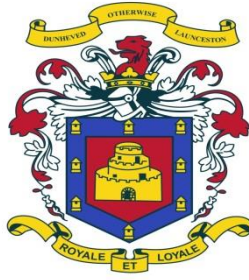


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

To: All members of the Estates and Properties Committee
Cllrs Young (Town Mayor), Gordon (Deputy Mayor), Keighley , O'Brien, Conway, Penhale, Bailey, Hogan and Harris.

Cc all members of the Council for information

You are summoned to attend a meeting of the Estates and Properties Committee on Monday 03 December 2018 at 10am to be held at the Town Hall. The agenda is set out below.

Christopher Drake
Town Clerk

Date of 26 November 2018

A G E N D A

- 1 **Apologies for absence**
- 2 **Declarations of Interest**
Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a request for a dispensation is agreed.
- 3 **Public Representation Session**
An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)
- 4 **Minutes of the last meeting**
To sign the minutes of the meeting held on 1 October 2018 (attached)
- 5 **To Discuss the Findings of earlier Site Visits**
- 6 **Property Manager's Report**
Update on on-going maintenance and items agreed at previous meetings. To agree to carry out works as recommended.
- 7 **Town Hall Resources**
To discuss additional resources required.
- 8 **Budget 2019-20**
To agree the Budget for 2019-2020.
- 9 **Policy Review**
To approve the following Policies; Health & Safety, Vehicle, Smoking, Tree Management and Environment
- 10 **Town Council's Truck Review**
To discuss the continued finance of the Council's Truck.
- 11 **Urgent Items**
To receive any items considered by the Chairman to be urgent (information only)

Date of the next meeting

The next meeting will be held on Monday 4 February 2018 at 10am