



**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

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Policy and Strategy Committee convened by the Chair on **21<sup>st</sup> February 2022 at 6.00pm** at St Martin's Church Hall, St Martin's Rd, Looe PL13 1FA.

OPEN FORUM - The Council allows time at the beginning of each Council Meeting for members of the Public to ask questions or make statements at the discretion of the Chairman, with each statement or question taking no longer than three minutes. There will be no right to ask supplementary questions or debate any answer received. Prior notice is not mandatory, but persons wishing to ask questions are encouraged to submit them in writing prior to the meeting to enable any investigations to be made.

Yours faithfully

**Mel Colton-Dyer**  
**Commercial Strategy Director and Town Clerk**

## AGENDA

		<b>Timings</b>
<b>1.</b>	Welcome	5 minutes
<b>2.</b>	To Receive Apologies	
<b>3.</b>	To elect a Vice Chair	
<b>4.</b>	To Receive Declarations of Interest	
<b>5.</b>	To Receive Questions from members of the public	15 minutes
<b>6.</b>	To Resolve to Approve the Policy and Strategy Committee Minutes of the Meeting held on 23 <sup>rd</sup> March 2021 2021	5 minutes
<b>7.</b>	Questions on the Clerks report on matters arising from the Policy and Strategy Minutes of the Committee meeting held on 23 <sup>rd</sup> March 2021	10 minutes
<b>8.</b>	To review and resolve to adopt amendments to the following: <ul style="list-style-type: none"><li>• Employee Handbook</li><li>• Business Continuity Plan</li></ul>	10 minutes
<b>9.</b>	To discuss the process of prioritisation of Council activities for recommendation to Full Council – Cllr Smith and Cllr Remington	45 minutes
<b>10.</b>	Other urgent business as determined by the Chairman (information only)	5 minutes
<b>11.</b>	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	
<b>12.</b>	<b>Date of the next meeting: 25<sup>th</sup> April 2022</b>	