



MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 19 FEBRUARY 2019 at 7pm in the Guildhall

- PRESENT** Cllrs, Young (Town Mayor), Gordon (Deputy Mayor), Allen, Bailey, Conway, Harris, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Penhale, Tremain, Williams
In attendance: Christopher Drake (Town Clerk), 3 x Public
- 1902/34 Apologies for absence**
Apologies for absence were received from Councillor Bullen, Cornwall Councillors Farrington, Massey and Paynter and from Reverend Folland
- 1902/35 Declarations of Interest**
There were no declarations of interest
- 1902/36 Public Representation Session**
Mrs J Heaton spoke about the proposed planning development at Land North of Upper Chapel and asked if more could be done to highlight the concerns of this application. **The Mayor** advised that this matter had been taken to a planning appeal and that therefore all avenues in regards to planning objections had been explored.
- 1902/37 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Meeting of the Council held on 15 January 2019 at 7.00pm
- 1902/38 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) Tourism and Information Services committee held on Tuesday 29 January 2019 at 5.15pm
ii) Estates and Properties Committee held on Monday 4 February 2019 at 10.00am
iii) Finance and General Purposes Committee held on Wednesday 6 February 2019 at 7.00pm
iv) Planning and Economic Development held on Thursday 7 February 2019 at 7.00pm
- 1902/39 Reports from Cornwall Councillors**
A written report was received from Cornwall Councillors representing Launceston. A copy is appended to these minutes
- 1902/40 Reports and Questions from Town Councillors**
Cllr Tremain gave an update from the Friends of Launceston Priory and gave details of the work being undertaken by the organisation, including the forthcoming launch of its new website. **Cllr Tremain** also gave an update following the recent meeting regarding the Masterplan for the Launceston southern expansion area and was pleased to report that

input from the Town Council regarding the need to stop ad-hoc development and for the plan to be recognised in future planning matters, was being considered

Cllr Conway asked for an update regarding the proposed library devolution. **The Mayor** advised that there were no further updates to provide since the matter had last been considered but re-iterated that any decisions regarding the process would be brought back to the Council for consideration and agreement

Cllr O'Brien gave an update regarding the recent CALC Annual Conference and gave details regarding proposed parish governance reviews and asked that the Council consider the proposal that two councillors work to explore in principle changes to the town boundary. It was **resolved** that Cllrs O'Brien and Tremain be nominated to undertake this work

Cllr Williams gave an update regarding Launceston In Bloom and thanked the Town Council for its ongoing support and advised that the organisation planned to continue providing floral displays and associated activities. **Cllr Keighley** raised the matter of ivy growing on the avenue of trees. **Cllr Williams** advised that the organisation was working on resolving this matter

Cllr Harris gave an update regarding a Community Led Local Development (CLLD) meeting and provided leaflets detailing available funding

1902/41

Report from the Town Mayor

The Mayor circulated a report to all councillors (copy appended to these minutes).

1902/42

Launceston Town Council Environment Community Champion

Members considered Report 06/19 (previously circulated)

It was **resolved unanimously** that;

- i) Cllr Williams be elected as the Launceston Town Council Environment community champion
- ii) Cllr Williams use the Launceston Town Council Environmental Policy as a basis to create an Environmental Policy Action Plan for Launceston Town Council and to prepare a first draft to be presented to Full Council in March
- iii) Cllr Williams to investigate what is happening in regards to environmental issues in the county and local community and to report back to future meetings
- iv) Cllr Williams represent Launceston Town Council for The Keep Britain Tidy Great British Spring Clean for 2019

1902/43

Mayor Elect 2019-20

Members considered Report 07/19 (previously circulated)

It was **resolved** that Notices of Motion be used for nominations for Town Mayor and Deputy Town Mayor for the civic year commencing in May 2019 and that nominations are received for consideration at March Council

1902/44

In Kind Support Request for Grounds Maintenance Works at Cypress Well

It was **resolved** to provide in kind support to the Charles Causley Trust by means of undertaking minor grounds maintenance works to the garden at Cypress Well

1902/45

Correspondence and matters to note

1. The Town Council's venues usage was noted
2. The councillor attendance at the Councillor surgeries for March, April and May was agreed
3. The nomination of Cllr Nolan to the Planning and Economic Development Committee was ratified

1902/46

Urgent Items

- i) The Mayor gave details of the forthcoming St Petroc's Society's fundraiser event
- ii) Cllr Nancarrow provided details of the town's St Piran's Day event

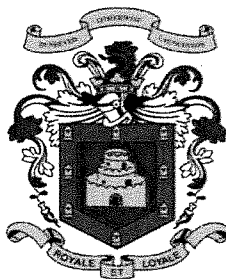
Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 19 March 2019 at 7.00pm in the Guildhall.

The meeting ended at 7.35pm

Signed Date

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 28 February 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs Young (Mayor) Gordon (Deputy Mayor), Hogan, , Nolan, Tremain (Chairman) and Williams
In attendance: Christopher Drake (Town Clerk)
2 x public
- 1902/47 Apologies**
Apologies for absence were received from councillors Allen, Harris and Nancarrow
- 1902/48 Declarations of Interest**
Cllr Tremain declared an interest in planning application PA19/00975 – The Rectory, Dunheved Road, Launceston
- 1902/49 Public Representation**
Mr Glover spoke in regards to planning application PA18/11453 and raised concerns about the amount of soil that would need to be taken from the site and the access for vehicles required to do this. He also requested a site visit and that the matter be considered at committee and not agreed by delegated powers at Cornwall Council
- Mrs Jordi-Slater** raised concerns regarding rubbish bags that were being dumped outside of empty premises within the town and asked if action could be taken to combat this. Cllr Williams advised that she would investigate the matter and that in the meantime any such matters could be reported to the Town Council
- 1902/50 Minutes of the last meetings**
The minutes of the meeting held on 7 February 2019 were signed as a correct record
- 1902/51 Current Planning Applications for comment**
- | | |
|--------------------|--|
| Application | PA19/00975 |
| Proposal | Removal of a Beech tree and crown raise of an Ilex Oak tree to 8m over the public road together with crown reduction of 2m |
| Location | The Rectory Dunheved Road Launceston Cornwall |
| Applicant | Truro Diocese |
| Decision | Support |
- *Cllr Tremain declared an interest in the above application and left the meeting and took no part in the discussion or voting ***

Cllr Young was nominated as Acting Chair in the absence of Cllr Tremain

Application	PA18/11453
Proposal	Reserved matters application for appearance, landscaping, layout and scale following outline approval PA15/10678 dated 19.02.16 for construction of a single residential property
Location	Land South Of Manaton Drive Dunheved Road Launceston Cornwall
Applicant	Mr Dipangkor Talukder
Decision	The Town Council objects to this application in regards to concerns over access to the site and the large amount of soil excavation that will be required to facilitate the proposals. The Council also requests that a site visit be undertaken and that this application be considered by the Cornwall Council Planning committee and not be decided through delegated powers

1902/52

Planning Decisions noted

Application	PA18/09748
Location	Sprys Of Launceston Ltd Pennygillam Industrial Estate Launceston Cornwall PL15 7ED
Proposal	Demolition of existing store and construction of new workshops and rentable units
Decision	APPROVED
Town Council	SUPPORT
Application	PA18/11054
Location	Angel Cottage 11 Angel Hill Launceston Cornwall PL15 8BS
Proposal	Listed Building Consent for replacing the front door with a solid oak door and small glass window and various other works
Application	PA19/00163 APPROVED
Location	4A Dockacre Road Launceston Cornwall PL15 8BN
Proposal	Non-material amendment to raise the roof from the original 1.5 meters to 1.8 metres to overcome structural problems not foreseen on the original approval ref: PA18/01589.
Decision	APPROVED
Town Council	SUPPORT
Application	PA18/09971
Location	Land North Of 1 Horwell Villas Dutson Road Launceston Cornwall PL15 8DJ
Proposal	Construction of 2 no. new dwellings within the rear curtilage of a former school (Grade 2 Listed); including modification of existing detached former toilet block and associated landscape works.
Decision	REFUSED - Through the unsympathetic introduction of 2 stylistically incongruent dwellings (i.e. featuring white render, horizontal wood cladding, pronounced oriel windows and flat roofs) into its rear garden/courtyard setting, the historic presence, significance and special interest of the host listed building (a former school) would be harmfully degraded in a manner contrary to Policies 2 and 24 of the Cornwall Local Plan 2016. By the same actions the proposal would fail to preserve and enhance the character and appearance of the Launceston Conservation Area. It is not considered that these harms to the designated heritage assets would be outweighed by the benefits of the scheme
Town Council	The Town Council objects to this application due to highways concerns in regards to the access to the site. The proposal will lead to a loss of green open space, which will exacerbate the issues relating to Air Quality in the surrounding area. The proposal will also compromise an existing listed site

Application PA18/11061
Location 1 Westgate Street Launceston Cornwall PL15 7AB
Proposal Conversion of first and second floor mixed use residential and redundant office accommodation into 4 residential flats, with incorporation of secondary escape stair at ground floor level by part conversion of retail space.
Decision APPROVED
Town Council SUPPORT

1902/53

Correspondence and items to note

- 1) The details of the appeal for planning reference PA17/08162 - Land South of Cross Lanes, Lanstephen, Launceston, Cornwall, PL15 8JP for the erection of circa 30 age restricted (55 years +) use Class C2 bungalow/chalet bungalow dwellings, warden's office/accommodation, community facilities, open space and footpath connection, is allowed and planning permission granted (copy attached), be noted.
- 2) Cllrs Tremain, Allen and Gordon be nominated to attend the Meet the Planners event on Thursday 28 March 2019 and that remaining Planning Committee members be listed as substitutes to attend if further spaces become available
- 3) The details of the recent meeting regarding proposed affordable housing held by Resonance were noted and it was further noted that members of Resonance have been invited to attend a future meeting of the committee

Next Meeting

The next meeting of the committee will be held on Thursday 21 March 2019 at 7pm.

The meeting closed at 7.20pm

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



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 4 March 2019 at 2pm at Launceston Town Hall (The Guildhall)

PRESENT: Cllrs Young (Mayor), Gordon (Deputy Mayor), Harris, Hogan (Chairman), O'Brien and Tremain. Jake Jackson (Hon Curator), Arthur Wills (Archivist) (Chairman Friends of Lawrence House Museum), Miss Davey (Stewards' Representative), (Museum Mentor), Christopher Drake (Secretary), Helen Gribble (Treasurer), David James (Properties Manager), Cornwall Cllr Massey

1 Apologies for absence

Apologies were received from Cllr Keighley, Ms Wendy Baughan and Mrs Mary Godwin

2 Minutes of the last meeting

The minutes of the meeting held on Monday 3 December 2018 were agreed as a correct record and were signed by the Chairman.

3 Treasurer's Report

The Treasurer's Report was noted. Mrs Gribble gave details of the income and expenditure and advised that there was some use of the reserves. Mrs Gribble also gave details regarding water usage and the charge made to the tenants of the flat.

4 Curator's Report

The Curator's report was circulated at the meeting and is appended to these minutes. It was noted that works are required to clean the front balustrade, that the magnolia tree is very overgrown to the front of the building, that there is a problem with the heating in the Exhibition Room and that work is required to the Victorian Kitchen wall

The Chairman moved that Agenda Item 9 – Property Updates, be taken as the next order of business

9 Property Updates

The Property update was noted. Mr James advised that he was awaiting response from the National Trust regarding works to the magnolia tree, and also gave details of Town Council Facilities Stewards undertaking weekly fire alarm tests at the Museum. It was agreed to review the wording of the Museum Stewards Handbook in regards to their roles as fire wardens. Mr James also gave details of the installation of energy smart meters and advised that a full buildings survey was due as part of the agreement with the National Trust

5 Friends of Lawrence House Report

Mr Wills' report was circulated at the meeting and is appended to the minutes

Under the Trusteeship of: Launceston Town Council, Town Hall, Launceston, Cornwall, PL15 7AR Tel: 01566 773693



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

6 Stewards' Representative Report

Miss Davey advised that there was little to report as the Museum was not currently open to the public but advised that close season staff had worked extremely hard

7 Nomination of Replacement Stewards' Representative for Ms Wendy Baughan

It was agreed that Ms Judith Cayzer be elected as a Stewards Representative

8 Archivist's Report

Mr Wills' report was circulated at the meeting and is appended to these minutes

10 Urgent Items

There were no items for consideration

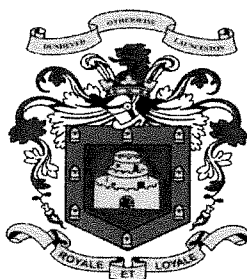
Date of the next meeting

The next meeting will be held on Monday 3 June 2019 at 2pm – subject to resolution of the Calendar of Meetings at the Annual Meeting of the Council in May

The meeting finished at 2.50 pm.

Signed..... Date

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the Otho Peter Room, Launceston Town Hall, on Wednesday 6 March 2019 at 7pm

PRESENT: Cllrs Bailey, Bullen, Conway, Gordon, Harris (Substitute for Cllr Allen), Keighley, O'Brien, Penhale and Young
In attendance: Helen Gribble (RFO/Support Services Manager)
1 x Public

1903/01 Apologies for absence
Cllrs Allen

1903/02 Declarations of Interest
Councillors were 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.

1903/03 Public Representation Session
Mrs Joan Heaton from Launceston Medical Centre Patient Participation Group raised concerns over on street parking in the Town and asked about additional Parking Enforcement Officers within the Town. She was informed that this was not an agenda item and could not be discussed. Cllr Conway suggested that it be added to the agenda of the next meeting.

1903/04 Minutes of the last meeting
The minutes of the meeting of 6 February 2019 were signed as a correct record.

1903/05 Finance
It was **resolved** to approve the payments (vouchers 621 to 683) as per the lists appended to these minutes. Cllr Allen carried out a random check of payments for audit purposes (voucher no's 636, 648, 652, 670, 677, 678 and 681)

It was **resolved** to approve the balance sheet for January 2019.

It was **resolved** to approve the income and expenditure account for January 2019.

The bank reconciliation for 31 January and 28 February 2019 were examined and signed as correct by Cllr Conway and **approved** by the meeting.

Cllrs Young and Gordon will conduct the payments check for April and May respectively.

1903/06 Market Gazebo's
It was **resolved** to purchase replacement gazebo canvasses and storage bags from the Tourist Information Centre Earmarked Reserve.

- 1903/07 Direct Debit and Standing Order Payments**
It was **resolved** to approve the payments made by Direct Debit and Standing Order.
- 1903/08 Segregation of Duties**
The Segregation of Duties were **noted**.
- 1903/09 Asset Register**
It was **resolved** to approve the Asset Register.
- 1903/10 Statement of Internal Control**
It was **resolved** to approve the Statement of Internal Control.
- 1903/11 Financial Regulations**
It was **resolved** to approve the Financial Regulations.
- 1903/12 Management & Safe Keeping of Money Policy**
It was **resolved** to approve the Management & Safe Keeping of Money Policy.
- 1902/26 Urgent Items**
Cllr Keighley raised his concerns about the current Little Red Bus timetable. Cllr Gordon said he would take this to the next meeting of Launceston Community Transport as Council representative.
- Cllr Harris raised the need for the Street Pastors and CCTV to be able to communicate by radio rather than by the currently unreliable mobile telephone system. He asked whether the Council would be able to help with the purchase of suitable hardware to enable them to do this. Cllr Harris was advised that if the organisations were to apply for an exceptional grant this could be considered at the next meeting.
- Date of Next Meeting**
The next meeting will be held on Wednesday 1 May 2019 at 7pm.
- The meeting closed at 7:30 pm.

Signed Date

NOTICE OF MOTION

I, Councillor Margaret Young, propose
that

Councillor Dave Gordon

be elected as Mayor of Launceston Town Council for the
Municipal year 2019-20

I, Councillor Robert Treman, second the
above proposal

Date; February 28th 2019

NOTICE OF MOTION

I, Councillor *Leighton Penhale*, propose
that

Councillor *Daved Gordon*

be elected as Mayor of Launceston Town Council for the
Municipal year 2019-20

I, Councillor *Brian Hogan*, second the
above proposal

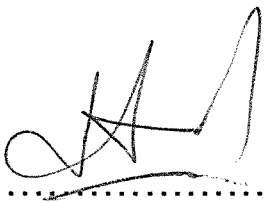
Date; *28-2-19*

NOTICE OF MOTION

I, Councillor B. Hogan ....., propose
that

Councillor Leighton Penhale.....

be elected as Deputy Mayor of Launceston Town Council for the
Municipal year 2019-20

I, Councillor IAN NOLAN ....., second the
above proposal

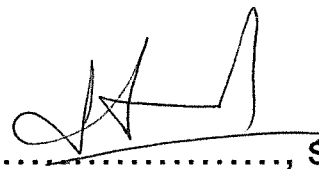
Date; 28-2-19.

NOTICE OF MOTION

I, CouncillorMargaret Young....., propose
that

CouncillorLeighton Penhale.....

be elected as Deputy Mayor of Launceston Town Council for the
Municipal year 2019-20

I, CouncillorIAN NOLAN ....., second the
above proposal

Date; 28/2/19

Agenda item: 11

Committee: Full Council

Date: Tuesday 19 March 2019

Subject: Community Governance Reviews

Summary: To note the update regarding Community Governance Reviews

Recommendations

The Council is recommended to:

- 1) Note the background information regarding proposed Community Governance Reviews**
 - 2) Note the correspondence received in relation to the Town Council resolving that two councillors work to explore in principle changes to the town boundary**
 - 3) To receive any relevant update from those councillors nominated to undertake the work**
-

1 Information

- 1.1 The Government expects Cornwall Council to conduct community governance reviews periodically and one is now due following the completion of the Local Government Boundary Commission for England (LGBCE)'s review of Cornwall Council's electoral arrangements. This decided that there will be 87 Cornwall Council electoral divisions from 2021. Some changes in parish ward boundaries have already been agreed as a result of the LGBCE electoral review.
- 1.2 Further to this, Town and Parish Councils were invited to take part in a potential programme of community governance reviews which can consider a number of matters affecting a town or parish. These can include changes to parish boundaries, varying the number of parish councillors, a change to parish warding arrangements or the name of a parish.
- 1.3 In January 2019, the Town Council resolved unanimously to note the details regarding the proposed Community Governance Reviews and for the Town Council to submit a response requesting a review of the town boundary. At the February meeting of Council, Cllr O'Brien gave an update regarding the recent CALC Annual Conference and gave details regarding proposed parish governance reviews and asked that the Council consider the proposal that two councillors work to explore in principle changes to the town boundary. It was resolved that Cllrs O'Brien and Tremain be nominated to undertake this work.
- 1.4 Further to the February meeting, the Council received correspondence from the Clerk of St Stephens by Launceston Rural Parish Council and from Mrs J Heaton, in regards to the resolution of Council. Both parties were advised that the matter would form part of the March Council agenda and copies of the correspondence are attached as an appendix to this report

Contact officer: Christopher Drake – Town Clerk
11 March 2019

Chris Drake - Launceston Town Council

From: Joan Heaton
Sent: 04 March 2019 14:23
To: Chris Drake - Launceston Town Council
Cc: Paul O'Brien; Rob Tremain
Subject: Draft Minutes LTC February 2019

Follow Up Flag: Follow up
Due By: 11 March 2019 11:00
Flag Status: Flagged

Dear Mr Drake

From the February 2019 Draft Minutes Launceston Town Council:

Cllr O'Brien gave an update regarding the recent CALC Annual Conference and gave details regarding proposed parish governance reviews and asked that the Council consider the proposal that two councillors work to explore in principle changes to the town boundary. It was resolved that Cllrs O'Brien and Tremain be nominated to undertake this work.

Cllr O'Brien also stated at the February 2019 Town Council Meeting (not in the Minutes) that he would like to present an Expression of Interest to Cornwall Council about land in St Thomas' Parish and Dutson in St Stephen by Launceston Rural Parish. We invited Cllr O'Brien to attend a Parish Council meeting in Langore (St Stephen by Launceston Rural Parish) on 6 December 2018 and listened to his most comprehensive and informative case on behalf of Launceston Town Council. He heard our evidence re the views of the electorate on staying in the rural parish. We have collated questionnaire data for our Neighbourhood Plan to show that residents are in favour of living in our rural parish and do not want to be part of an urban parish. Cllr O'Brien acknowledged that the Parish Council had the evidence to back up our stand for maintaining the status quo and accepting no boundary change. Despite this, Launceston Town Council would seem to be pursuing a policy of attempting to acquire Dutson, knowing that it is against the democratic will of the residents of that area.

I find this confusing as our opinion was requested, we accepted with hospitality and open and constructive debate, and we concluded with mutual respect. Forgive me if I am wrong but the fact that this has been seemingly ignored by our close neighbour is concerning, and, more importantly, the democratic will of the people has been disregarded and that cannot be correct.

I would ask Launceston Town Council to reconsider any proposal for acquiring Dutson for Launceston Town and to listen only to the will of the people in this regard.

Kind regards

Joan Heaton

Chris Drake - Launceston Town Council

From: John Conway
Sent: 11 March 2019 10:24
To: Chris Drake - Launceston Town Council
Subject: Boundary Review

Dear Mr Drake

I have been instructed to write to you by my Council further to Cllr. O'Brien's report to Council at the last meeting.

Cllr. O'Brien stated that Launceston Town Council wished to acquire Dutson from My Council.

He attended a meeting of my Council on 6th December 2018 and made a presentation on behalf of CALC, and stressed that boundary changes would only occur with the agreement of both parishes concerned.

My Council has consulted with the residents of Dutson who have indicated their desire to remain with St Stephens.

My Council have consulted with Egloskerry and Werrington Parish Councils, neither of which wish to expand.

My Council would be too small to remain viable without Dutson.

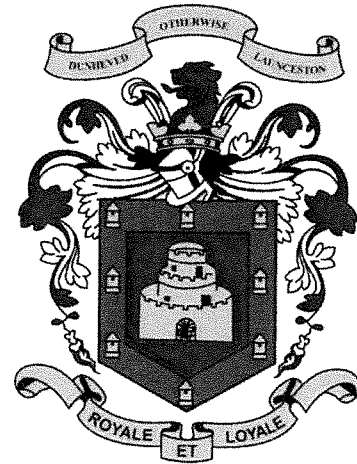
There is no likelihood of substantial building in my Parish in the foreseeable future, our Neighbourhood Plan has 7 new builds in the entire Parish to 2030.

Homeleigh Garden Centre enjoy our support and wish to remain.

Please confirm that your Council will not pursue its claim to part of our Parish as we cannot agree to the proposal.

Yours sincerely

John Conway
Clerk St Stephens by Launceston RPC



Launceston Town Council Operational and Financial Risk Assessment 2019

Approved by
Full Council on:
Minute Reference:

Date
Number

Adopted at Full Council on:
Minute Reference:

Date
Number

Review Date:

March 2020

Prepared By:

Christopher Drake
Town Clerk

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

February 2019

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
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 2019

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
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 2019

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

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

February 2019

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
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 2019

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
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 2019

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 2019

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 2019

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 2019

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 2019

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
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 2019

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

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

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

February 2019

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

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

February 2019

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

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

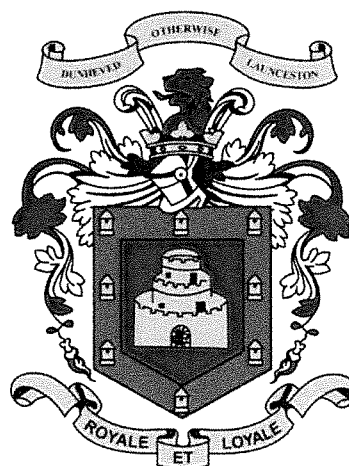
February 2019

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

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

February 2019

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



Launceston Town Council

Investment

Strategy

2019

Approved by
Finance and General Purposes on:
Minute Reference:

Date
Number

Adopted at Full Council on:
Minute Reference:

Date
Number

Review Date:

March 2020

Prepared By:

Helen Gribble
Responsible Finance Officer

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1. Introduction

- 1.1 Launceston Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This Strategy complies with the revised requirements set out in the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing on 1 April 2018 and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

2. Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard
 - a) to such guidance as the Secretary of State may issue, and
 - b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 The Council's investment priorities are as follows:
 - Security of reserves i.e. protecting the capital sum invested from loss
 - Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed.
 - Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- 2.3 All investments will be made in Sterling.
- 2.4 Although the Department for Communities and Local Government allow a local authority to make loans to local enterprises, charities etc, they may not be seen as prudent. Therefore, the Council will not engage in such activity.
- 2.5 If external investment managers are used, they will be contractually required to comply with the policy.

3. Specified Investments

- 3.1 Specified investments are those offering high security and high liquidity. All investments will be in sterling and for no more than one year.
- 3.2 Such short-term investments made with the UK Government or a local authority or town and parish council will automatically be Specified Investments, as will those bodies or investment schemes of "high credit

quality” i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent¹.

- 3.4 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
- Deposits with UK banks, UK building societies, UK local authorities or UK public authorities.
 - CCLA Property Fund, but no more than 10% of reserves will be invested, for no longer than five years.
 - The debt management agency of HM Government.
- 3.5 Launceston Town Council currently holds investments with Lloyds Bank (Business Account - instant access), HSBC UK (Deposit – instant access), Cornwall Council (Deposit – 24 hours notice) and CCLA Investment Management Limited (Deposit – 1 months notice).

4. Non-specified Investments

- 4.1 These are investments have greater potential risk – examples include investment in the money market, subordinated bonds from banks, permanent interest-bearing shares from building societies and corporate stocks and shares.
- 4.2 Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. Liquidity of Investments

- 5.1 Subject to retaining no less than three months’ average working capital requirement in current and deposit accounts giving immediate access, the Responsible Finance Officer will determine the amounts and maximum period for which such funds may be prudently invested, in accordance with paragraph 3 above, so as not to compromise liquidity.
- 5.2 The placement of surplus funds shall be delegated to the Responsible Financial Officer.

6. Long Term Investments

- 6.1 Long term investments are defined in the Guidance note as greater than 12 months and it requires that, should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
- 6.2 The Council currently holds one long term investment with Launceston Development Trust to the value of £5,000.

¹ A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor; Moody’s Investors Service Ltd; Finch Rating Ltd.

- 6.3 The Council does not envisage any further long term investments being made during the financial year 2019/20.

7. External Borrowing

- 6.1 No borrowing approval is required for temporary loans or borrowing by way of an overdraft. Approval must be given by the Department for Communities and Local Government to borrow to fund capital expenditure.
- 6.2 The Town Council's current external borrowing position as at 31 March 2019 will be £942,063. This loan was taken out through the Public Works Loan Board to finance the extensive repair and refurbishment of the Town Hall.

8. End of Year Report

- 8.1 Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purposes Committee.

9. Review and Amendment of Regulations

- 9.1 The Strategy will be reviewed annually prior to the start of the financial year by the Finance and General Purposes Committee and approved by Full Council.
- 9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10. Alternative Formats

- 10.1 If you require this document in another format please contact the Council on 01566 773693 or email admin@launceston-tc.gov.uk.

11. Freedom of Information

- 11.1 In accordance with the Freedom of Information Act 2000, this document will be published on the Council's Website www.launceston-tc.gov.uk and is also available by contacting Launceston Town Council, The Town Hall, Western Road, Launceston, Cornwall, PL15 7AR. Telephone: 01566 773693 or email admin@launceston-tc.gov.uk

Agenda item: 13

Committee: Full Council

Date: Tuesday 19 March 2019

Subject: Progress and Information

Summary: To note various items of progress and information

Recommendations

The Council is recommended to:

- 1) Note the details regarding the forthcoming election**
- 2) Note the details regarding the Notice of Polling Districts and Polling Places Review**
- 3) Note that interviews for the Grounds Maintenance vacancy will be held on Friday 22 March**
- 4) Note the invitation from HSBC to a Cyber Crime Prevention Seminar**
- 5) Note the details regarding the Local Government Scheme Fair Deal – Strengthening Pension Protection policy consultation**

1 Election for Town Council vacancy

- 1.1** Further to the Notice of Casual Vacancy, Cornwall Council have advised that an election has been requested by ten or more electors. The Town Council has been advised that a polling day of Thursday 9 May is likely and the Guildhall has been provisionally booked. A Notice of Election will be published on 1 April with the close of nominations at 4.00 p.m. on Tuesday 9 April

2 Notice of Polling Districts and Polling Places Review

- 2.1** Cornwall Council has provided the formal Notice for the Polling Districts and Polling Places Review, which by law, they must conduct every five years. The review offers two periods of consultation between the following dates:

- | | |
|----------|---|
| Stage 1: | 4 March to 15 April 2019 – consultation based on the current 122 electoral divisions |
| Stage 2: | 3 June to 15 July 2019 – consultation based on the current 122 electoral divisions and the new 87 electoral divisions that take effect in 2021. |

- 2.2** Cornwall Council is seeking comments on the suitability of polling stations and voting arrangements at elections. The review will aim to ensure that voting arrangements for future elections suit the needs of the electors in each area. The aim is to complete the review and publish a new register of electors by 1 December 2019. The register will be based on the final recommendations for electoral arrangements in the current 122 electoral divisions. This will facilitate any unitary or parish by-elections that could occur up to November 2020.

The aim is then to publish a new register of electors on 1 December 2020 and this register will be based on the new electoral arrangements for the 87 electoral divisions that will take effect at the 2021 unitary and parish elections.

- 2.3 All responses to Stage 1 of the review must be received by Monday 15 April 2019.

3 Grounds Maintenance vacancy

- 3.1 The Grounds Maintenance Team vacancy has been advertised and interviews are scheduled to take place on Friday 22 March. To date a total of 15 completed application forms have been received

4 Cyber Crime Prevention Seminar

- 4.1 The Town Council has received an invitation from HSBC to attend a Cyber Crime Seminar on Wednesday 1 May, 8.30am-10.30am in Plymouth. If any Member wishes to attend, officers will make the booking accordingly

5 Local Government Scheme Fair Deal – Strengthening Pension Protection policy consultation

- 5.1 A consultation has been launched by the Ministry of Housing, Communities and Local Government (MHCLG) seeking views on proposals to amend the rules of the Local Government Pension Scheme (LGPS). The consultation covers:
- i) Amendments that require service providers to offer LGPS membership to individuals who have been compulsorily transferred from an LGPS employer
 - ii) Proposals that would automatically transfer LGPS assets and liabilities when employers in the scheme are involved in a merger or takeover.
- 5.2 The consultation is particularly aimed at those with an interest in obligations that apply when a service or function is outsourced from an LGPS employer. A full copy of the consultation document is available from officers, and responses to the proposals are required by 4 April 2019

ABM-Halls for Hire Usage Statistics Printed at 13/03/19 14:39

From 19/02/2019 to 18/03/2019

Launceston Town Hall	Number of Bookings	Time Booked
Entire Town Hall	2	23.00 Hours
External Hires	5	2.50 Hours
Guildhall	11	56.50 Hours
Kitchen Bar and Reception Area	16	92.50 Hours
Main Hall	36	138.75 Hours
Otho Peter Suite 01	10	32.75 Hours
Otho Peter Suite 02	1	4.00 Hours
Otho Peter Suite Both Rooms	6	20.00 Hours
Town Square	6	34.00 Hours
Total	93	

Town Square	Number of Bookings	Time Booked
Town Square	6	34.00 Hours
Total	6	

Ambulance Hall	Number of Bookings	Time Booked
Ambulance Hall (Garage)	0	0.00 Hours
Ambulance Hall (MainHall)	33	169.50 Hours
Ambulance Hall (Meeting Room)	8	51.50 Hours
Total	41	