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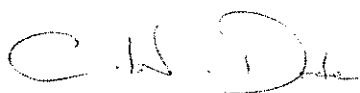


Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All members of Launceston Town Council

Cc Cornwall Councillors, Honoured Burgesses, Chairman of the Chamber of Commerce, Police, Mayor's Chaplain, Press

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Thursday 17 May 2018 at 2.00pm at Launceston Town Hall and adjourned to Tuesday 22 May 2018 at 7pm in the Guildhall.



Christopher Drake
Town Clerk

11 May 2018

AGENDA

1. **Election of the Town Mayor**
To confirm the election of Cllr Young as Town Mayor
2. **To receive the Mayor's Acceptance of Office**
3. **Apologies for Absence**
4. **Election of the Deputy Mayor**
To confirm the election of Cllr Gordon as Deputy Town Mayor
5. **To receive the Deputy Mayor's Acceptance of Office**
6. **Award of Appreciation**
To present an Award of Appreciation to:
Leslie Baker
7. **Adjournment of Meeting**
To resolve to adjourn the Annual Meeting until Tuesday 22 May at 7pm
8. **Declarations of Interest**
Members are reminded that all Interests must be declared before the item to be discussed
9. **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
10. **Reports from Councillors**
To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council

- 11. Report from the Town Mayor**
To receive the Town Mayor's report
- 12. To confirm and sign the minutes of the last meeting previously circulated**
To confirm and sign the minutes of the meeting held on Tuesday 17 April at 7.00pm
- 13. To receive and adopt the minutes of committees and sub-committees previously circulated**
- i) Planning and Economic Development Committee held on Thursday 19 April at 7.00pm
 - ii) Finance and General Purposes Committee held on Wednesday 2 May at 7.00pm
 - iii) Tourism and Information Services Committee held on Thursday 3 May at 5.15pm
- 14. To review and adopt Committee Terms of Reference (copy attached)**
- 15. 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 |
- 16. To review and adopt Standing Orders (copy attached)**
- 17. 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 (2)
 - 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 (3)
 - l) FLIC (1)
 - m) Charles Causley Festival (2)
 - n) Coronation Park Trust – Cllr Gordon, Cllr Hogan, + (1)
 - o) Launceston Municipal Charities – Cllr Tremain, Cllr Young
 - p) Street Pastors (1)
 - q) Little Red Bus (1)
 - r) Orchard Youth Project (1)
 - s) Lanstephan Play Area (1)
 - t) Emergency Plan – Cllr O'Brien, Cllr Gordon, Cllr Young, Cllr Hogan
 - u) Any other organisation requiring representation
- 18. To review the inventory of Town Council land and assets (copy attached)**
- 19. Calendar of Meetings for 2018/2019**
To receive the calendar of meetings for 2018/2019 (attached)

- 20. Annual Return Annual Governance Statement 2017-2018**
To approve and sign the Annual Governance Statement for the Annual Return 2017-2018 (copy to follow)
- 21. Annual Return Annual Accounting Statements 2017-2018**
To approve and sign the Annual Accounting Statements for the Annual Return 2017-2018 (copy to follow)
- 22. Community Speedwatch**
To request additional volunteers for the proposed Speedwatch campaign
- 23. Ambulance Hall Broadband**
To agree the installation of broadband at the Ambulance Hall, at a cost of £1185.00
- 24. Clean Air Day – Launceston**
Cornwall Council is supporting the second national 'Clean Air Day' on 21st June 2018 to help tackle the problem of air pollution and is targeting hotspots in Air Quality Management Areas, including Launceston. Volunteers are being requested to help on the day.

One of the key areas affecting air quality is traffic waiting at traffic lights close to buildings, or idling vehicles waiting outside shops etc. Volunteers would help by speaking to drivers and explaining the damaging effects of leaving their vehicle engines on when they are parked or waiting at traffic lights has on air quality, and encouraging them to turn their engines off.

Volunteers will need to be available on Thursday 21st June 2018 for a minimum of 2 hours, and for one of the training dates. An FAQ sheet is attached which gives further details of what is required.

We are holding two training sessions for volunteers, the first on Monday 11th June 2018 10.00 to 12.00 at Cornwall Council Offices, Chy Trevail, Beacon Technology Park, Bodmin and the second on Friday 15th June 14.00 to 16.00 at New County Hall, Treyew Road, Truro and anyone wishing to volunteer must attend the training.

The closing date for responses is Wednesday 6th June 2018.

- 25. 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
- 26. Urgent Items**
To consider any items which the Chairman considers to be urgent.
- 27. Date of next Meeting**
The next meeting will be held on Tuesday 19 June 2017