



LOOE TOWN COUNCIL
KONSEL TRE LOGH

Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF
Telephone: 01503 262255
Clerk to the Council Mel Colton-Dyer
VAT Reg: 381 5093 50

Please note that this meeting is open to members of the public but has limited capacity. If you would like to attend it is essential to email enquiries@looetowncouncil.gov.uk or ring 01503 262255. **Places will be allocated on a first come first served basis** to the capacity of the venue and the meeting will also be live streamed on Facebook <https://www.facebook.com/LooeTC/>

11th May 2021

Ladies and Gentlemen

You are hereby summoned to attend the Annual Council Meeting of Looe Town Council to be followed by the first ordinary meeting of the full council to be held in the St Martin's Church Hall, St Martin's Rd, Looe PL13 1FA on Monday 17th May 2021 at 6.00pm for the purpose of transacting the following business.

Councillors should observe the safe attendance protocols and risk assessment. Members of the public will be briefed on safety protocols for public attendance before arrival. **Members of the public are to submit any questions on agenda items in advance of the meeting to enquiries@looetowncouncil.gov.uk.**

Yours faithfully

A handwritten signature in black ink, appearing to read "Mel Colton-Dyer".

Mel Colton-Dyer
Commercial Strategy Director and Town Clerk



AGENDA – Looe Town Council Annual meeting and Ordinary Meeting

1. Welcome

2. To comment on past year reports from Chairs of Committees and Mayor

3. Questions from members of the public

4. Apologies

To receive and approve submitted apologies for absence.

5. Election of Town Mayor

To elect the Town Mayor for the ensuing Municipal year.

The Town Mayor will read and sign the Declaration of Acceptance of Office (please note the Mayor Making will be held later in the year)

To call on Cllr Simon Barker to nominate Cllr Martin Gregory

To call on Cllr Jon Holmes to second the nomination

6. Election of Deputy Mayor

To elect a Deputy Mayor for the ensuing Municipal Year. The Deputy Mayor will read and sign the Declaration of Acceptance of Office

To call on Cllr Viv Sullivan to nominate Cllr Edwina Hannaford

To call on Cllr Martin Gregory to second the nomination

7. Declaration of Interest

To receive declarations of interest and notifications of dispensations granted in respect of items on the agenda.

8. To approve the minutes of the previous meeting held on the 6th April 2021

9. Questions on the Clerks report on matters arising from minutes of the 6th April 2021

10. Appointment of Standing Committees

To appoint standing Committees for the ensuing Municipal year and review and adopt Terms of Reference:

- Planning Committee
- Finance Committee
- Policy and Strategy Committee
- Services and Asset Management Committee



- Community Hub Committee
- Staffing Committee

The Council recommended membership is at Appendix 1.

11. Standing Committee Chairs

To appoint Standing Committee Chairs for the ensuing Municipal year.

The Council recommended appointments are at Appendix 1.

12. Appointment of Working Parties and Outside body representation

The Council recommended appointments are at Appendix 1.

13. Councillor Attendance

The Councillor attendance records for 2020/21 Municipal year for comment

14. Standing Orders, Financial Regulations, staff subscriptions, Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, and Asset register

To review and confirm the above

15. Code of Conduct

That the new Cornwall Council 2021 Members Code of Conduct be adopted.

16. Emergency Scheme of Delegation

To discuss the enablement of the Council to meet safely the proposal is that Council delegates authority to the Clerk in consultation with the Mayor to take any decisions and actions with associated expenditure to protect the interests of the community and ensure business continuity, informed by consultation with the Members of the Council and relevant committees. The proposed scheme of delegation to be reviewed not later than September 2021.

17. Schedule of Meetings

To approve a schedule of meetings for the 2021/22 Municipal year to be reviewed in September 2021.

18. Risk Management

To approve the Council's Financial Risk Management Policy and Risk Management Strategy which will be available under separate cover to Councillors.



19. Policies

To re-adopt all current policies of Looe Town Council to be reviewed by Committees as per prior circulation

The Council now moves to the Ordinary business of the Council.

20. Finance

To approve the supplier invoice list for payment

21. To discuss adoption of BT Telephone boxes

- 64 01503265420 PCO PCO1, STATION ROAD, LOOE
- 65 01503262283 WAYLEAVE, PP49 PCO1, BULLERS QUAY EAST LOOE
- 66 01503263253 PCO PCO1, MILLENDREATH LOOE

22. Questions on Reports from External bodies

Looe Environmental Conservation Group

23. Exclusion of members of the press and public

To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

- Financial requests received
- DWP Bid



email: enquiries@looetowncouncil.gov.uk

Website: www.looetowncouncil.gov.uk

Appendix 1

Standing Committees

Planning Committee

J Lundy (Chair), J Dingle, E Hannaford

Finance Committee

S Barker (Chair), J Lundy, J Holmes, M Gregory

Policy and Strategy Committee

T Smith (Chair), J Holmes, S Barker, E Hannaford

Services and Asset Management Committee

J Dingle (Chair), C Jones, S Barker, V Sullivan, J Lundy, M Gregory

Community Hub Committee

J Holmes (Chair), V Sullivan, J Lundy, T Smith

Staffing Committee

Chairs of all standing Committees

The Mayor and Deputy Mayor are Ex Officio Members of all Committees.



Working Parties

Millpool Working Party

S Barker (Chair), J Lundy (Vice Chair), T Smith, V Sullivan, E Hannaford

Environment Working Party

T Smith (co-chair), V Sullivan (co-chair), E Hannaford

Outside Bodies

LOOE-QUIBERON TWINNING COMMITTEE (NOW DORMANT)

The Mayor and Commercial Strategy Director & Town Clerk

LOOE IN BLOOM

J Dingle

LOOE PUBLIC SCHOOLS AND EXHIBITION FOUNDATION

Chair: A Toms

Town Council Governors: V Sullivan (a.n. other - to be determined)

ST. MARTINS PAROCHIAL CHURCH COUNCIL

A Toms

LOOE VALLEY LINE WORKING GROUP

C Jones

LOOE MARINE CONSERVATION GROUP

V Sullivan

BATHING WATER QUALITY

E Hannaford and A Toms

POLICE AND CRIME COMMISSIONER FOR DEVON, CORNWALL AND THE ISLES OF SCILLY

J Holmes

LOOE VALLEY TRAILS DESIGN GROUP

Commercial Strategy Director and Town Clerk