

Town Clerk C W Drake  
Telephone 01566 773693  
[admin@launceston-tc.gov.uk](mailto:admin@launceston-tc.gov.uk)  
[www.launceston-tc.gov.uk](http://www.launceston-tc.gov.uk)



Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

**To: All members of Launceston Town Council**

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

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Thursday 16 May 2019 at 2.00pm at Launceston Town Hall and adjourned to Tuesday 21 May 2019 at 7pm in the Guildhall.

A handwritten signature in black ink, appearing to read 'C. W. Drake'.

Christopher Drake  
Town Clerk

10 May 2019

**AGENDA**

- 1. Apologies for Absence**
- 2. Election of the Town Mayor**  
To confirm the election of Cllr Gordon as Town Mayor
- 3. To receive the Mayor's Acceptance of Office**
- 4. Election of the Deputy Mayor**  
To confirm the election of Cllr Penhale as Deputy Town Mayor
- 5. To receive the Deputy Mayor's Acceptance of Office**
- 6. Award of Appreciation**  
To present an Award of Appreciation to: Ms Eve Gabriel  
Mr Robert Kovacs  
Mr Raymond Phillips
- 7. Appointment of an Honoured Burgess**  
To make an award of Honoured Burgess to Rob Tremain
- 8. Adjournment of Meeting**  
To resolve to adjourn the Annual Meeting until Tuesday 21 May at 7pm
- 9. Declarations of Interest**  
Members are reminded that all Interests must be declared before the item to be discussed
- 10. Reports from Cornwall Councillors**  
To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

**11. Reports from Councillors**

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council

**12. Report from the Town Mayor**

To receive the Town Mayor's report

**13. To confirm and sign the minutes of the last meeting previously circulated**

To confirm and sign the minutes of the meeting held on Tuesday 16 April at 7.00pm

**14. To receive and adopt the minutes of committees and sub-committees previously circulated**

- i) Finance and General Purposes Committee held on Wednesday 1 May at 7.00pm
- ii) Planning and Economic Development Committee held on Thursday 2 May at 7.00pm
- iii) Tourism and Information Services Committee held on Wednesday 8 May at 5.15pm

**15. To review and adopt Committee Terms of Reference (copy attached)**

**16. To appoint Standing Committees**

To appoint the appropriate number of Members to the Council's committees as per the individual Committee Terms of Reference

*The Mayor and Deputy Mayor are ex officio voting members of all committees*

|                                               |                   |
|-----------------------------------------------|-------------------|
| a) Finance & General Purposes Committee       | No of Members - 7 |
| b) Planning & Economic Development Committee  | No of Members - 7 |
| c) Lawrence House Management Committee        | No of Members - 5 |
| d) Estates and Properties Committee           | No of Members - 6 |
| e) Staffing Committee                         | No of Members - 3 |
| f) Tourism and Information Services Committee | No of Members - 4 |

**17. To review and adopt Standing Orders (copy attached)**

**18. To appoint representatives to the following organisations**

- a) Eventide Trust - The Mayor and Deputy Mayor
- b) Twinning Association (1)
- c) CALC (2)
- d) Launceston Sports (1)
- e) Launceston In Bloom (1)
- f) Police Liaison (2)
- g) Launceston Chamber of Commerce (1)
- h) Friends of Launceston Priory (1)
- i) Launceston Town Youth Council (1)
- j) Launceston Community Network Panel (1)
- k) CCTV Committee (2)
- l) FLIC (1)
- m) Charles Causley Festival (2)
- n) Coronation Park Trust – Cllr Gordon, Cllr Hogan, + (1)
- o) Launceston Municipal Charities – Cllr Tremain, Cllr Young
- p) Street Pastors (1)
- q) Little Red Bus (1)
- r) Orchard Youth Project (1)
- s) Lanstephan Play Area (1)
- t) Emergency Plan – Cllr O'Brien, Cllr Gordon, Cllr Young, Cllr Hogan
- u) Launceston Loyalty (2)
- v) Any other organisation requiring representation

**19. To review the inventory of Town Council land and assets (copy attached)**

- 20. Calendar of Meetings for 2019/2020**  
To receive the calendar of meetings for 2019/2020 (attached)
- 21. Annual Return Annual Governance Statement 2018-2019**  
To approve and sign the Annual Governance Statement for the Annual Return 2018-2019 (attached)
- 22. Annual Return Annual Accounting Statements 2018-2019**  
To approve and sign the Annual Accounting Statements for the Annual Return 2018-2019 (attached)
- 23. Internal Audit Report**  
To note the internal audit report (copy attached)
- 24. Correspondence and matters to note**  
Copies of all correspondence will be available for inspection at the meeting, if required  
a) Letters of thanks from grants recipients  
b) Town Council venue usage
- 25. Urgent Items**  
To consider any items which the Chairman considers to be urgent.
- 26. Date of next Meeting**  
The next meeting will be held on Tuesday 18 June 2019