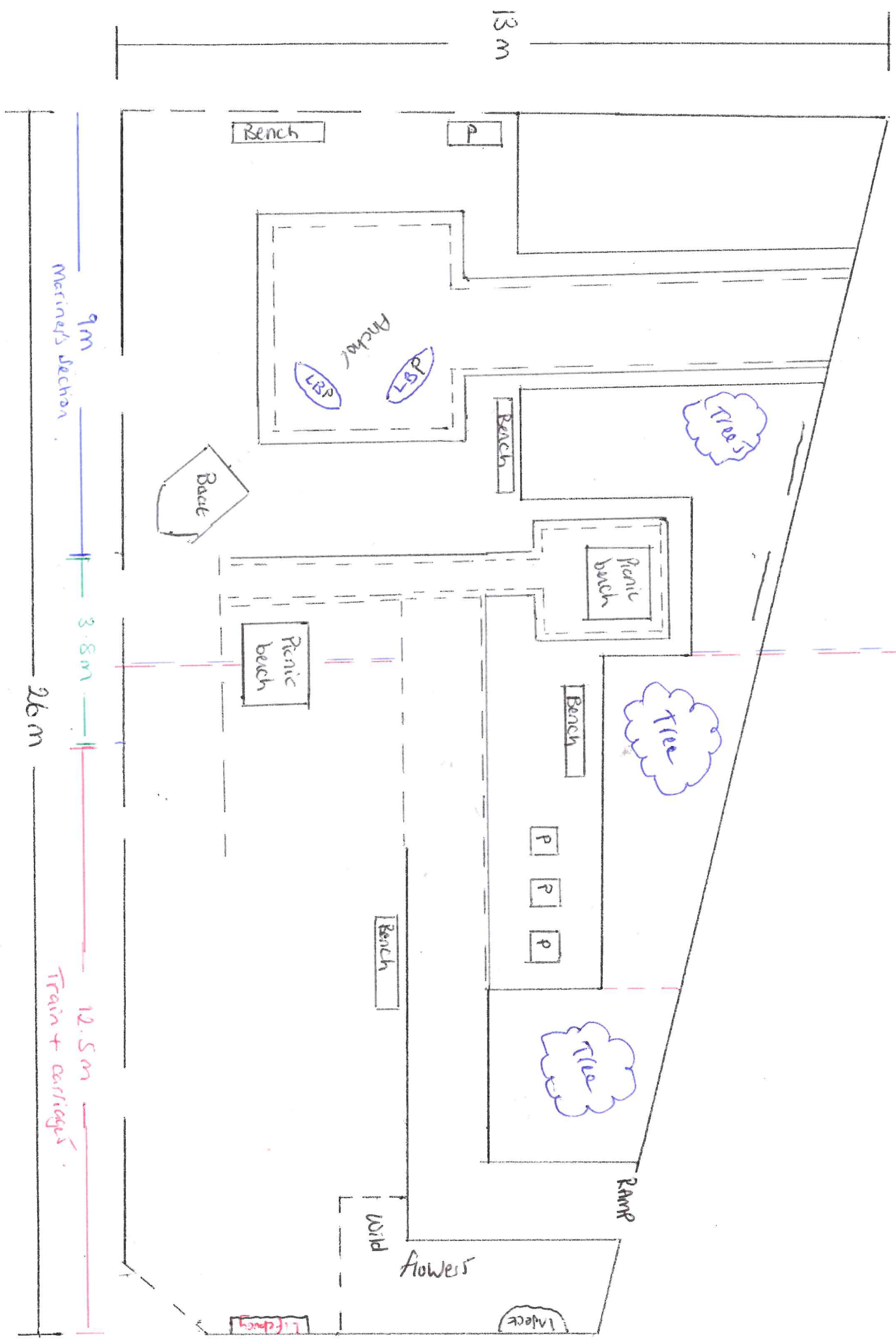
- 3.1. A key part of the grant funding condition is that the refurbishment of the garden is used to highlight the connection with the Looe Valley Line and provide some historical context.
- 3.2. Looe Shedders have created a concept of a train and wagon that will become a feature of the garden. A professional designer has offered to create detailed designs for no cost.
- 3.3. The engine will be designed so that children can interact with it and the wagon will be designed to be a planter. Both will be painted in traditional GWR colours – green for the engine and black or grey for the wagon.
- 3.4. Interpretation boards will be installed on the separate edibles planters to tell the story of the Looe Valley Line, how it used to extend under the garden and onwards towards the quay and its important role in developing Looe.

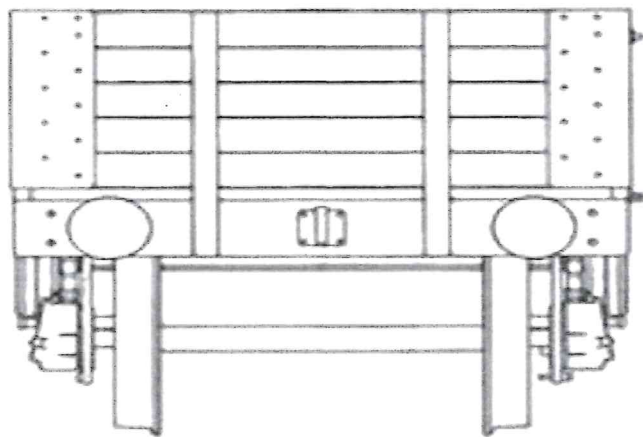
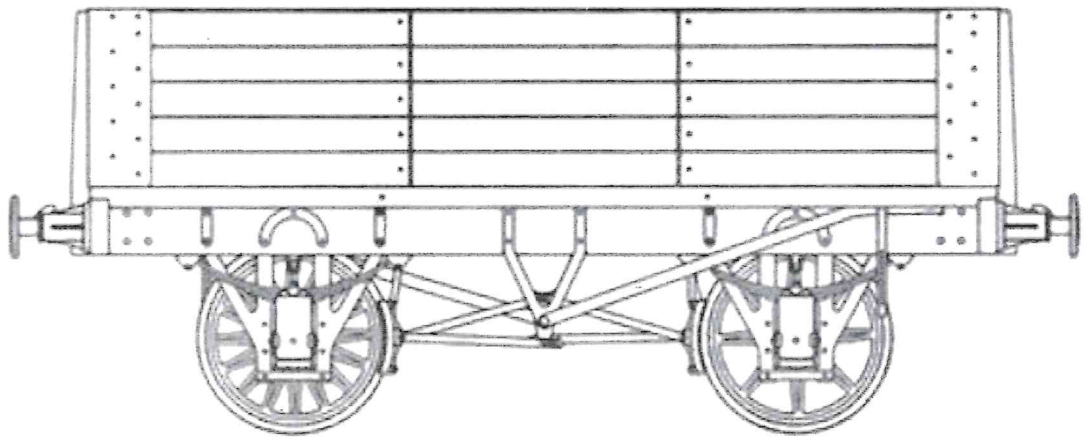
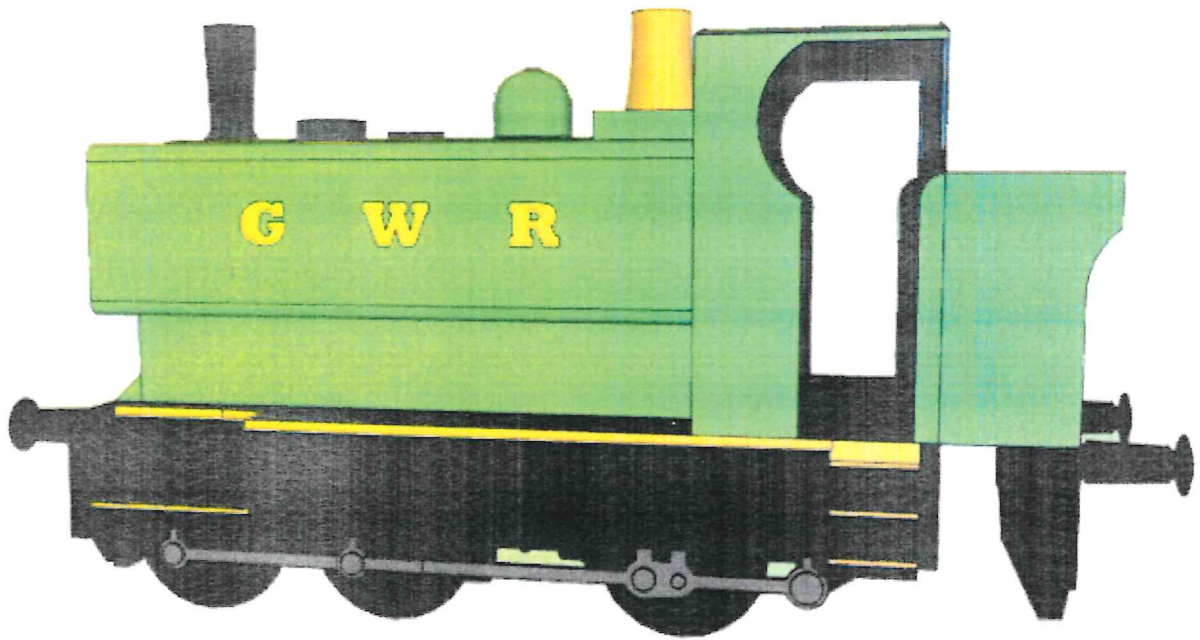
4. Recommendation

- 4.1. It is recommended that
 - 4.1.1. That this report is noted.

Floor | Mariners

Edwards / GWR







Author: Responsible Finance Officer
Committee: Full Council
Status: Public
Agenda Item: FC 26/27.032
Date: 19.06.2026

1. Introduction to the Annual Governance and Accountability Return (AGAR) 2025-26

All smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices.

The Annual Governance and Accountability Return comprise of three components:

- The Annual Internal Audit
- The Annual Governance Statement (section 1) and Accounting Statements (Section 2)
- External Auditors Report (Section 3)

These documents must be completed, approved and submitted to the External Auditor by 30th of June and published on the Councils website alongside the Notice of the Period for the Exercise of Public Rights.

2. Process of Approval

2.1 Annual Internal Audit

Council is requested to **receive, note and approve:**

- The Annual Internal Auditor section of the AGAR
- The detailed Year-end Internal Report for 2025-26
- The Auditor's 'No' letter

2.2 Annual Governance Statement (Section 1)

Council must **review and approve** the Annual Governance Statement by considering each assertion and confirming compliance prior to **signature by the Chair and Clerk.**

The assertions cover:

Assertion 1 - Financial management and preparation of accounting statements

Assertion 2 - Internal control

Assertion 3 - Compliance with laws, regulations and proper practices

Assertion 4 - Exercise of public rights
Assertion 5 - Risk management
Assertion 6 - Internal Audit
Assertion 7 - Reports from Auditors
Assertion 8 - Significant events
Assertion 9 - Trust Funds (local councils only)
Assertion 10 - Digital and data compliance

Key governance matter:

The internal Auditor has identified that the Risk Register was formally approved outside of the relevant financial year. Accordingly, Assertion 5 (Risk Management) should be recorded as a 'No'.

The Finance and Strategy Committee has confirmed that it has received and reviewed sufficient information regarding the Council's financial arrangements and their effectiveness during the year. (FAS 26/27.007).

The issue is being addressed through the impending implementation of a formal governance review schedule and diary system, ensuring key policies, including the Risk Register are reviewed and approved within the appropriate financial year.

2.3 Accounting Statements (Section 2)

The Responsible Finance Officer (**RFO**) **must certify** the Accounting Statements. Council must then **consider and approve** the statements prior to **signature by the Chair**.

2.4 Notice of Public Rights

The Responsible Finance Officer is required to commence the Notice of Public Rights period, which must include the first 10 working days of July. Council is requested to **note and approve** the notification.

3. Conclusion

The Responsible Finance Officer will ensure that all statutory requirements are fulfilled, including the timely publication of the Notice of Public Rights and the unaudited Annual Governance and Accountability Return on the Councils website and noticeboards, together with submission of all required documentation to the External Auditor, BDO LLP.

The Council is asked to note that while a governance issue was identified in relation to the timing of the Risk Register approval, this is being addressed through the impending implementation of a formal governance review schedule diary system to ensure that key policies are reviewed and formally approved within the appropriate financial year.

Accordingly, the Council can be assured that the appropriate governance, internal control and financial management arrangements are in place and that necessary improvements have been identified and are being progressed to strengthen compliance and support effective governance in future years.

Annual Internal Audit Report 2025/26

LOOE TOWN COUNCIL

www.looetowncouncil.gov.uk/town-council/financial-and-audit

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

NOT USED

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/11/2025

27/05/2026

01/06/2026

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

01/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LOOE TOWN COUNCIL
YEAR ENDED 31ST MARCH 2026.

ISSUE DATE: 01/06/2026.
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2025.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications other than it did not review the risk assessment during the year. In all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We have provided a table of audit recommendations, if required, to allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing revealed no issues to report.

Risk

Insurance

The Fidelity Guarantee remains adequate at £1 million.

Risk

The risk register was not reviewed until April 2026, therefore the requirement to review during the financial year has not been met.

The council should answer 'No' to the relevant assertion on the Annual Governance Statement and provide the external auditor with an explanation.

IT & Data Protection

A .gov.uk domain is used for the council website and for councillor and officer e-mail.

IT and GDPR policies are in place and have been recently reviewed.

The website Accessibility Statement was reviewed in August 2025.

Not all of the information required by the Transparency Code has been published.

Whilst compliance is not mandatory it is expected as part of the requirements of Assertion 10 in the Annual Governance Statement.

Budgets

Setting

The 2026/27 budget and precept were properly approved at Full Council in January 2026 following the production of detailed estimates.

Monitoring

Regular reports have been provided to Members throughout the year.

Adequacy of Reserves

After allowing for earmarked reserves of £390,614 the general reserve stands at £190,691; equating to 28% of gross expenditure which is within generally accepted parameters.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Interest

Interest received has been accurately reflected in the AGAR.

VAT

VAT claims for the year have been submitted.

The year-end claim is in accord with balances held in the accounting statements.

Food Festival

Activity around the Food Festival is adequately managed.

Assets

The asset register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately reflected in the AGAR.

Payroll

The March payroll was tested with no issues to report.

A new employee has been issued a contract of employment and has been paid in accordance with the Terms therein.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely and accurate manner throughout the year and have been reviewed by Members in accordance with Financial Regulations.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and are in accord with underlying records.

Debtor and creditor balances have been properly treated.

Annual Internal Audit Report 2025/26

LOOE TOWN COUNCIL

www.looetowncouncil.gov.uk/town-council/financial-and-audit

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

NOT USED

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/11/2025

27/05/2026

01/06/2026

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

01/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

EN LOOE TOWN COUNCILTY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC www.looetowncouncil.gov.uk PAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENLOOE TOWN COUNCILITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	610,177	560,614	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	481,675	569,900	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	132,615	139,050	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	380,557	432,276	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	283,296	255,983	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	560,614	581,305	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	568,796	572,414	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	226,953	238,643	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Name of Smaller authority: **Looe Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement Tuesday 24th June 2026 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Fiona Wilkes-Jones, Responsible Finance Officer Looe Town Council. 1st Floor Looe Library & Community Hub. The Millpool. West Looe. Cornwall. PL13 2AF Email : finance@looetowncouncil.gov.uk Phone : 07943 176876</p> <p>commencing on (c) Thursday 25th June 2026</p> <p>and ending on (d) Wednesday 5th August 2026</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Fiona Wilkes-Jones, Responsible Finance Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025-26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Local Council Awards Scheme Criteria Assessment

Bronze Award criteria

Silver Award additional criteria

	In Place	Review	Action Required	Notes
Governance - criteria demonstrating good governance in managing the business & finances of the council				
Publish on website:				
Approved Standing Orders	✓			
Approved Financial Regulations	✓			
Code of Conduct	✓			
Accessibility Statement	✓			Statement is on website
Publication Scheme	✓			
Complaints procedure	✓			
Privacy notice	✓			
Last annual return	✓			
Transparent information about council payments	✓			
A calendar of all meetings including Annual Parish Meeting	✓			
Minutes for at least one year of Full Council meetings and all committees & sub-committees	✓			
Current agendas	✓			
Budget and precept information for current or next financial year	✓			
Biodiversity policy	✓			New policy adopted
Health & Safety Policy	✓			
Equality Policy	✓			
Co-option Policy	✓			
In place and evidence provided:				
Risk management policy	✓			
Register of assets	✓			
Up to date insurance policies that mitigate risks to public money	✓			
Scheme of Delegation	✓			
Community - Criteria representing a council's role in the community and how it engages with the community				
Publish on website:				
Council contact details	✓			
Councillor information including registers of interest	✓			
Action plan for the current year	✓			
Evidence of consulting the community	✓			
Advertising council activities	✓			
Participation in town and country planning	✓			
Evidence of publicising elections and vacancies on the council	✓			
Community Engagement Policy involving two-way communication between council & community	✓			New policy adopted
Councillor profiles	✓			
A grant awarding policy	✓			
Evidence showing how electors contribute to the Annual Parish Meeting	✓			
An action plan and related budget responding to community engagement and setting out a timetable for action and review	✓			
Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins	✓			

Evidence of helping the community plan for its future	✓			
Evidence of encouraging public engagement in local democracy	✓			
In place and evidence provided:				
Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	✓			
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	✓			
Evidence of a customer service in how the council handles correspondence with the public	✓			
Development - criteria representing council improvement through the management and development of staff and councillors				
Publish on website: none required				
In place and evidence provided:				
Disciplinary and grievance procedures	✓			
A policy for training and development of staff and councillors	✓			
A record of all training undertaken by staff and councillors in the last year	✓			
The clerk who has achieved 12 CPD points in the last year	✓			
Signed up to the Civility & Respect Pledge including adopting a Dignity at Work policy	✓			
A qualified clerk	✓			
A formal staff appraisal process for all staff	✓			



Author: Sam White
Committee: Full Council
Status: Public
Agenda Item: FC/26-27/33 Report on Local Council Awards Scheme
Date: 17th June 2026

1. Background

- 1.1. Members will recall that Looe Town Council has applied to be awarded a Silver award in the Local Council Awards Scheme.
- 1.2. All evidence has now been gathered and supplied to NALC in order for the application to be assessed
- 1.3. There was some feedback at the triage stage but it was minimal.

2. Confirmation that all is in place for the Silver Award

- 2.1. To achieve the Silver Award a council demonstrates that it meets all the requirements of the Bronze Award and has additional documentation and information in place for good governance, effective community engagement and council improvement.
- 2.2. The accompanying evidence analysis demonstrates this.

3. Recommendation

- 3.1. It is recommended that:
 - 3.1.1. Council resolves that all the required documents, information and conditions are in place for both the Bronze and Silver Award and that these are published on the Council's website, where applicable.



Author: Sam White
Committee: Full Council
Status: Public
Agenda Item: FC/26-27/34 Report on land at Sunrising
Date: 17th June 2026

1. Background

- 1.1. Members will recall an earlier discussion around Looe Town Council taking on responsibility for a parcel of derelict land at Sunrising
- 1.2. A short residents' survey and subsequent representations to the Council indicated that the local residents are very keen for Looe Town Council to assume responsibility and there was an indication that volunteer support would be available to maintain the land going forward.
- 1.3. I now have further information from Cornwall Council regarding the terms of the transfer.

2. Land transfer proposal

- 2.1. As no Cornwall Council services will be delivered or protected as a result of the transfer, it is not considered a true devolution opportunity.
- 2.2. However, it is adjacent to an unadopted footpath and so if that is added to the scope of the transfer, it could be considered devolution.
- 2.3. In this case, the entirety of the land would be devolved for £1
- 2.4. There would be no funds available for any surveys or for repairing the fence.
- 2.5. There is some incursion on to the land by 8 Sunrising although this has never been addressed by Cornwall Council. There may therefore be a requirement for some legal work post-transfer in order to regularise this.
- 2.6. The land to the east of 2a Sunrising is subject to a licence agreement. Cornwall Council would transfer the property subject to this licence. I have requested more information on the terms of the licence but am awaiting a reply.

3. Recommendation

- 3.1. It is recommended that:
 - 3.1.1. That further information on the terms of the licence with No 2a Sunrising is received before any Heads of Terms are considered.
 - 3.1.2. And that this report is noted

Email for Councillors

From ELTT Info <info@eastloometowntrust.co.uk>
Date Mon 13/04/2026 12:02
To Sam White <town.clerk@loometowncouncil.gov.uk>

Dear Looe Town Council

You may remember that we asked for a contribution towards our new beach tractor last year and you very kindly agreed to match any donation made by West Looe Town Trust (up to a value of £4000). WLTT kindly donated £3000 in 2025 with a pledge to also donate £3000 in 2026 and 2027 – so a total of £9,000 in all. As you had kindly agreed to match the donation, the board of trustees have asked if Looe Town Council would consider continuing to match the donation for 2026.

The board of trustees appreciate that LTC funds are also limited but as a charity our costs are increasing rapidly and we shoulder the cost of maintaining the beach and seafront as well as the costs of disposing of all the waste and litter which is obviously a benefit for the town as a whole. We are very proud of the beach and that it is known as the “jewel in the crown” of Looe but unfortunately, the costs of this are increasing but we do consider it a main draw to the town and does benefit the town as a whole.

If you would like any further information, please do not hesitate to contact me.

Kind regards

Jane Day BSc(Hons)
Trust Manager

East Looe Town Trust
The Watchtower
Church End
East Looe
PL13 1BX
01503 263709
07494 127778
info@eastloometowntrust.co.uk





Author: Sam White
Committee: Full Council
Agenda Item FC/26-27/35 Report on request for funding from East Looe Town Trust
Date: 17th June 2026

1. Background

- 1.1. Members will recall that a payment of £3,000 was made in 2025/26 to East Looe Town Trust as a contribution towards the new beach tractor.
- 1.2. This was to match a contribution made by West Looe Town Trust, who had agreed to advance a sum of £3,000 each financial year for three years.

2. Request for further funding

- 2.1. The Trust Manager has submitted a request for funding of a further £3,000 in this financial year towards the beach tractor.

3. Recommendation

- 3.1. It is recommended that:
 - 3.1.1. Consideration is given to the request from East Looe Town Trust for £3,000 for the beach tractor.