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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All members of Launceston Town Council

Cc Cornwall Councillors, Honoured Burgesses, Chairman of the Chamber of Commerce, Police, Press

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Tuesday 16 May 2017 at 7pm in the Guildhall.

Christopher Drake
Town Clerk

Date of issue: 10 May 2017

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. **Election of the Town Mayor**
To elect the Town Mayor for 2017/18
To note that the formal induction will take place on Friday 30 June
2. **To receive the Mayor's Acceptance of Office**
3. **Apologies for Absence**
4. **Election of the Deputy Mayor**
To elect the Deputy Town Mayor for 2017/18
5. **To receive the Deputy Mayor's Acceptance of Office**
6. **Co-option to the Council**
To co-opt two Members for South Ward and two Members for Central Ward
7. **Declarations of Interest**
Members are reminded that all Interests must be declared before the item to be discussed
8. **Declaration of Councillor Acceptance of Office**
To resolve that due to the agreed and noted absence of Councillor Sandercock, he be able to sign his Declaration of Acceptance of Office at or before the June meeting of the Council
9. **To confirm and sign the minutes of the last meeting previously circulated**
To confirm and sign the minutes of the meeting held on Tuesday 18 April at 7.00pm

10. To receive and adopt the minutes of committees and sub-committees previously circulated

Planning and Economic Development Committee held on Thursday 27 April at 7.00pm
Finance and General Purposes Committee held on Wednesday 3 May at 7.00pm

11. To agree as per Standing Order 5j that the Council defer to a future meeting the provisions of paragraph(v) and those up to and including paragraph 5j (xix)

12. To appoint Standing Committees

To appoint the appropriate number of Members to the Council's committees as per the individual Committee Terms of Reference

The Mayor and Deputy Mayor are ex officio voting members of all committees

a) Finance & General Purposes Committee	No of Members - 7
b) Planning & Economic Development Committee	No of Members - 7
c) Lawrence House Management Committee	No of Members - 5
d) Estates and Properties Committee	No of Members - 6
e) Staffing Committee	No of Members - 3
f) Tourism and Information Services Committee	No of Members - 4

13. To appoint representatives to the following organisations:

- a) Eventide Trust - The Mayor and Deputy Mayor
- b) Twinning Association (1)
- c) CALC (2)
- d) Launceston Sports (1)
- e) Launceston In Bloom (1)
- f) Police Liaison (1)
- g) Launceston Chamber of Commerce (1)
- h) Friends of Launceston Priory (1)
- i) Launceston Town Youth Council (1)
- j) Launceston Community Network Panel (1)
- k) CCTV Committee (1)
- l) FLIC (1)
- m) Charles Causley Festival (2)
- n) Coronation Park Trust – Cllr Gordon, Cllr Sandercock, + (1)
- o) Launceston Municipal Charities – Cllr Tremain, Cllr Young
- p) Street Pastors (1)
- q) Any other organisation requiring representation

14. Calendar of Meetings for 2017/2018

To receive the calendar of meetings for 2017/2018 (attached)

15. General Power of Competence

To confirm that Launceston Town Council

- (a) has at least 2/3 of members elected (11)
- (b) that the Clerk holds the Certificate in Local Council Administration (CILCA), and
- (c) the Clerk has passed the Cilca module on the General Power of Competence and therefore having met the eligibility criteria to resolve to adopt the General Power of Competence

16. Annual Return Annual Governance Statement 2016-2017

To approve and sign the Annual Governance Statement for the Annual Return 2016-2017 (attached)

- 17. Annual Return Annual Accounting Statements 2016-2017**
To approve and sign the Annual Accounting Statements for the Annual Return 2016-2017 (attached)
- 18. Correspondence and matters to note**
Copies of all correspondence will be available for inspection at the meeting, if required
a) Letters of thanks from grants recipients
- 19. Reports from Cornwall Councillors**
To receive reports from the County Councillors on matters of policy or major decisions affecting North Cornwall in general and Launceston in particular.
- 20. Reports from Councillors**
To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council
- 21. Report from the Town Mayor**
To receive the Town Mayor's report
- 22. Urgent Items**
To consider any items which the Chairman considers to be urgent.
- 23. Date of next Meeting**
The next meeting will be held on Tuesday 20 June 2017