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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

**MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 16 APRIL 2019 at 7pm in the Guildhall**

PRESENT Cllrs, Young (Town Mayor), Gordon (Deputy Mayor), Allen, Bailey, Bullen, Conway, Harris, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Penhale, Tremain,
In attendance: Christopher Drake (Town Clerk), 1 x press, 14 x Public

The Mayor called for a minutes silence as a mark of respect following the announcement of the death of former Town Mayor Mr John Moir and of Launceston Rotary Chairman Mr Barry Boundy

1904/24 Apologies for absence
Apologies for absence were received from Cornwall Councillors Farrington, Massey and Paynter and from Reverend Folland

1904/25 Declarations of Interest
Cllr Conway declared an interest in Agenda Item 10 – Community Governance Reviews
Cllr O'Brien declared an interest in Agenda Item 10 – Community Governance Reviews

The Council considered dispensation requests from both councillors which were determined under Section 33 of the Localism Act 2011 and it was resolved that they be able to participate in any discussion of the agenda item and participate in any vote taken on the matter

1904/26 Public Representation Session
Mrs J Heaton spoke in regards to Agenda Item 10 – Community Governance Reviews and stated that neighbouring parishes were against any changes to the town boundary as highlighted in the report and also spoke against the inclusion of St Stephen by Launceston Rural Parish Council within the boundary of Launceston Town Council

Mrs D Rogers spoke in regards to Agenda Item 10 – Community Governance Reviews and stated that South Petherwin wished to remain separate from Launceston Town Council's boundary

Ms O Riby was granted permission to give brief details regarding Plastic Free Launceston proposals and was requested to send details to the Council so as they could be formally considered at a future meeting

Mrs J Coppin spoke in regards to Agenda Item 10 – Community Governance Reviews and stated that she was opposed to the proposals contained within the report

1904/27 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 19 March 2019 at 7.00pm
Minutes of the Extraordinary Meeting of the council held on 4 April 2019 at 7.00pm

1904/28 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 held on Thursday 21 March 2019 at 6.00pm
- ii) Estates and Properties Committee held on Monday 1 April 2019 at 10.00am

1904/29 Reports from Cornwall Councillors

Due to attending the Full Cornwall Council meeting in Truro, no Cornwall Councillors were able to be present

1904/30 Reports and Questions from Town Councillors

Cllr Young gave an update of her recent Twinning visit to Plestin-les-Grèves

1904/31 Report from the Town Mayor

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

1904/32 Lawrence House Museum

Members noted the resignation of the Museum Curator and it was **resolved unanimously** that;

- i) a working party be set up to consider future arrangements for the museum
- ii) the working party comprise of cllrs Hogan, Bailey, Harris, Nolan, Allen and Gordon
- iii) a formal letter of thanks be sent to the curator and a leaving event be arranged

1904/33 Community governance Review

Members considered Report 13/19 (previously circulated)

It was **resolved** that the following changes to the town boundary be sought;

- i) all of the Pennygillam Industrial Estate to be within the town boundary
- ii) to move the current boundary from Upper Chapel to the locally named Chapel Top Road so that it runs from the top of St Catherines Hill to Treburseye and returns on to the A30 via the Eastbound slip road.
- iii) include the area from Cross Lanes, at the junction with A388 down to Millways, along the unnamed road to join the Dutson to St Leonard's Road down to the River Kensey at St Leonard's

Cllr J Conway left the Chamber during the item related to St Stephen by Launceston Rural Parish Council

1904/34 Progress and Information

Members considered Report 09/19 (previously circulated)

It was **resolved** that;

- i) the details regarding the casual vacancy be noted
- ii) the resignation of Councillor Jessica Williams be noted and a letter of thanks be sent to Mrs Williams thanking her for her work with the Council
- iii) the invitation to the Road Safety and Community Speed engagement event be noted

1904/35 Correspondence and matters to note

- i) The Town Council's venues usage was noted
- ii) The thank you letters from Launceston Parish Churches, The Catholic Parish of St Cuthbert Mayne and Cruse Bereavement Care for their recent grant awards were noted

1904/36 Urgent Items

- i) Cllr Gordon gave thanks to outgoing Mayor Margaret Young for her service to the town during her time in the role

Date of the next meeting of the Council

The next Full Council meeting will be the Annual Meeting of the Council to be held in the Town Hall on Thursday 16 May at 2pm and then adjourned to Tuesday 21# May 2018 at 7pm

The meeting ended at 8.00pm

Signed Date

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**MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE**
held in the Otho Peter Room, Launceston Town Hall, on Wednesday 1 May 2019 at 7pm

PRESENT: Cllrs Bailey, Bullen, Conway, Gordon, Keighley, Penhale and Young
In attendance: Helen Gribble (RFO/Support Services Manager)
Ewan Murray (TIC Manager)

1905/01 Apologies for absence
Cllrs Allen and O'Brien

1905/02 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.

1905/03 Public Representation Session
No public representations were made.

1905/04 Minutes of the last meeting
The minutes of the meeting of 6 March 2019 were signed as a correct record.

1905/05 Finance
It was **resolved** to approve the payments (vouchers 684 to 855) as per the lists appended to these minutes. Cllrs Bullen and Young carried out a random checks of payments for audit purposes (voucher no's 709, 716, 719, 730, 760, 775, 795, 798, 809, 821-825A, 844A and 847)

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

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

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

Cllrs Keighley and Bullen will conduct the payments check for June and July respectively.

1905/06 Car Park Closure for Mayor Choosing
It was **resolved** to approve the closure of the Westgate Car Park for Mayor choosing each year for guest parking with it reopening once all guests are parked.

1905/07

TIC Website

It was **resolved** to purchase a new website for Launceston Tourist Information Centre to the value of £2,000 from the Earmarked Reserves for the Tourist Information Centre.

1905/08

Purchase of a New Kodak Photo Machine

It was **resolved** to suspend Financial Regulations as it has only been possible to obtain one quote due to there being only one supplier of these machines.

It was **resolved** to approve the purchase of a refurbished Kodak Print Station from the Earmarked Reserves of the Tourist Information Centre at a cost of £3,495 plus VAT.

1903/09

Urgent Items

The RFO notified the Committee that the Officers of the Council are in discussion with Cornwall Council about the parking enforcement issues raised by Mrs Heaton at the March 2019 meeting and at present there was nothing to report.

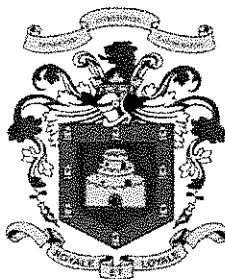
Date of Next Meeting

The next meeting will be held on Wednesday 3 July 2019 at 7pm.

The meeting closed at 7:20 pm.

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 2 May 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs Young (Mayor), Gordon (Deputy Mayor), Allen, Harris (Vice Chairman), Hogan, Nancarrow, Nolan and Tremain
In attendance: Christopher Drake (Town Clerk)
2 x public
- 1905/10 Apologies**
There were no apologies for absence
- 1905/11 Declarations of Interest**
Cllr Nolan declared an interest in planning application PA19/03158 – Avalwyth, Brookside Close, Launceston
- 1905/12 Public Representation**
Mrs Rogers stated that planning application PA19/02203 – 38B Pennygillam Way, Pennygillam Industrial Estate, was not within the Launceston parish and asked if it was normal for an application outside of the town boundary to be considered.
Cllr Tremain advised that on occasion the Town Council will be asked to comment on applications from neighbouring parishes
- 1905/13 Minutes of the last meetings**
The minutes of the meeting held on 11 April 2019 were signed as a correct record
- 1905/14 Current Planning Applications for comment**
- | | |
|-------------|--|
| Application | PA19/02203 |
| Proposal | Change of use to D2 |
| Location | 8B Pennygillam Way Pennygillam Industrial Estate Launceston Cornwall |
| Applicant | Rachel Oles McQueens Dance and Theatre C.I.C. |
| Decision | Noted |
| Application | PA19/02476 |
| Proposal | Proposed off road parking |
| Location | 24 Gendalls Way St Stephens Launceston Cornwall |
| Applicant | Mr A Maynard |
| Decision | Support |
| Application | PA19/03158 |
| Proposal | First floor extension above existing garage |
| Location | Avalwyth Brookside Close Launceston Cornwall |
| Applicant | Mr & Mrs A Bessell |
| Decision | Support |

Cllr Nolan left the Chamber prior to the above application and took no part in the debate or voting on this item

Standing Orders were suspended at 7.10pm to allow a member of the public to speak in regards to agenda item 6

Standing Orders resumed at 7.13pm

1905/15

Correspondence and items to note

Members considered the issue of vehicle parking at Castle Street and it was resolved unanimously that;

- i) Cornwall Highways be requested to install a No Left Turn sign at the exit to the Castle Street car park, that No Left Turn signage be painted on to the road at the above site, No Entry signs be erected so as to stop vehicle attempting to enter the town from Castle Street and the poor state of the road and walk way surface be highlighted
- ii) The installation of double red lines along Castle Street be investigated
- iii) A formal meeting be requested with Cornwall Highways

Next Meeting

The next meeting of the committee will be held on Thursday 23 May 2019 at 7pm.

The meeting closed at 7.36pm

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



**Minutes of The Tourism and Information Services Committee held on
Wednesday 8 May 2019 at 5.15pm at the Town Hall**

- Present:** Cllrs: Young (Mayor), Gordon (Deputy Mayor), Hogan and Penhale (Chairman)
In attendance: Cllr Bailey and Ewan Murray – TIC Manager
- 1905/16 Election of Meeting Chairman**
It was **resolved** unanimously that in the absence of the chairman that Cllr Penhale (Vice Chairman of the Committee) should chair the meeting
- 1905/17 Apologies**
Apologies for absence were received from Cllr Nancarrow the committee chairman
- 1905/18 Declarations of Interest**
There were no declarations of interest
- 1905/19 Public Representation Session**
No members of the public were present
- 1905/20 Minutes of the last meeting**
The minutes of the meeting held on 12 March 2019 were agreed and signed as a correct record
- 1905/21 Financial Report**
It was **noted** that;
i) There was a significant over spend on electricity
ii) There was a significant underspend on publicity
iii) The underspend on TIC purchases was due to goods being procured across financial years
- 1905/22 Manager's Report**
It was **noted** that;
i) Staffing rotas in the TIC do not accurately address the Saturday footfall rate
ii) The committee wishes to send a vote of thanks to Ruth Maunder for her sterling work concerning the Town Guide
iii) Recruitment and retention of staff who erect market gazebos is proving difficult
- 1905/23 The Mayor's Charity – Autumn Festival**
It was **resolved** that the TIC would lead an autumn event to promote fund-raising in aid of the Mayor's Charity
- 1905/24 Saturday Markets**
It was **resolved** that monthly markets would continue but new and imaginative ways to augment visitor experience would be sought
- 1905/25 Launceston Victorian Market**
It was **noted** that Councillor Bailey would lead this event on behalf of the Town Council
- 1905/26 The Launceston Dance**
It was **resolved** that a dance, unique to Launceston, should be choreographed by local children with TIC staff coordinating the project
- 1905/27 Outdoor Sound System**
It was **agreed** that officers should investigate possible solutions to address the lack of an effective outdoor sound system

1905/28

TIC Opening Times

It was **resolved** that the TIC Saturday opening will change to 09:00 – 15:00 and that bank holiday footfall is recorded on the late May bank holiday in order to inform future bank holiday opening decisions

1905/29

Launceston Patronal Celebration

It was **resolved** that the TIC would support the Year 6/7 pupil transition to Launceston College event in July

1905/30

Christmas Festivities 2019

It was **noted** that Christmas festivities 2019 are still in the planning stage and there is a possibility the current prospective plan could change

1905/31

Items to Note and any Urgent Matters

No urgent matters were raised

Date of Next Meeting

The next meeting is scheduled for Tuesday 9 July 2019 at 5.15pm

The meeting closed at 6.30pm

Signed

Date

Launceston Town Council

Committee

Terms of Reference

May 2019

Introduction

Launceston Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following :

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for full council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees, sub committees and any other group established to undertake work on behalf of the council in an advisory capacity.

Launceston Town Council has the General Power of Competence as a power of first resort. Where the council becomes ineligible, it will refer to the powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Committees

The Terms of Reference of all committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of the appropriate committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Launceston
8. The Minutes of all Committee Meetings will contain all recommendations it wishes to make to the full Council. These will be clearly set out so that members can fully understand the implications of their acceptance/rejection of them when they are moved at a meeting of the full Council.
9. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
10. Public participation
 - a. There will be, during each committee meeting, a 15 minute public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
 - c. There will be no public participation at meetings of the Staff Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Town of Launceston
12. Where a committee resolves to exclude the press and public from all or part of the a meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.

13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or sub committee as non voting members. Appointed members will be required to abide by the Council's Code of Conduct.
14. All members will attend training relevant to the work of the committee as identified by the Town Clerk in conjunction with the Chairman of the appropriate Committee; such training to be provided at the expense of the Council.

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee or working party that sub-committee or working party will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

Estates & Properties Committee (ES & P)

Composition:	Six elected members, plus Mayor, Deputy Mayor and Chair of F & GP (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Meetings:	Town Hall
Timing:	Bi-monthly
Venue:	Town Hall albeit regular site inspections will be required
Reports to:	Full Council
Administration:	Town Council – the Estates and Property Manager will act as Clerk to the Committee (non-voting)
Remit :	Town Hall and all other premises or properties owned or administered by the Council. All land owned or administered by the Council, whether used as allotments or for recreational purposes.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the F & GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior and structural fabric of all Council buildings/structures

7. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of any bus shelters owned or administered within the area of Launceston
9. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F & GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
11. All aspects of Health and Safety.
12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
18. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Estates & Property Committee's total budget is permissible

Finance and General Purposes Committee (F & GP)

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum:	Five members
Timing:	Bi-monthly but with the ability to schedule additional meetings if deemed necessary.
Reports to:	Full Council
Administration:	Town Council – The Responsible Finance Officer will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
7. To agree virements between approved budget headings
8. To make recommendations to the Council on the use of financial reserves
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year

10. To consider grants to local organisations in accordance with the Council's adopted grants policy
11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
14. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
15. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
16. To make recommendations to the Council for the use of its powers to promote a lottery
17. To make recommendations to the Council for the use of its powers to accept gifts, including land
18. To make recommendations to the Council regarding the future provision of civic regalia
19. To agree the use by any other organisation of the Town Crest
20. To review the Financial Regulations on a regular basis and make recommendations to the Council
21. To make recommendations to the Council regarding the review of existing policy matters
22. The delegated power to keep all procedures under active review
23. The delegated power to maintain the Council's eligibility for the General Power of Competence.
24. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
25. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the F & GP Committee's total budget is permissible.
26. The negotiation of tenders which do not fall within the terms of reference of any other committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
27. Making recommendations to the Council on all matters not within existing policy

28. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
29. The consideration of recommendations of sub- committees, working groups etc under the control of the F & GP Committee
30. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
31. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press releases
32. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other committee referred either by the Council or the Town Clerk.

Lawrence House Museum Committee

Composition:	Five elected members (voting) Mayor and Deputy Mayor (ex officio, voting) Curator, Archivist, Two representatives of the Museum Stewards, Chairman of the Friends of Launceston Museum (all voting) and the Museum Mentor (non voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded
Quorum :	Four member
Timing:	Quarterly
Reports :	To Full Council
Administration:	Town Council – The Town Clerk will act as the Committee's clerk and the Responsible Finance Officer will act as its Treasurer (both non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To assist the Museum to meet its primary aim which is defined as:- "To conserve and document evidence of the culture, history and natural history of Launceston and district, and to present it to the public through imaginative educational displays and events"
3. To oversee the development of the Museum and its collections.
4. To visit the Museum regularly so that all are aware of its development.
5. To increase the use of the Museum, including its garden, by individuals as well as group and corporate use.
6. To identify additional funding streams.
7. To identify sponsors, both business and private,
8. To ensure all items, both existing and new acquisitions, are correctly catalogued and are included in the computerized record of the Museum.
9. To ensure the towns archive is fully recorded in a computerised record.

10. To encourage the involvement of local schools with the Museum.
11. To encourage volunteers to act as stewards at the Museum or to assist in any other capacity.
12. To encourage the community use of the Museum.
13. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
14. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Museum's Committee's total budget is permissible

Planning and Economic Development Committee

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Timing:	Every three weeks – to accord with the schedule of time afforded to a local Council to respond to issues raised by Cornwall Council
Reports to:	Town Council

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. Full delegated authority to make responses on behalf of Launceston Town Council to all applications for development in and outside the Launceston Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council.
3. To consider any request for pre application discussions with any developer and make a response on behalf of the council
4. To review council planning policy and procedure make recommendations to fould council to ensure that the council is able to meet any additional requirements of the planning process.
5. To respond to consultation documents regarding tree preservation and other matters regarding general land development
6. To consider all appeals against planning refusal by Cornwall Council within Launceston Town Council area and with an ability to submit comments to the Planning Inspectorate
7. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council

8. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with other relevant bodies with similar interests, including other Town Councils, their committees and sub-committees, and consideration of their recommendations
11. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
12. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Planning & Economic Development Committee's total budget is permissible.

Staffing Committee

Composition:	Three elected members (voting) Mayor and Deputy Mayor (ex officio, voting)
Chairmanship:	Chair and Vice Chair to be the Mayor and Deputy Mayor respectively
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but <u>must</u> leave the room whenever the press and public are excluded. There will be no public participation at the meetings of the committee
Extra Terms:	A member will not be eligible for nomination to the committee – or if already a member must step down - if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months.
Meetings:	As and when required
Quorum :	Three members

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The overall performance of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.

8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the Data Protection Act 1998 and the Code of Conduct
11. To deal with all matters relating to councillor/staff conduct
12. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of the Committee.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.
13. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
14. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Launceston Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
15. All aspects of Health and Safety that fall within the remit of the committee.
16. To prepare and submit to the F & GP Committee budget proposals in respect of salaries and training for all staff not later than 30 November each year
17. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget is permissible.

Tourism and Information Services Committee

Composition:	Four elected members (voting). Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded. Representatives of Chamber of Commerce, TAVATA, English Heritage - Launceston Castle on invitation
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the TIC Manager will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

To consider such matters as may be delegated by the Council from time to time

1. To develop tourism and to promote the town of Launceston as a tourist destination.
2. To offer a range of visitor and community services through the TIC.
3. To support local tourism businesses.
4. To facilitate and promote local events, art and cultural opportunities.
5. To increase membership of the TIC
6. To produce the Town Guide
7. To promote Launceston to coach operators and other groups throughout the south west.
8. To continue to develop internet marketing strategies including social media
9. To promote a monthly market as a means of increasing footfall in the town.
10. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year

11. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Tourism and Information Services Committee's total budget is permissible

Launceston Town Council Standing Orders

May 2019

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply, not exceeding 3 minutes, at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- - a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- - b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- ■
 - c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - e The period of time designated for public participation at a meeting in accordance

with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

- f Subject to standing order 3(e) above, a member of the public shall not speak for more than 5 minutes.
- g In accordance with standing order 3(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted.
 - a) Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may :
 - i) film, photograph or make an audio recording of a meeting;
 - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
 - b) Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.
 - c) An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.
 - d) Disruptive behaviour
 - i) No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
 - ii) If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
 - iii) If a resolution under standing order 3k d ii) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily

suspending or closing the meeting.

Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

- ■ l The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- n The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- ■ ■ o Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- ■ ■ p The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- q Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

- ■ ■ s A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- t No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- ■ ■ u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or working parties as may be necessary, and shall determine their terms of reference. The council may dissolve a committee.
 - Each committee or working party:
 - i. shall determine the number and time of the ordinary meetings up until the date of the next annual meeting of full council;
 - ii. shall determine the number and time of its meetings;
 - iii. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - iv. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - v. shall, after it has appointed the members of the committee or working group, appoint the chairman;
 - vi. shall determine the place and notice requirements for a meeting of the committee or working group;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall be considered quorate as per the agreed terms of reference
- e The quorum for any committee shall be at least half plus one.
- f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk
- g The Town Mayor and Deputy Town Mayor shall be ex officio voting members of every committee.
- h The Town Mayor and Deputy Town Mayor will be the Chairman and Vice Chairman of the Staffing Committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman (the Town Mayor) and Vice-Chairman (the Deputy Town Mayor) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to

- be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. In an election year the Council may resolve to defer to a specified later date the provisions of this paragraph and those up to and including sub section xix.
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- k i A councillor may seek an answer to a question concerning any business of the Council provided five clear days notice has been given to the Proper Officer.
- ii Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
 - iii Every question shall be put and answered without discussion.

6. Extraordinary meetings of the council and committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time, giving proper notice.
- d If the chairman of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by the quorum number of members of the committee, a quorum number of members of the committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes, and any receiving no votes, shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to record and accept apologies for absence
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to change the order of business on the agenda;
 - viii. to proceed to the next business on the agenda;
 - ix. to require a written report;
 - x. to appoint a committee or sub-committee and their members;
 - xi. to extend the time limits for speaking;
 - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xiii. to not hear further from a councillor or a member of the public;
 - xiv. to exclude a councillor or member of the public for disorderly conduct;
 - xv. to temporarily suspend the meeting;
 - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvii. to adjourn the meeting; or
 - xviii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Inspection of Documents

Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of the meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

13. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

General

- a The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- d Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest or a Non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- e Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- f A Councillor must not accept any gifts or hospitality offered or received in connection with their official duties as a member worth more than £25. Any such gifts offered or

receive in connection with a Councillors official duties as a member and the source of the gift or hospitality must be recorded in a register of interests maintained by the Proper Officer.

- g A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council/Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d The council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.

Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council

premises except to attend meetings.

Dispensations

- a The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.
- b This policy shall apply to all meetings of the Council, its committees and sub-committees.
- c No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

15. Code of conduct complaints

- a Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15(d) below].
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by Cornwall Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

16. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.
OR
at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and a meeting of a committee.
- ii. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and a meeting of a committee.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 clear days before the meeting confirming his withdrawal of it;
- iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- v. facilitate inspection of the minute book by local government electors;
- vi. receive and retain copies of byelaws made by other local authorities;
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and General Data Protection Regulation 2018, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 23 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in the minutes of the Planning Committee;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Planning and Economic Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the

- xvi. next ordinary meeting of the Planning and Economic Development committee;
- xvii. manage access to information about the council via the publication scheme; and retain custody of the seal of the council which shall not be used without a resolution to that effect.

See also standing order 23 below.

17. Responsible Financial Officer

- a The council shall appoint the appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £40,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £40,000 shall be procured on the basis of a formal tender as summarised in standing order 19(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.
- g
 - i Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - ii The Council's financial regulations shall be reviewed once a year.
 - iii The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- h
 - i The Council shall approve written estimates for the coming financial year at its meeting in December.
 - ii Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11 above.
- b The chairman of the Staffing Committee or in his absence, the vice-chairman, shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisals of all staff members shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, the Town Clerk shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Town Clerk.

21. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal documents

See also standing orders 16(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24. Communicating with Cornwall councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the Launceston ward councillors of Cornwall Council.

25. Restrictions on councillor activities

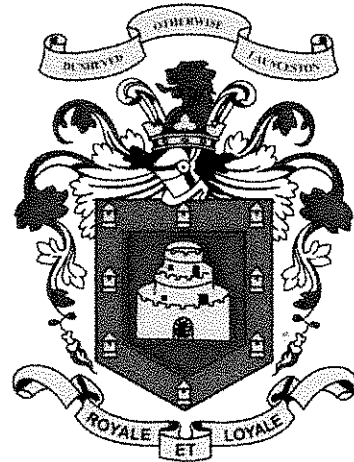
- a Unless authorised by a resolution, no councillor shall, when inspecting any land and/or premises which the council has a right or duty to inspect issue any orders, instructions or directions.

26. Canvassing of, and recommendations by, Councillors

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a motion to Full Council.
- c The Proper Officer shall provide a copy of the Council's Standing Orders and any related policy to a councillor as soon as possible after they have delivered their acceptance of office form
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Launceston Town Council

Fixed Asset

Register

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

Launceston Town

Council Asset Register to March 2019

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Launceston Town Council Asset Register to March 2019

Land Management

NAME	Address	Land Reg no/ Listing	Property Owned by Town Council	Insurance Valuation/ Cost	Income per Annum	Grid Reference
Town Hall	Western Road	GII	Public hall Internal Floor Area: 20m x 12m	£6,843,342	£30,000	SX 33029 84459
Guildhall	Town Hall		Council Chamber Internal Floor Area: 9m x 4.5m	Inc. in Town Hall	Inc. in Town Hall	SX 33029 84476
Otho Peter Suite	Town Hall		Public room Internal Floor Area; 8m x 4.5m	Inc. in Town Hall	Inc. in Town Hall	SX 33037 84477
Green Room	Town Hall		Leased to LADS	Inc. in Town Hall	£450	SX 33020 84449
Band Room	Madford Lane	CL209357	Leased to Town Band	£230,738	£10	SX 33213 84468
Car Park	Westgate Street		Public car park Car park spaces: 128 (2 disabled)	£2,909,448	£120,000	SX 33068 84446
Southgate Arch	Southgate Street	GI/SAM CL60577	Medieval gateway Leased to Charles Causley Trust	£2,544,219	Nil	SX 33246 84530
Launceston Cemetery	Pennygillam		Public burial ground	£27,235	£4,000	SX 32058 83887
Dockacre Cemetery	Dockacre Road		Closed burial ground	£1	Nil	SX 33229 84792
King George V Field	Priory Road	CL161491	Recreation ground play equipment	£1 £23,694	Nil	SX 32818 84917
Rest Garden	St. Thomas Road		Recreation area	£1	Nil	SX 32871 85086
Newport Roundhouse & Car Park	Westbridge Road	GII	Ancient monument and parking for 5 cars	£133,428	Nil	SX 32820 85167
War Memorial	Town Square		Memorial	£574,768	Nil	SX 33159 84561
Priory Ruins	St. Thomas' Churchyard	SAM	Archaeological site	£1	Nil	SX 32818 85030
Public Toilets	Newport Square	CL187487	Toilet block	£101,520	Nil	SX 32826 85160
Coach park	Westgate Street	CL233175	Parking for 3 coaches	£80,000 (cost £10k)	Nil	SX 33023 84402
Grammers Park	Upper Chapel	CL841222	Recreation Ground Play area	£1 £49,439	Nil Nil	SX 32327 83888

Launceston Town Council Asset Register to March 2019

NAME	Address	Land Reg no/ Listing	Property Owned by Town Council	Insurance Valuation/ Cost	Income per Annum	Grid Reference
Grammers Park	Upper Chapel	CL841222	Allotments	£1	£1,000	SX 32264 83970
Allotment Gardens	Dutson		Allotments	£1	£600	SX 33198 85260
Allotment Gardens	Kensey View		Allotments (Rented from Mr Cole)	n/a	£600	SX 33748 84473
Windmill Wood	Windmill Hill		Community Woodland	£1	Nil	SX 33202 83934
Lawrence House	Castle Street	GII* CL81143	Museum (National Trust)	n/a	Income to Museum (charity)	SX 33053 84732
Walk House toilets	Tower Street		Toilet Block - transferred from Cornwall Council	n/a	Nil	SX 33215 84769
Race Hill toilets	Race Hill Car park		Toilet block - transferred from Cornwall Council	n/a	Nil	SX 33320 84481
Lanstephan Play Area	St Mary Road, Lanstephan		Play Area - transferred from Cornwall Council	£40,000	Nil	SX 33056 85496
Ambulance Hall	Westgate Street PL15 7AE		Public Hall Internal Floor Area: 9.1m x 10.2 m Meeting room Internal Floor Area: 7.4 x 5.9m	£350,000	£10,000	SX 32995 84420

Photographic reference for listed buildings reference is included on www.imagesofengland.org.uk

The Town Council took legal advice on registering unregistered property. The recommendation was not to incur the costs of registration as the Council will be able to prove ownership through Statutory Declaration if necessary.

Launceston Town Council Asset Register to March 2019

Town Hall/Guildhall/Conference Room and Ambulance Hall

Item	Brand	Ref (TH)	Qty	Date Purchased	Purchase cost	Present value
Paintings & Clock			12	u/k	u/k	£140,245
Plastic Chairs			150	u/k	u/k	£150
Tables			15	u/k	u/k	£150
Urn	Cygnet		1	u/k	u/k	£50
Town Hall clock			1	u/k	u/k	£300
Civic Regalia: 2 maces Cigarette box Salver Chains of office						£312,500
Casio 620 piano	Casio		1	Dec 2010	£885	
Tables and Chairs	Burgess		320 + modular	Jan 2011	£30,000	
Kitchen equipment			misc	Jan 2011	£25,000	
Cutlery, china etc			180 sets	Jan 2011	£5,000	
Kitchen Equipment	Chef Set	2	Misc	21/04/11	£459	
Projector	Sanyo PLV-Z800	16	1	30/05/11	£1,090	
White Round Table Cloths	Homeleigh	5	20	03/10/11	£240	
Rectangular Table	Burgess	6	4	11/10/11	£1,425	
Coffee Machine	Vitale	7	1	19/10/11	£1,249	
Projector Screen	Celexon	8	1	29/11/11	£217	
S/Steel table 1800mm with upstand	Cornish Catering Supplies	1	1	10/05/12	£538	
Hiball 10oz toughened glass	Cornish Catering Supplies	9	144	18/05/12	£66	
Champagne Glasses	Cornish Catering Supplies	10	144	18/07/12	£120	
Top Table Cloth & Skirting		11	1	20/08/12	£43	
Water Jugs		12	6	30/09/12	£52	
Serving dishes	Nisbets	13	36	05/12/12	£172	

Launceston Town Council Asset Register to March 2019

Item	Brand	Ref (TH)	Qty	Date Purchased	Purchase cost	Present value
Water Boiler	Buffalo		1	05/12/12	£80	
Airpots 3L		14	4	16/01/13	£86	
18ct Bespoke Jubilee Link	Thomas Fattorini Ltd	15	1	24/01/13	£1,165	
Henry Vacuum	Henry		1	30/01/13	£96	
Floor Projector Screen	Duronic	17	1	15/01/13	£95	
Trestle tables	Ningbo		4	12/07/13	£124	
Town Criers Hat		20	1	09/09/13	£308	
White Tablecloths		21	26	16/10/13	£568	
Town Criers Robe		19	1	18/11/13	£1,210	
Display Unit			1	07/01/14	£450	
Handheld Wireless System		22	1	23/04/14	£122	
Microphone Stands	Music Store	23	4	30/04/14	£83	
Wood Lectern	Quinta	24	1	06/05/14	£155	
Portable PA Unit with Wireless microphones		25		06/06/14	£340	
Commercial Microwave	Caterlite	26		21/04/15	£100	
Glass Washer	Classeq	27	1	29/04/15	£817	
Frame for Charles Causley Portrait		28		06/07/15	£7,259	
Autofill Boiler	Burco	29		15/09/15	£208	
6000 Ansi Lumens Projector		30		23/12/15	£3,555	
Henry Hoover	Henry	31	1	29/04/16	£120	
Tablecloths		32		30/08/16	£300	
Optoma W319UST Projector	Optoma	33	1	13/10/16	£643	
Mobile Executive Easel		34	1	31/10/16	£130	
Personnel Platform	Genie		1	12/05/17	£7690	
Countertop Autofill	Burco		1	11/05/17	£263	
Hi-fi System (AH)	Panasonic		1	05/07/17	£125	

Launceston Town Council Asset Register to March 2019

Item	Brand	Ref (TH)	Qty	Date Purchased	Purchase cost	Present value
CCTV (Town Hall)				01/08/17	£1,000	
Blu Ray player 7.1AV receiver (AH)				01/10/17	£1,680	
Vacuum	Henry		1	30/10/17	£100	
Folding Tables	Contour			13/12/17	£1,284	
Balance of Light & Sound				30/11/17	£5,400	
Mobilift Cx		43	1	17/07/18	£7,350	
Folding Display Boards	Panelwarehouse	44	1	09/10/18	£108	
Projection Screen Tensioned 650x406cm	Major Pro C	45	1	20/09/18	£3,743	

All oil paintings can be identified by reference to The Public Catalogue Foundation catalogue 'Paintings in Public Ownership – Cornwall and the Isles of Scilly' published in 2007

The location of all the above assets are at the Town Hall Complex apart from those which have (AH) as part of the item description and these are held at the Ambulance Hall.

Launceston Town Council Asset Register to March 2019

Office Equipment

Item	Brand	Ref (A)	Qty	Date Purchased	Purchase cost	Present value
Computers	Acer		5			
Monitors	Hanns.G		5			
Printer	HP		1			
Filing cabinets	Bisley		5			
Filing cupboards	Bisley		3			
Printer/scanner	Kyocera		1	leased		
Guillotine	Rapier		1			
Desks	Viking		5			
Computer desks	Viking		3			
Coin counting machine	DeLaRue		1	1998	£2,000	£50
Laminating machine			1	Feb 2011	£190	
Computer & screen	Brother	1	1	30/06/11	£415	
Sage 50 Accounts	Sage	2	1	30/11/11	£1,265	
Under Desk Drawers	Office Furniture	3	1	24/05/12	£119	
Computer & Screen	First Choice	7	1	26/07/12	£389	
Foot Stool	Office Furniture	5	1	12/10/12	£26	
Solar Panel End Desk	Office Furniture	6	1	17/10/12	£172	
Computer Peripherals		8	1	01/01/13	£542	
Acer Computer		9	1	01/05/13	£312	
Pedestal Fan		10	2	18/07/13	£116	
2-Drawer Cabinet		11	1	23/04/14	£109	
Desk screens		12	2	03/03/15	£137	
Shredder	Fellowes	13	1	06/03/15	£143	
Camera		14	2	01/07/16	£210	
Dell Vostro Laptop	Dell	17	1	02/08/16	£613	
Office Chair		15	1	07/12/16	£165	

Launceston Town Council Asset Register to March 2019

Item	Brand	Ref (A)	Qty	Date Purchased	Purchase cost	Present value
Key Safe		15	1	07/12/16	£99	
Office Chair		16	4	16/12/16	£640	
Uninterruptable Power Supply (UPS)				31/01/18	£299	
Chillblast Micro System	Intel	18	1	31/07/18	£200	

Insured value for Town Hall/Guildhall/Conference Room AND Office Equipment £122,894

All the above items are located within the Town Council offices with the Town Hall Complex.

Launceston Town Council Asset Register to March 2019

Tourist Information Centre

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Mini Fridge	Chili	1	1	09/08/11	£66	
2-Drawer Filing Cabinet		2	1	07/02/12	£100	
Slatwall Leaflet Holder		3	18	14/06/12	£114	
Desk High Bookcases	Solar Plus	4	1	03/07/12	£65	
XEA307 Cash Register	Sharp	5	1	09/08/12	£450	
Computer equipment		6		01/01/13	£100	
Henry Red Hoover		7		30/01/13	£115	
Pull up Banner		8	2	09/12/13	£420	
Monitor – Vodcast		9	1	10/12/13	£202	
Folding plastic tables (Market)		10	16	16/05/14	£554	
Weights (Market)		11	20	16/05/14	£3770	
Gazebos (Market)		12	12	22/07/14	£4,127	
Long Goods Platform Truck (Market)		13	2	30/10/14	£683	
Gazebos (Market)		14	6	03/10/14	£1,650	
Weights (Market)		14	6	03/10/14	£225	
Gazebos (Market)		15	10	05/11/14	£2,367	
Folding Tables (Market)		16	13	30/01/15	£447	
Kodak Photo Machine	Kodak	17	1	05/10/16	£300	
Brother MFC-9340CDW Printer	Brother	18	1	30/11/16	£339	
High Back Office chairs			2	18/04/17	£320	
Chillblast Micro System				31/01/18	£250	

All the above items are located within the Tourist Information Centre, White Hart Arcade, Launceston.

Launceston Town Council Asset Register to March 2019

Lawrence House Museum

Item	Brand	Ref	Qty	Date Purchased	Purchase cost	Present value
Victorian carver chair	In museum		1	u/k	u/k	£250
Chippendale style chair	In museum		1	u/k	u/k	£250
Operators Chair	Atlas	1	1	25/01/13	£59	
Planchest		2	1	30/01/13	£1,342	
White Goods		3	4	09/05/13	£750	
Trestle Tables		4	4	12/07/13	£148	
Pull up Banner		5	1	09/12/13	£210	
Portable Computer		6	1	09/01/14	£500	
New Lighting		7		13/10/14	£11,838	

Lanstephan Play Area

Item	Brand	Ref	Qty	Date Purchased	Purchase cost	Present value
Basket swing			1	28/04/17	£8,781	
Path, groundworks, edging				05/05/17	£960	
Fencing, gates, skip, site welfare				05/05/17	£8,280	
Play Unit	Tekonomical		1	28/04/17	£10,985	
Bumble Bee				13/11/17	£2837	

Launceston Town Council Asset Register to March 2019

Public Facilities

Item	Brand	Ref (P)	Qty	Date Purchased	Purchase cost	Present value	Location
Litter bins			6	2009	£1,089		3 Car park 1 Lanstephan Play 1 Grammers Park 1 Outisde Launceston College
CCTV - Westgate Street Car Park				Cameras and monitor	£10,000		
Notice Board – double sided oak		1		28/10/11	£1,185		Launceston Town Square
Play Equipment (Grammers Park)		2		20/01/12	£2,277		Grid Reference: SX32327 83888
Keyed Lock Litter Bin	Topsy 2000	6	4	11/12/13	£566		2 Riverside 1 Priory Ruins 1 Link Road
Keyed Lock Litter Bins		7	2	12/09/14	£283		1 Newport Toilets 1 Kings Field
Picnic Table		8		13/09/14	£143		1 Kings Field
Cemetery Noticeboard		11		27/01/15	£805		
WW1 & WW2 Seats		12	2	27/08/15	£1,354		
Poppy Display Case		13		08/09/15	£190		
High Security Litter Bins			2	5/4/14	£405		
Coach Park signage				22/09/17	£1,179		
Coach park signs				24/01/18	£230		
Handwasher	Thrill Automatic	15	1	23/10/18	£5,024		

**Launceston Town
Council Asset Register to March 2019**

Item	Brand	Ref (P)	Qty	Date Purchased	Purchase cost	Present value	Location
Forgotten Solider Silhouette	Royal British Legion	14	7	19/09/18	£1,050		

Launceston Town Council Asset Register to March 2019

Grounds Maintenance

Item	Brand	Ref (G)	Qty	Date Purchased	Purchase cost	Present value
Hedge cutter	Tanaka		2			Disposed of
Blower	Ipo Mac		1			
Ride-on Mower			1	2009	£1,000	)
Mulching mower			1	2008	£615	)
Chainsaw	Husqvana		1	2008		
Water pump	Honda		1	1982		
Generator	Honda		1	2003		
Truck	Peugeot	28	1	13/02/19	£7,075	
Strimmer	Stihl	1	1	12/08/11	£562	
FS130 Brushcutter		2	1	20/09/11	£385	
Mower	Kubota	3	1	17/07/12	£7,250	
Strimmer	Stihl		1	12/08/12	£562	
Ramp		5	1	07/09/12	£546	
Ramp		6	1	04/03/13	£546	
Palm Sander	Metabo	4	1	22/11/12	£40	
Chisel Set	Marples	7	1	12/02/13	£50	
18 Volt Combi Drill	Makita	8	1	18/04/13	£275	
Container Store	Wernick	9	1	22/04/13	£1,385	
Strimmer Harness	Stihl	10	1	14/05/13	£579	
Lawn Mower	Rover 20 Pro	11	1	14/08/13	£521	
Multifold 12' Ramp		13		19/02/14	£1,100	
Partner Van (Vehicles)		14		12/09/14	£10,100	
Climbing Equipment for tree felling					£1,153	
Chainsaw T540 14"	Husqvana				£465	
25CC Split shaft Power Unit	Husqvarna	16	1	25-Mar-15	£282	

Launceston Town Council Asset Register to March 2019

Item	Brand	Ref (G)	Qty	Date Purchased	Purchase cost	Present value
Pole Pruner Attachment		16	1	25-Mar-15	£212	
Trimmer Head and Guard		16	1	25-Mar-15	£71	
545RX 45cc Commercial Brushcutter	Husqvana	16	1	25-Mar-15	£508	
25cc Hand Held Blower	Husqvana	16	1	25-Mar-15	£133	Disposed of
Mid-size Power Unit	Toro	16	1	25-Mar-15	£4,000	
36" Rear Discharge Cutterdeck		16	1	25-Mar-15	£600	
Dual Wheel Hubs		16	1	25-Mar-15	£300	
Storage Bin for Flammables		17		12-Mar-15	£138	
L/Reach H/Trimmer		18		29/04/15	£146	
Combi 18V Drill	Hitachi	19		30/06/15	£144	
Frontline Classic UK Sprayers		20	2	07/03/16	£640	
18v 6-Piece Kit	Dewalt	21	1	03/03/16	£625	
18v Multi-Tool – Bare	Dewalt	21	1	03/03/16	£108	
Ifor Williams GD105 Trailer	Ifor Williams	22	1	01/04/16	£2,450	
Petrol Brushcutter	Stihl	23	1	01/05/16	£530	
Petrol Brushcutter	Stihl	24	1	15/06/16	£530	
Porta Cabins		25	3	01/08/16	£9,160	
Recirculating Toilet		26	1	14/10/16	£610	
18v Li-Ion Xr Twin Pack	Dewalt	27	1	03/11/16	£133	
High tip road mower	Iseki		1	02/05/17	£13,500	
Petrol Chainsaw	Stihl		1	31/10/17	£154	
Pressure Washer	RE 119	29	1	17/05/18	£225	
Petrol Blower s/no 185-108-947	Stihl	30	1	06/09/18	£200	
Petrol Hedge trimmer s/no 814-836-700	Stihl	30	1	06/09/18	£172	

Total insurance £27,394

Launceston Town
Council Asset Register to March 2019

Long Term Investments

Item	Brand	Ref (P)	Qty	Date Purchased	Purchase cost	Present value
Launceston Development Trust			1	2018	5,000	

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

CALENDAR OF FULL COUNCIL AND COMMITTEE MEETINGS 2019-2020

All meetings take place at 7pm unless otherwise indicated

Wednesday	1 May 2019	Finance & General Purposes
Thursday	2 May 2019	Planning and Economic Development
Tuesday	7 May 2019	Tourism and Information Services (5.15pm)
Thursday	16 May 2019	Annual Meeting of Launceston Town Council (2.30pm)
Tuesday	21 May 2019	Annual Meeting of Launceston Town Council (7pm)
Thursday	23 May 2019	Planning and Economic Development
<i>Bank Holiday 6 and 27 May</i>		
Monday	3 June 2019	Estates and Properties (10am)
Monday	3 June 2019	Lawrence House Management (2pm)
Thursday	13 June 2019	Planning and Economic Development
Tuesday	18 June 2019	Full Council
Tuesday	2 July 2019	Tourism & Information Services (5.15pm)
Wednesday	3 July 2019	Finance & General Purposes
Thursday	4 July 2019	Planning and Economic Development
Tuesday	16 July 2019	Full Council
Thursday	25 July 2019	Planning and Economic Development
Monday	5 August 2019	Estates and Properties (10am)
Thursday	15 August 2019	Planning and Economic Development
<i>Bank Holiday 26 August</i>		
Monday	2 September 2019	Lawrence House Management (2pm)
Tuesday	3 September 2019	Tourism and Information Services (5.15pm)
Wednesday	4 September 2019	Finance & General Purposes
Thursday	5 September 2019	Planning and Economic Development
Tuesday	17 September 2019	Full Council
Thursday	26 September 2019	Planning and Economic Development
Wednesday	2 October 2019	Finance & General Purposes
Monday	7 October 2019	Estates and Properties (10am)
Tuesday	15 October 2019	Full Council
Thursday	17 October 2019	Planning and Economic Development
Tuesday	5 November 2019	Tourism and Information Services (5.15pm)
Wednesday	6 November 2019	Finance & General Purposes
Thursday	7 November 2019	Planning and Economic Development
Tuesday	19 November 2019	Full Council
Tuesday	19 November 2019	AGM of Council as Trustee of Lawrence House Museum (after Full Council)
Thursday	28 November 2019	Planning and Economic Development

Monday	2 December 2019	Estates and Properties (10am)
Monday	2 December 2019	Lawrence House Management (2pm)
Tuesday	17 December 2019	Full Council
Thursday	19 December 2019	Planning and Economic Development
Tuesday	7 January 2020	Tourism and Information Services (5.15pm)
Wednesday	8 January 2020	Finance & General Purposes
Thursday	9 January 2020	Planning and Economic Development
Tuesday	21 January 2020	Full Council
Thursday	30 January 2020	Planning and Economic Development
Monday	3 February 2020	Estates and Properties (10am)
Tuesday	18 February 2020	Full Council
Tuesday	18 February 2020	Annual Meeting of the Council as the Burial Authority (after Full Council)
Thursday	20 February 2020	Planning and Economic Development
Monday	2 March 2020	Lawrence House Management (2pm)
Tuesday	3 March 2020	Tourism and Information Services (5.15pm)
Wednesday	4 March 2020	Finance & General Purposes
Thursday	12 March 2020	Planning and Economic Development
Tuesday	17 March 2020	Full Council
Thursday	2 April 2020	Planning and Economic Development
Monday	6 April 2020	Estates and Properties (10am)
Wednesday	8 April 2020	Annual Town Meeting (6.30pm)
Tuesday	21 April 2020	Full Council
Thursday	23 April 2020	Planning and Economic Development
<i>Good Friday 10 April, Easter Monday 13 April</i>		
Tuesday	5 May 2020	Tourism and Information Services (5.15pm)
Wednesday	6 May 2020	Finance & General Purposes
Thursday	14 May 2020	Planning and Economic Development
Thursday	21 May 2020	Annual Meeting of Launceston Town Council (2.30pm)
Tuesday	26 May 2020	Annual Meeting of Launceston Town Council (7pm)
<i>Bank Holiday 4 and 25 May</i>		

Members of the public and the press are welcome to attend all Full Council and Committee meetings. Meetings are generally wholly open to the public but there may occasionally be confidential matters to discuss, for example staffing matters, when the public and press will be asked to leave for that section of the meeting. The agendas will make it clear if there are any such items, and they are usually taken at the end of the meeting. If members of the public have specific issues to raise at a meeting it would be appreciated if they could notify the Town Clerk in advance.

Councillor Surgery Dates : As part of a market or at Tourist Information Centre (TIC):

Saturday 11 May 2019	Saturday 8 June 2019
Saturday 13 July 2019	Saturday 10 August 2019
Saturday 14 September 2019	Saturday 12 October 2019
Saturday 9 November 2019	Saturday 7 December 2019
Saturday 11 January 2020 (TIC)	Saturday 8 February 2020 (TIC)
Saturday 14 March 2020	Saturday 11 April 2020
Saturday 9 May 2020	Saturday 13 June 2020

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

LAUNCESTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/10/2018

26/02/2019

15/04/2019

S P HUDSON CPFA

Signature of person who
carried out the internal audit

S P Hudson

Date

15/04/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Launceston Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.launceston-tc.gov.uk

Section 2 – Accounting Statements 2018/19 for

Launceston Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	579,510	571,712	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	468,128	567,062	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	305,160	286,804	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-320,481	-344,997	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	51,318	51,318	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	409,287	342,597	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	571,712	686,666	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	572,542	695,104	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,780,531	13,791,243	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	949,733	942,063	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/05/19.

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Launceston Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

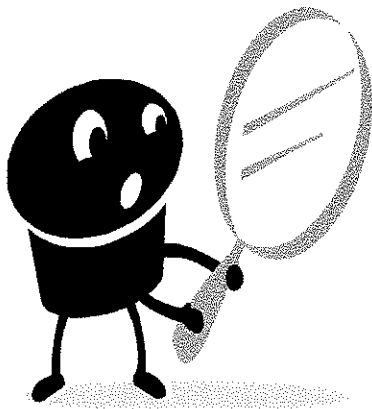
*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2019

ISSUE DATE: 15/04/2019
STATUS: DRAFT
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

SCOPE:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

APPROACH:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2018.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Visits were made to the Council's offices on 25th October 2018; 26th February 2019 & 15th April 2019.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the course of the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving our internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions and may not necessarily pertain to the application of internal controls.

Previous Recommendations

All previous recommendations have been implemented.

Accounting Records

The accounting records have been properly maintained throughout the financial year.

Payments

Grants:

The majority of grants are awarded by the Finance & General Purposes Committee in advance of the applicable financial year. Testing revealed that applications are provided and grants were paid in accordance with Members' resolutions.

Payments:

Further testing of payments made raised no issues to report.

Credit Cards:

Credit card payments are not numerous and are controlled in line with Financial Regulations.

Risk

Risk Assessment:

The risk assessment was approved by Full Council in March 2019 and the Statement of Internal Control was approved by the Finance & General Purposes Committee at their March meeting.

Cash:

An Investment Strategy compliant with new guidance has been adopted.

Budgets

Setting:

The 2019/20 budget and precept were approved by Council in January 2019, the inadequacy of general reserves was addressed with an agreement to vire funds from the Capital Projects earmarked reserve.

Monitoring:

The Council continues to regularly monitor its budgets.

Adequacy of Reserves:

Reserves stand at £686,666 of which £180,522 is contributed by the General Reserve; this equates to 24.5% of gross expenditure in line with the Council's agreed policy.

Income

Excess Charges:

Fees received are promptly banked. Recovery action is undertaken in a timely manner and is well documented and controlled.

Investment interest:

Interest received from the Council's bank accounts and investments has been accurately and promptly posted to the accounting system.

Allotments:

Details of allotment holders and rental figures are maintained on spreadsheets, fees are invoiced and testing revealed no issues to report.

Relatively inexpensive software is available to assist allotment management, including the ability to log inspections, which may be of interest to the Council.

TIC:

TIC income for September was checked to the daily banking sheets, till rolls and the nominal ledger. There were no issues to report.

VAT:

VAT claims are up to date and the accounts reflect the year-end position.

Petty Cash

Testing of petty cash controls revealed no issues to report.

Payroll

New members of staff, since our interim visit, have been issued with Contracts of Employment and salaries have been accurately applied.

Assets.

The asset register has been properly maintained and supports the figures on the Annual Governance & Accountability Return.

Bank Reconciliations

Bank reconciliations have been carried out in a timely manner throughout the year.

A year-end bank reconciliation in support of the Accounting Statements has been produced and was found to be in order; there were no balancing entries or old un-presented payments.

Accounting Statements

The accounts were correctly produced on an income and expenditure basis and were in accord with underlying records.

There was a good audit trail and debtors and creditors appeared to be properly reflected and were well evidenced. There are a few older debts that require recovery action. Supporting documentation required by the external auditor has also been produced.

Exercise of Public Rights:

Next year internal auditors are required to report on whether the Council has correctly provided the opportunity for the exercise of public rights, in accordance with the Accounts & Audit Regulations, during the summer of 2019.

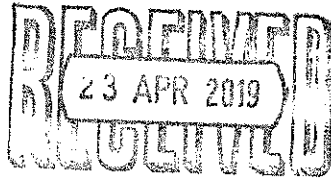
The Council must ensure that it not only provides the opportunity for public inspection for the correct period but also that it retains evidence of the publication of the appropriate notices on its website and elsewhere.

Charities & Trusts

The Council has met its obligations as Trustees albeit that Charity Commission return await submission by the appointed accountant.

Transparency Code

The Council has a new website and all the required information has been posted to it.



Launceston Foodbank Ltd.
Unit 13D Newport Industrial Estate
Launceston
PL15 8EX

T 01566 779550
E info@launceston.foodbank.org.uk
www.launceston.foodbank.org.uk

April 2019

Dear Town Clerk,

On behalf of Launceston Foodbank I would like to extend our sincere thanks for the generous donation of £500.00 presented to us at last week's annual parish meeting.

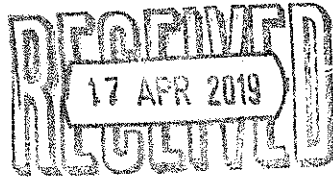
We continue to work and support any person in our community who is in crisis; with your donation we hope to be able to fund some new initiatives.

Our thanks once again,

Kind regards

Yvonne King
Launceston Foodbank Project Manager





Building a brighter future for
young people in Cornwall

Town Clerk C W Drake
Launceston Town Council
The Town Hall
Launceston
Cornwall
PL15 7AR

Sowenna Appeal Team
Suite 6, Carew House
Beacon Technology Park
Dunmere Road
Bodmin
PL31 2QN

Tel: 01208 834600
Email: sowenna.charity@nhs.net

Dear Mr Drake,

I would like to take this opportunity to acknowledge receipt of the cheque you so kindly sent on behalf of Launceston Town Council and to thank the council for their very generous donation of £500.00. This is a tremendous amount of money to donate and I cannot thank Launceston Town Council enough for their support of the Sowenna Appeal and young people in Cornwall.

Never has the need been greater to support vulnerable young people suffering from poor mental health. At present, children from Cornwall who have severe mental illnesses must travel hundreds of miles away from their family and friends for psychiatric treatment in a hospital setting. We are delighted that through Sowenna we will soon be in a position to support these young people much closer to home.

"Sowenna being located in Cornwall means I wouldn't have felt so homesick and would have seen my friends which helps recovery. This is a big step forward for holistic care in Cornwall." Jonah, 20

We want Sowenna to be the best it can be for the young people of Cornwall. The Sowenna Appeal is aiming to raise over £1million to build and equip facilities that go above and beyond the hospital beds for the young people staying, visitors, their families and friends.

We are very grateful for the support of your Town Council and can assure you that this generous donation will help fund facilities and equipment which really make a difference to young peoples' recovery, health and wellbeing.

Yours sincerely and with very best wishes,

Stephanie Pomeroy
The Sowenna Appeal Team

Sowenna Appeal
Cornwall Partnership Foundation Trust Charitable Fund, Carew House, Beacon Technology Park, Dunmere Road, Bodmin, PL31 2QN

Cornwall Partnership NHS Foundation Trust provides a range of publicly funded services, whereas the Charitable Fund improves patient services, facilities and opportunities by providing grants that help our patients regain fulfilling lives. Donations to the Sowenna Appeal will support research, education, leisure activities and equipment that would not otherwise be funded by the NHS. The Charitable Fund is registered with and regulated by The Charity Commission, where you may view our activities, our financial and compliance history and our accounts. Our charity registration number is 1058366. Your donations will help fund facilities and equipment which will really make a difference to young peoples' recovery, health and wellbeing and make Sowenna stand out as one of the best adolescent mental health units in the country.

Email: sowenna.charity@nhs.net

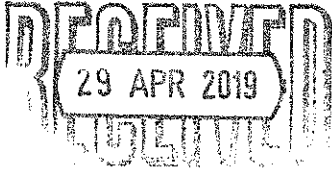
Head Office: 01208 834600



Registered with
**FUNDRAISING
REGULATOR**

Registered Charity Number: 1058366

<https://sowenna.cornwallft.nhs.uk/>



4 Lower Cleaverfield
Launceston
PL15 8ED

Launceston Town Council
The Town Hall
Launceston
PL15 7AR

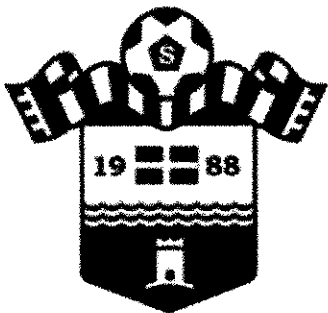
25th April 2019

Madam Mayor and Members of the Town Council

On behalf of the Launceston Carnival Committee, I would like to extend our appreciation for the considerable donation of £500 from the Annual Launceston Town Council Grant Fund. The money will be put towards the purchase of the public liability insurance and we are looking forward to putting on our tenth carnival this year.

Yours faithfully

Jackie Parsons (Carnival Secretary)



Southgate Football Club

FA Charter Standard Club

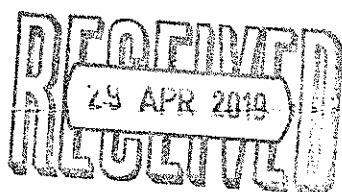
www.southgatecoltsfc.co.uk

Chairman:
Andrew Moss
01566 776573

Vice Chairman:
Julian Sanders
01566 113865

Secretary:
Diane Smith
07878260277

Treasurer:
Geoff Burns
01566 772789



5 Troods Mill
Launceston
PL15 8WH

18th April 2019

Dear Mr Drake,

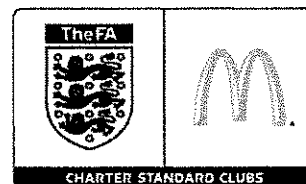
On behalf of Southgate Football Club, we would like to thank Launceston Town Council for their contribution of £420 towards our football club. As I am sure you are aware, Southgate is run solely by volunteers and relies upon the generosity of our parents and those willing to donate to the club. Therefore we are always extremely grateful for the support our local community gives us.

As a football club we currently have 8 youth teams and a senior men's team, having recently started an under 8s side this season. Next season we are looking to have more than one team representing several of our age groups and your contribution is already helping us to acquire the extra playing kits and equipment that is needed for this. An example will be the purchase of new goals for our under 8s, 9s and 10s to use.

Thank you again for your support of Southgate Football Club and we look forward to opportunities to work with yourselves in the future.

Yours sincerely,

Diane Smith
Secretary
Southgate Football Club



Launceston Memory Café
www.memorycafelaunceston.org.uk



Community support for those living with dementia Reg Charity No. 1139639



Flat 9 Pendruccombe Ct
Tavistock Road
Launceston
PL15 9HF

April 13th, 2019

The Town Clerk
The Town Hall
Western Road
Launceston
PL15 7AR

Dear Mr Drake

I am writing on behalf of the Launceston Memory Café to thank the Town Council for the cheque we received this week for £420.00.

We are most grateful for your support.

Sincerely

Pauline Smith
Secretary

ABM-Halls for Hire Usage Statistics Printed at 10/05/19 11:26

From 17/04/2019 to 16/05/2019

Launceston Town Hall	Number of Bookings	Time Booked
Entire Town Hall	1	9.00 Hours
External Hires	6	4.75 Hours
Guildhall	11	45.50 Hours
Kitchen Bar and Reception Area	22	160.50 Hours
Main Hall	35	140.50 Hours
Otho Peter Suite 01	8	20.00 Hours
Otho Peter Suite 02	5	9.50 Hours
Otho Peter Suite Both Rooms	11	73.00 Hours
Town Square	6	28.00 Hours
Total	105	

Town Square	Number of Bookings	Time Booked
Town Square	6	28.00 Hours
Total	6	

Ambulance Hall	Number of Bookings	Time Booked
Ambulance Hall (Garage)	1	0.25 Hours
Ambulance Hall (MainHall)	37	198.00 Hours
Ambulance Hall (Meeting Room)	15	91.00 Hours
Total	53	