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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

**To: All Launceston Town Councillors**

cc Cornwall Councillors (*Jade Farrington, Gemma Massey, Adam Paynter, Chris Sims (Community Link Officer), Scott Mann MP, Honoured Burgess (Arthur Wills), Sgt Aaron Ward, PC Steve Stoppard (Launceston Police), Irena Jordi-Slater (Chairman, Chamber of Commerce), members of the press (Amy Dennis, Graham Smith).*)

**You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 20 March 2018 at 7pm in the Guildhall, Launceston. The agenda for the meeting is set out below.**

A handwritten signature in black ink, appearing to read 'C. W. Drake'.

Christopher Drake  
Town Clerk

Date of issue: 14 March 2018

**AGENDA**

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

**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 written request for a dispensation has been received. The Council will consider those requests at this point.

**3. Kate Kennally and Jane Black - Presentation**

To meet and receive a presentation from Kate Kennally - Cornwall Council Chief Executive and Jane Black - Service Director Education and Early Years

**4. Proposed Devolution of the Library Service**

To receive an update from Cornwall Council officers and to agree the Town Council's response

**5. 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)

**6. To confirm and sign the minutes of the last meeting previously circulated:**

- (i) Minutes of the Meeting of the Council meeting held on 20 February 2018 at 7.00pm

**7. To receive the minutes of committees and sub-committees previously circulated:**

- i) Planning and Economic Development committee held on Thursday 15 February 2018 at 7.00pm
- ii) Tourism and Information Services committee held on Tuesday 6 March 2018 at 5.15pm

**8. Reports from Cornwall Councillors**

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

**9. Reports and Questions from Town Councillors**

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

**10. Report from the Town Mayor**

To receive the Mayor's Monthly Report

**11. Mayor elect 2016-2017 and Annual Meeting of Council**

1. To receive nominations for Town Mayor elect and Deputy Town Mayor elect for the civic year commencing in May 2018 and to consider and agree invitations to the Mayor Choosing Ceremony on Thursday 17 May
2. To move the date of the Annual Meeting of Council from Friday 18 May to Tuesday 22 May

**12. Emergency Plan**

To receive a report from Cllr O'Brien

**13. Neighbourhood Plan**

It was resolved at Full Council in July 2017 that the Council investigates the feasibility of undertaking a Neighbourhood Plan, working in conjunction with neighbouring parishes and that councillors O'Brien, Allen, Harris and Budgen-Cawsey will undertake the necessary feasibility work  
The Council has been advised that St John's Rural PC have decided not to go ahead with their Neighbourhood Plan and Members are requested to consider what action, if any should now be taken.

**14. Newport Toilet Facilities**

Further to continued vandalism at the Newport site, Members are requested to consider what actions, if any, the Council should take

**15. Operational and Financial Risk Assessment**

To approve the Operational and Financial Risk Assessment (copy attached)

**16. Correspondence and matters to note**

Additional information can be provided at the meeting if required.

1. To note the Town Council's venues usage (copy attached)
2. To note the letter of thanks from the Robert Johns Leukaemia Fund
3. To note the update regarding the General Data Protection Regulation (GDPR)

**17. Urgent Items**

To receive any items which the Mayor considers to be urgent (information only)

**Date of next Meeting**

The next Full Council meeting will be held in the Guildhall on Tuesday 17 April 2018 at 7pm.