

**Library Devolution**

In preparation for our attendance at your full council meeting on Tuesday 20<sup>th</sup> March I am writing to outline two sets of issues to consider:

- a) Options in terms of future locations for the library
- b) Options in terms of future delivery mechanisms

In terms of options for the future locations, Cornwall Council is instructing one its procured framework partners to undertake an options appraisal. Whilst Cornwall Council will fund and procure the work, we would expect that for all practical purposes the work is seen as a jointly commissioned exercise with the Town Council. The key steps will be:

- a) Agree the brief jointly with the Town Council and local members (e.g. nature and size of space required, single or multiple library and community venues), and identify key stakeholders to be consulted, and sites to be included
- b) Agree the criteria against which options will be evaluated with the Town Council and local members (e.g. proximity to bus routes, level access, financial viability)
- c) Setting of planning constraints for any development sites associated with the options (i.e. scale and nature of alternative developments on agreed sites and ensuring alignment or progression of schemes that address other issues in the town including transport and air quality)

In terms of delivery mechanisms the options we discussed (apart from simple freehold devolution of the library which we understand is not accepted due to the condition of the building) were:

- a) Cornwall Council to progress direct delivery of the development of any preferred option arising out of the appraisal above
- b) Cornwall Council and the Town Council to form a joint delivery partnership to deliver the preferred option

Option a) insulates the Town Council from any risk, but limits the scope of influence in future delivery and Cornwall Council retains all profit and increased value from any potential developments.

Option b) recognises that the Town Council have requested devolution of additional assets including a car park to fund the library and that this cannot be supported because it is not consistent with other arrangements with Town Councils. Therefore it seeks to give the Town Council a share in developments to fund the library and retain added value locally. That this is now possible is because Cornwall Council has started directly delivering and investing in residential schemes, and has a significant programme of activity called the Housing Development Programme underway. This gives Cornwall Council the funding and means to invest in schemes such as that in Launceston.

Specifically the proposal is:

- The Town Council and Cornwall Council find a means to become partners in a joint development scheme (presumed to encompass the library site, some of the Race Hill car parks and other

feasible sites which may be identified through the options appraisal, with a new library space facilitated as part of the schemes and protecting any existing community use);

- Cornwall Council would provide investment funds and the project management resource to deliver a scheme;
- Cornwall Council would include the relevant assets in the joint development partnership;
- Cornwall Council would require a return on its investment consistent with the rest of the Housing Development Programme and would also have to ensure there is no adverse impact on its current net revenue position overall, but anything over and above those considerations would be available for re-investment locally, including benefit from capital growth

The benefits are believed to be that:

- The Town Council can more directly shape and influence appropriate development and uses
- Value is captured and retained locally by two public bodies rather than private developers

The initial next steps would be:

- A memorandum of understanding to be prepared, including preparation of a brief jointly between CC and the Town Council
- Cornwall Council to fund a options appraisal
- Investigate models for the joint delivery model (this would be expected to be something called an asset backed vehicle)
- Continue with the library devolution based on an interim operating model for the current building where by Cornwall Council continue to carry the maintenance risk and liability of the structural fabric and mechanical and electrical infrastructure of the building but the Town Council run the service and day to servicing which will include staff costs, rates, utility and cleaning costs.

In summary, Cornwall Council would put its assets in to a jointly owned company structure, it would provide development finance and expertise, whilst the Town Council and Cornwall Councillors provide the local planning context and represent the community; the outputs are a new library space is provided, Cornwall Council gets a return on its cash investment, any profits and value are retained locally within the company structure, and that development comes forward that is broadly accepted as being appropriate to the town but of a scale that can fund a sustainable library service and could address other issues of concern about development and transport as well.

I look forward to meeting on the 20<sup>th</sup> March to discuss these issues in more detail and hopefully we can move forward in partnership to develop a scheme which secures an exciting future for the library service in Launceston.

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Launceston Town Council  
The Town Hall  
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Cornwall PL15 7AR

**MINUTES OF THE FULL COUNCIL MEETING**  
**held on TUESDAY 20 FEBRUARY 2018 at 7pm in the Guildhall**

- PRESENT** Cllrs, Allen, Bailey, Budgen-Cawsey, Bullen, Conway , Gordon (Deputy Mayor) , Harris, Hogan, Keighley, Mitchell, Nancarrow, O'Brien, Penhale, Tremain, Young (Town Mayor), Williams  
In attendance: Christopher Drake (Town Clerk), Amy Dennis (C&D Post), 1 x Public
- 1802/19 Apologies for absence**  
Apologies for absence were received from Cornwall Councillor Massey
- 1802/20 Declarations of Interest**  
**Cllr J Conway** declared a personal interest in Agenda Item 15 part 3 – Correspondence and Matters to Note.
- 1802/21 Launceston Foodbank**  
Mrs Yvonne King, Launceston Foodbank Project Manager, gave a presentation on the work of the Launceston Foodbank, explaining the different agencies that work in conjunction with the project, as well as how food is distributed, recent statistics in relation to food provision and details of the support offered by the local Tesco supermarket
- 1802/22 Public Representation Session**  
There were no representations made
- 1802/23 To confirm and sign the Minutes of the last meetings, previously circulated**  
It was **resolved** to confirm and sign the minutes, previously circulated:  
Minutes of the meeting of the Full Meeting of Council held on 16 January 2018 at 7pm
- 1802/24 To receive and adopt the minutes of committees and sub-committees, previously circulated**  
It was **resolved** to receive and adopt the minutes of the following committees and sub committees:  
i) Planning and Economic Development committee held on Thursday 11 January 2018 at 7pm  
ii) Planning and Economic Development committee held on Thursday 25 January 2018 at 7pm  
iii) Estates and Properties committee held on Monday 5 February 2018 at 10am
- 1802/25 Reports from Cornwall Councillors**  
There were no Cornwall Councillors available for the meeting
- 1802/26 Reports and Questions from Town Councillors**  
**Cllr Harris** gave an update on the Street Pastors and reported that there had been few incidents and the town remained quiet

**Cllr Budgen-Cawsey** gave an update regarding the Chamber of Commerce and advised that the organisation would be looking for new committee members at its forthcoming AGM. She also advised of the potential for future co-operative working between the Chamber and the Town Council

**Cllr Williams** gave an update on the recent meeting regarding CLLD and LEADER funding and the potential for the Town Council to apply for future grants

**Cllr P O'Brien** gave an update as Chairman of CALC and spoke about the Speedwatch presentation received at the recent Larger Councils meeting and advised that details of the scheme would be considered at the forthcoming community Network Panel meeting

**1802/27**

**Report from the Town Mayor**

The Mayor circulated a report to all councillors giving an update on recent events and activities she had attended and been involved in

**1802/28**

**Supplementary Paper to Boundary Review Commission**

The report from the Town Council's Boundary Review Working Party to submit an additional response to the Boundary Commission was noted. A copy of the response is appended to these minutes

**1802/29**

**Dog Fouling**

Members considered Report 02/18 (previously circulated) concerning the above  
It was **resolved unanimously** that;

- i) the Clerk enquires about the possibility of the Town Council taking on enforcement duties in regards to parking and dog fouling from Cornwall Council
- ii) Resident Associations be approached to see if members wish to volunteer as dog wardens and to issue Fixed Penalty Notices and if this is considered an option, for details to be considered by the Finance and General Purposes committee in regards to potential training costs

**1802/30**

**Draft Annual Return**

Members considered Report 03/18 (previously circulated) concerning the above  
It was **resolved** that subject to the amendment to include budget information as well as details of the Town Council's venues for hire, the Annual Report be agreed and copies be made available for the Annual Town Meeting

**1802/31**

**Battle's Over – A Nation's Tribute and the Silent Soldier Campaign**

Members considered Report 04/18 (previously circulated) concerning the above  
It was **resolved unanimously** that;

- i) the update regarding the Battle's Over event be noted
- ii) the Royal British Legion and local Residents Associations be approached to asked if they wish to contribute to the cost of a Silent Soldier silhouette and agree their siting within the town, to a maximum of three silhouettes in total

**1802/32**

**Progress and Information**

Members considered Report 05/18 (previously circulated) concerning the above  
It was **resolved** that;

- i) Cllr Young will contact In Bloom members in an official capacity to advise that the Town Council wishes to continue to support the event and to ask

what support can be given to ensure that the legacy of Mrs Margaret Wills is continued

- ii) It was noted that officers met with the Causley Trust regarding the proposed move to Southgate Arch
- iii) Details of the potential to offer the Council's gazebos for hire to organisations be bought back to the next meeting of Council
- iv) It was noted that the boiler at the former St John Ambulance Hall had been replaced

**1802/33**

**Correspondence and matters to note**

- 1. The Town Council's venues usage was noted
- 2. The councillor surgeries for March, April and May were agreed
- 3. The letter from St Stephen by Launceston Rural Parish Council to the Rt Hon Jeremy Hunt MP - Secretary of State for Health and Social Care be noted and the content of the letter be supported
- 4. The letter of thanks from Chicks for the Town Council's Grant be noted

**\*Cllr Conway declared an interest in resolved item 1802/33 part 3 and left the Chamber and took no part in the debate or vote on this item\***

**1802/34**

**Urgent Items**

It was noted that the Mayor signed the Lawrence House Museum Year End accounts

**Date of the next meeting of the Council**

The next Full Council meeting will be held on Tuesday 20 March 2018 at 7pm in the Guildhall.

The meeting ended at 8.34pm.

Signed ..... Date .....

Town Clerk C W Drake  
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**MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE**  
**held on Thursday 15 February 2018 at 7.00pm**  
**The Otho Peter Suite, Launceston Town Hall**

**Present** Cllrs Budgen-Cawsey, Gordon (Deputy Mayor), Hogan, Nancarrow, Williams and Young  
In attendance: Christopher Drake (Town Clerk)  
Amy Dennis (C+D Post)

**1802/12 Apologies**  
Apologies for absence were received from councillors Tremain, Harris and Mitchell

**1802/13 Declarations of Interest**  
There were no declarations of interest

**1802/14 Public Representation**  
There were no public representations

**1802/15 Minutes of the last meetings**  
The minutes of the meeting held on 25 January 2018 were signed as a correct record

**1802/16 Current Planning Applications for comment**

**Application PA17/12292**  
**Proposal** Change of use from residential to A2 office space to site new employee  
**Location** 10 Race Hill Launceston Cornwall PL15 9BA  
**Applicant** Mr Paul Chidley  
**Decision** **The Town Council supports this application**

**Application PA18/00383**  
**Proposal** Application for Outline Consent with some matters reserved for the Residential development of up to 190 dwellings with associated access, roads, footways, drainage, landscaping, open space, parking areas and safeguarding land for southern link road (access only)  
**Location** Land South Of Tavistock Road Tavistock Road Launceston Cornwall PL15 9JY  
**Applicant** Bovis Homes Limited  
**Decision** **The Town Council supports the application subject to the following matters:**  
**1) The Section 106 contribution is allocated to a new school, but it is the Council's understanding that monies for this project have already been received, therefore any payments arising from this development should be directed to other requirements within the town**  
**2) If on site play provision is to be included, as stated in the application, then a suitable space is required and the type of play provision must be considered to ensure that it is for the benefit of all age groups**

**Application PA18/00403**  
**Proposal** Demolition of existing HORSAs hut and erection of new replacement reception classroom and new linking corridor.

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

**Location** Windmill Hill Academy Windmill Hill Launceston PL15 9AE  
**Applicant** Miss Sam Littlewood An Daras Multi Academy Trust  
**Decision** **The Town Council supports this application**

**Application** **PA18/00684**  
**Proposal** Change of Use from a shop (A1) and office (A) to 1 no. 2-bedroom dwelling (C3) on two storeys

**Location** 8 Tower Street Launceston PL15 8BQ  
**Applicant** Mr Brian Parker  
**Decision** **The Town Council supports this application**

**Application** **PA18/01036**  
**Proposal** Works to Acer Tree within the Conservation Area  
**Location** St Cuthbert's Church 21 Mayne Close Launceston Cornwall  
**Applicant** Mr David Annear The Church  
**Decision** **The Town Council supports this application**

**1802/17**

**Planning Decisions noted**

It was **resolved** to note the following planning decisions

**Application** PA17/10469  
**Location** St Dominick House The Walk Launceston Cornwall PL15 8BP  
**Proposal** Listed Building Consent to remove and replace existing rag slate tiles to east elevation and replace rotten timbers along with minor repairs. Install two conservation rooflights to east roof elevation. Replace rear kitchen window with a 12-panel sash window. Replace rear sliding door with wooden casement doors. Change colour of walls to off-white and windows and doors to grey.  
**Decision** **APPROVED**  
**Town Council** **SUPPORT**

**Application** PA17/02602  
**Location** 11/13 High Street Launceston Cornwall PL15 8ER  
**Proposal** Listed Building Consent to repair of the first floor window on the south elevation.  
**Decision** **APPROVED**  
**Town Council** **SUPPORT**

**Application** PA17/11378  
**Location** The Ranch Chapel Launceston Cornwall PL15 7EG  
**Proposal** Outline application with some matters reserved for proposed dwelling  
**Decision** **APPROVED**  
**Town Council** **SUPPORT**

**1802/18**

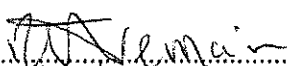
**Correspondence and items to note**

There were no items to note

**Next Meeting**

The next meeting of the committee will be held on Thursday 8 March 2018 at 7pm.

The meeting closed at 7.16pm

Signed.......... Date..... 8.3.18 .....

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**Minutes of The Tourism and Information Services Committee held on  
Tuesday 6 March 2018 at 5.15pm at the Town Hall**

- Present:** Cllrs: Bugden-Cawsey, Gordon, Mitchell, Nancarrow, and Young (Chairman)  
In attendance: Alison Jeffery (TIC Manager), Irena Jordi-Slater (Launceston Chamber of Commerce), Simon Hirsh (TAVATA)  
**In Attendance:** Cllr Hogan
- 1803/01** **Apologies for absence** were received from Cllr Penhale, John Marshall (TAVATA) and Diana Richards (English Heritage)  
  
Cllr Penhale was substituted by Cllr Hogan for the duration of the meeting.
- 1803/02** **Public Representation Session**  
No members of the public were present at the meeting.
- 1803/03** **A Declaration of Interest was received**  
Cllr Mitchell declared an interest in agenda item 7 – TIC Lease Discussion
- 1803/04** **Minutes of the last meeting**  
Cllr Hogan asked for clarification of item 1801/14iv – Discover Guides.  
Cllr Bugden-Cawsey reported that further discussion had taken place with the Discover Guide representative in order to establish and confirm this publication was a separate visitor guide for Launceston. The publishers plan to distribute the guide to a wide area; it will not impinge on the current TIC Launceston guide. The TIC will publish a new guide in 2019.  
  
**Proposed by Cllr Gordon, Seconded by Cllr Nancarrow –**  
The minutes of the meeting held on 9 January 2018 were signed as a correct record.
- 1803/05** **Financial Report**  
It was **resolved** to note the financial information and budget comparison update
- 1803/06** **Manager's Report**  
The update report was **noted** and the committee were informed that following interview an additional Information Assistant was appointed and has started in post.  
  
I Jordi-Slater reported Launceston Chamber of Commerce will be holding their Annual General Meeting on 27<sup>th</sup> March. New officers will be required.



**1803/07**

**Manager's Report con't**

Cllrs Hogan and Bugden-Cawsey thanked, on behalf of the Council, I Jordi-Slater for her hard work and commitment during her tenure. S Hirsh added that Launceston Chamber of Commerce is a well run organisation.

Cllr Mitchell reported a new committee has been formed to organise and promote the Launceston Loyalty Card scheme. The committee members are engaging with local businesses encouraging them to join the scheme.

I Jordi-Slater left the meeting.

**1803/08**

**Launceston TIC Lease**

Cllr Mitchell left the meeting following a Declaration of Interest in this item.

Following discussion it was **resolved** the Town Clerk is requested to open discussion with the premises owners.

**1803/09**

**Date of Next Meeting**

Cllr Mitchell re-joined the meeting.

The next meeting is scheduled for Thursday 3 May at 5.15pm

The meeting closed at 6.20pm

Signed.....

Date.....

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

<b>Risk Description</b>	<b>Current Risk Factor</b>	<b>Measures Taken</b>	<b>Controls</b>	<b>New Risk Factor</b>
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken	
Damage to public seating and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular inspections carried out by a member of the Council's maintenance team	
Damage to bus shelters and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters Council has an agreement with Fernbank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

<b>Risk Description</b>	<b>Current Risk Factor</b>	<b>Measures Taken</b>	<b>Controls</b>	<b>New Risk Factor</b>
Damage to litter bins and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to litter bins Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	
Damage to fixtures and fittings of public toilets and risk to third party as a consequence of damage	High	Public Liability Insurance Ongoing maintenance of fixtures and fittings Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Daily inspections carried out by the Council's maintenance team	
Damage to play equipment and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to play equipment Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Weekly, Quarterly and Annual Inspections of Play areas carried out by competent persons	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Protection of Council properties, furniture and equipment	Medium	<p>Insurance Cover obtained</p> <p>Up to date Asset Register</p> <p>Regular Maintenance of equipment</p> <p>Annual Portable Appliance Testing.</p> <p>Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing.</p> <p>Early warning smoke detection system installed in the municipal buildings and the old post office</p> <p>Security marking on equipment kept up to date</p>	<p>Annual check on insurance values (T Clerk)</p> <p>Asset Register (Year end) and annual asset check carried out.</p> <p>Use of qualified technicians</p> <p>Use of reputable insurance provider</p>	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

<b>Risk Description</b>	<b>Current Risk Factor</b>	<b>Measures Taken</b>	<b>Controls</b>	<b>New Risk Factor</b>
Security of buildings  Town Hall Ambulance Hall Tourist Information Centre Southgate Arch	Low	Fire alarm installed  Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored location External contractor emergency call out	Annual servicing of fire alarm by competent person  Fire protection equipment serviced by competent person Fire Warden training undertaken and reviewed External contractor ensures emergency contacts advised to attend in the event of alarm activation	
Protection of Civic Insignia	Medium	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (T Clerk)  Mayor is aware that Civic Insignia must be kept under secure conditions	
Insolvency of insurance company	Low	Use of one of the largest companies providing specialist cover for Councils  Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

<b>Risk Description</b>	<b>Current Risk Factor</b>	<b>Measures Taken</b>	<b>Controls</b>	<b>New Risk Factor</b>
Legal liability as a consequence of asset ownership	Low	Public Liability Insurance  Professional advice available if required from Councils solicitor, CALC, NALC, SLCC	Annual check on level of cover in place (T Clerk)	
Personal Accident to Members and Officers	Low	Employer's Liability cover  Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training.  Trained first aiders and first aid kits	Annual check on level of cover in place (T Clerk)  Regular refresher training	
Health of Members and Officers	Low	Council buildings and vehicle are designated no smoking areas  Occupational Health Service available	Smoke detectors and early warning smoke detection installed in Town Hall, Ambulance Hall, Southgate Arch and Information Centre	
Assault to Members and Officers	Low	Employer's Liability cover  Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (T Clerk)	
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (T Clerk)	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of officers working alone in building	Medium	Use of digital CCTV in Town Hall	Staff meetings to review and staff appraisals Weekly alarm checks	
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team.	Where possible an officer is not left alone to exit building	
Procedures in place for recording and monitoring members' interests, gifts and hospitality received  Completion of Code of Conduct	Low	Code of Conduct signed and a Register of Interest completed by each Member of the Council  Disclosure of interest register kept listing any interests, gifts and hospitality received  Disclosure of interests to appear as an item on the agenda as a prompt to members	Internal audit check  Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Loss of cash through theft or dishonesty	High	Fidelity Guarantee Premises are secure – access to Secure storage of cash Money is regularly banked Petty Cash is kept to a minimum Segregation of duties between receipting, recording and banking of cash and cheques	Fidelity Insurance reviewed and increased appropriately annually (T Clerk) Internal procedures reviewed by officers are segregation of duties reviewed annual by Finance and General Purposes committee	
Loss of Investments	High	Deposits spread between four separate organisations No stocks and shares investments	Finance and General Purposes committee regularly reviews the consolidated bank reconciliation	



**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Keeping proper financial records in accordance with statutory requirements	Low	Use of accounts package by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Finance and General Purposes committee Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit Officer and Member training	
Ensuring all requirements met under employment law and Inland Revenue regulations and Salaries in accordance with adopted scales	Low	Use of payroll system with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit	
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts Ellis Whittam for advice on personnel management	Robust policies and procedures. Staff appraisal process.	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

This Risk Assessment is support by service head assessments – Cultural Services, Grounds and Facilities and Town Management

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's and Cloud based system in operation Daily backups undertaken Town Clerk holds delegated powers for emergency purchasing in accordance with the Councils Standing Orders	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	
Banking Arrangements	Medium	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations.	Bi Monthly internal checks carried out by two Members of the Council Annual Internal and External Audit	
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

<b>Risk Description</b>	<b>Current Risk Factor</b>	<b>Measures Taken</b>	<b>Controls</b>	<b>New Risk Factor</b>
Ensuring all requirements are met under Customs and Excise regulations	Low	Accounts software calculates VAT and produces VAT claim form	VAT return total compared to VAT control account to ensure totals match	
Ensuring adequacy of annual precept within sound budgeting arrangements	Low	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation.  Approval of budget by Full Council.	Regular budget monitoring report to Finance and General Purposes Committee	
Ensuring all business activities are within legal powers applicable to local councils	Low	All activity and payments resolved and minuted at Full Council or relevant Committee.  Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate.  Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks.  Reporting of matters to the Finance and General Purposes Committee  Councillor and staff training	Standing Orders and Financial Regulations  Internal Audit  External Audit	
Complying with restrictions on borrowing	Low	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

This Risk Assessment is support by service head assessments – Cultural Services, Grounds and Facilities and Town Management

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
<p>Ensuring proper use of funds granted to local community groups under specific powers or under 137</p> <p>Breach of Confidentiality</p>	<p>Low</p> <p>Medium</p>	<p>Identification of items paid under Section 137 and reported in the Annual Accounts</p> <p>Registration under the Data Protection Act</p> <p>Registration with an external adviser confidential data</p> <p>Details included in Contracts of Employment</p> <p>Where necessary confidential matters considered without Public or Press involvements</p> <p>Passwords on computer systems stored in restricted server file</p>	<p>Annual Independent Internal Audit</p> <p>Town Clerk maintains up to date registration entry</p> <p>Regular Members and Officer training</p> <p>Redaction of shared documents as necessary</p>	
<p>Proper, timely and accurate reporting of Council business in minutes</p>	<p>Low</p>	<p>All items resolved and numbered with a master copy maintained in a safe</p> <p>Minutes circulated</p>	<p>Minutes approved and signed at next meeting of Council or Committee</p> <p>Internal Audit check</p>	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure to respond to electors wishing to exercise their rights of inspection	Medium	<p>Minutes published on Council website</p> <p>Financial Information published on Website</p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations</p> <p>Freedom of Information Publication Scheme</p>	<p>Elector informed of Council's complaints procedure</p> <p>Council compliance with the Transparency Code – section of website set up dedicated to this matter</p>	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Document control – correspondence, postage, storage and filing, etc	Medium	<p>Filing systems maintained in lockable cabinets</p> <p>Record of postages maintained</p> <p>Regular review of need to retain documents and other records</p> <p>Any deeds or other legal documents stored in fire proof safe</p> <p>Remote backup to cloud undertaken daily.</p>	<p>Quarterly internal checks carried out by officers</p>	
Provision of amenities/facilities for occasional use by third parties and community groups	Low	<p>Booking Application Forms in place for use/hire of facilities by third parties and community groups</p> <p>Health and Safety Issues highlighted to hirers and contractors</p>	<p>Review of systems by Estates and Properties Committee</p>	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Changes to legislation and procedures	Medium	<p>Provide effective training for Staff and Councillors</p> <p>Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils</p> <p>Standing Orders, policies and procedures reviewed regularly</p>	<p>Provide adequate budget for staff and Councillor training</p> <p>Annual Review of Internal Controls carried out by Finance and General Purposes committee</p>	
Loss of Officers due to sudden departure or long term illness	High	<p>Staff trained in different duties.</p> <p>Production of detailed instructions for key tasks e.g. salaries, posting payments.</p> <p>SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.</p>	<p>Regular appraisals</p> <p>Annual staffing report presented to the Staffing Committee</p>	
Supplies and Services provided to the Council	Medium	<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations</p> <p>Ensure Contractors have adequate insurance and public liability cover</p> <p>Ensure Contractors have appropriate Health and Safety policy</p>	<p>Contract compliance monitoring</p> <p>Sight of insurance certificate before award of contract</p>	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT  
OPERATIONAL AND FINANCIAL**

February 2018

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Project Management	Medium	<p>Identify staff responsible for specific projects</p> <p>Enable staff to seek professional guidance from preferred contractors locally.</p> <p>Report project progress to the Finance and General Purposes Committee</p>	All schemes considered by Council and/or relevant committee and regular updates of active schemes reviewed by Council	
Breakdown/ Accidents with Council Vehicle	Low	<p>Annual service and MOT of vehicles.</p> <p>Vehicle routinely inspected by the town grounds maintenance team with any faults recorded and immediately reported to the Properties Manager.</p> <p>Only Members and Officers of the Council with a valid driving license are permitted to drive the vehicle.</p>	A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.	



ABM-Halls for Hire Usage Statistics Printed at 14/03/18 16:18

From 20/02/2018 to 19/03/2018

<b>Launceston Town Hall</b>	<b>Number of Bookings</b>	<b>Time Booked</b>
Entire Town Hall	6	52.50 Hours
External Hires	4	15.25 Hours
Guildhall	12	35.75 Hours
Kitchen Bar and Reception Area	27	166.00 Hours
Main Hall	31	147.75 Hours
Otho Peter Suite 01	14	81.25 Hours
Otho Peter Suite 02	8	37.50 Hours
Otho Peter Suite Both Rooms	5	23.25 Hours
Town Square	10	66.00 Hours
<b>Total</b>	<b>117</b>	

<b>Town Square</b>	<b>Number of Bookings</b>	<b>Time Booked</b>
Town Square	10	66.00 Hours
<b>Total</b>	<b>10</b>	

<b>Ambulance Hall</b>	<b>Number of Bookings</b>	<b>Time Booked</b>
Ambulance Hall (MainHall)	22	151.50 Hours
Ambulance Hall (Meeting Room)	5	35.00 Hours
<b>Total</b>	<b>27</b>	



# Robert Johns Leukaemia Fund

Registered Charity - Royal Marsden NHS Trust - Charity No: 1050537

Visit our Web Site - [www.rjlf.org.uk](http://www.rjlf.org.uk)

Appledene • Whitstone • Holsworthy • Devon • EX22 6LB

Telephone • 01288 • 341441

To All

just to say a big THANK YOU for  
all your help and support regarding  
the above concert in town hall.  
last Sunday - March 4<sup>th</sup> as the  
evening was a big success and  
I really did appreciate all your help.  
Once again many, many thanks to  
all.

yours as always

Bob (Johns)

FOUNDER TRUSTEE.

