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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on 3 December 2018
at 10am in the Town Hall.

PRESENT: Cllrs Young (Town Mayor), Gordon (Deputy Mayor), Bailey, Harris, Hogan, Keighley (Chairman) and Penhale

In attendance: Christopher Drake (Town Clerk)
David James (Properties Manager)

1812/01 Apologies for Absence
Apologies received from Cllrs O'Brien and Conway

1810/02 Declarations of Interest
Cllr Gordon declared an interest in Agenda Item 8 – Budget - Coronation Park
Cllr Penhale declared an interest in Agenda Item 8 – Budget - Coronation Park
Cllr Hogan declared an interest in Agenda Item 8 – Budget - Coronation Park

The Committee granted a dispensation under Section 31(4) of the Localism Act 2011 to allow Cllrs Gordon, Penhale and Hogan to remain in the Chamber and vote when this matter was discussed as no councillor held a pecuniary interest in the matter for discussion

1812/03 Public Representation Session
No members of the public were present at the meeting.

1812/04 Minutes of the last meeting
The minutes of the meeting held on 1 October 2018 were signed as a correct record.

1812/05 Site Visits
Cllr Hogan advised that lights in the public toilets in Westgate Street appeared to not be working. Cllr Hogan also asked about planned works to the tree outside of the Lawrence House Museum. The Properties Manager advised that a meeting in regards to planned works at the Museum was scheduled for 4 December

Cllr Gordon spoke in regards to the issue of land access at the field in Stourscombe. It was agreed that no further action was required

1812/06 Properties Manager's Report
It was **resolved** to note the report

1812/07 Town Hall Resources
It was **resolved** that proposals for what is required be bought back to an Extraordinary meeting to be held in January

1812/08 Budget 2019-20
The budget as presented was **agreed**

1812/09 Policy Review
It was **resolved** that;
i) The Health and Safety policy be agreed and signed
ii) All other policies included with the agenda be agreed
iii) Thanks to the Properties Manager, Mr D James, for his work on the policies be
 minuted

1812/10 Town Council's Truck Review
It was **resolved** that the current Council vehicle be retained on a secondary leasing period of twelve months

1812/11 Urgent items
The details regarding the request to install a bus shelter at the coach park were noted and it was resolved that details be brought back to a future meeting

Date of the next meeting

The next meeting would be held on Monday 4 February 2019 at 10am

The meeting closed at 11.07 am.

Signed.....

Date.....