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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING

held on THURSDAY 16 MAY 2019 at 2pm at Launceston Town Hall
and adjourned until TUESDAY 21 MAY 2019 at 7pm in the Guildhall

- PRESENT** Cllrs, Allen, Bailey, Bullen, Conway, Gilbert, Gordon, Harris, Hogan, Keighley, Nancarrow, Nolan, Penhale, Tremain, Young. Town Clerk (Christopher Drake).
- Guests of the Mayor and Council and Town Council staff present on 16 May. Members of the press and public on 21 May.
- 1905/32 Election of the Town Mayor**
Cllr Penhale proposed, and Cllr Hogan seconded, that Cllr Dave Gordon be elected as Mayor for 2019/2020. This was **unanimously agreed**.
- 1905/33 Acceptance of Office**
Cllr Gordon formally accepted the nomination and signed the Acceptance Book and Declaration
- 1905/34 Apologies for absence**
Councillor O'Brien gave apologies for the first part of the meeting, Cllr Nolan gave apologies for the second part of the meeting.
- 1905/35 Election of the Deputy Town Mayor**
Cllr Hogan proposed, and Cllr Nolan seconded, that Cllr Leighton Penhale be elected as Deputy Mayor for 2019/2020. This was **unanimously agreed**.
- 1905/36 Acceptance of Office**
Cllr Penhale formally accepted the nomination and signed the Declaration.
- 1905/37 Awards of Appreciation**
Awards of Appreciation were made to: Me Eve Gabriel, Mr Robert Kovacs and Mr Raymond Phillips
- 1905/38 Appointment of Honoured Burgess**
An award of Honoured Burgess was made to Mr Rob Tremain
- 1905/39 Adjournment of Meeting**
It was **resolved** to adjourn the meeting until Tuesday 21 May at 7pm.
- 1905/40 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
- 1905/41 Reports from Cornwall Councillors**
Cornwall Councillor Massey congratulated the new Mayor and Deputy Mayor. She then advised that there was a new Chairman and Leader of Cornwall Council, and gave details of

the recent Road and Community Safety training event, including proposals to involve more youth projects and the opportunity of more devolved powers from the DVLA to the Police. Cllr Massey also gave an update on the County Lines project and the positives outcome that had already been achieved

Cornwall Councillor Farrington gave an update regarding changes to parking permits, including the increase in costs to Launceston. Cllr Farrington also spoke about Cornwall Council seeking to bring building control back to Local Authorities, challenging the lower funding allocated to Cornish schools, as well as looking at setting a 'no netting' ruling for developments and requesting Central Government support for this scheme

1905/42 Reports from Town Councillors

Cllr Conway spoke in regards to Standing Order 3 d, e and f and requested that public participation should be included as part of the agenda

1905/43 Report from the Town Mayor

The Mayor gave a brief update on the engagements of outgoing Mayor, Cllr Margaret Young

1905/44 To confirm the Minutes of the last meeting, previously circulated

It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Council meeting held on 16 April 2019

1905/45 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, previously circulated:

- (i) Finance and General Purposes Committee held on Wednesday 1 May at 7pm
- (ii) Planning and Economic Development Committee held on Thursday 2 May at 7pm
- (iii) Tourism and Information Services Committee held on Wednesday 8 May at 5.15pm

1905/46 To review and adopt Committee Terms of Reference

It was **resolved** that all Terms of Reference as attached be adopted, subject to the amendment that;

- a) The meetings of the Estates and Properties committee to scheduled to start at 5.30pm
- b) The meetings of the Lawrence House Museum Management committee be moved to a bi-monthly schedule and that the in addition to the elected Members, the composition be Curator, Museum Administrator, two representatives from the Museum, Chairman of the Friends (all voting) and the Museum Mentor (non-voting)
- c) The Chamber of Commerce be named as a representative body to be included in consultation within the Planning and Economic Development committee Terms of Reference

1905/47 Standing Committees

It was **resolved** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:

- a) **Finance and General Purposes Committee**
Cllrs Allen, Bailey, Bullen, Conway, Keighley, O'Brien and Young
- b) **Planning and Economic Development Committee**
Cllrs Allen, Gilbert, Harris, Hogan, Nancarrow, Nolan and Tremain

- c) **Lawrence House Museum Management Committee**
Cllrs Hogan, Keighley, O'Brien, Tremain and Young.
- d) **Staffing Committee**
Chairman of the Finance, Planning and Estates committees
- e) **Estates and Properties Committee**
Cllrs Bailey, Harris, Hogan, Keighley, Nolan, O'Brien and Chair of Finance & General Purposes Committee (A replacement member will required if any of the above, as applicable, are elected as Chair of the Finance & General Purposes Committee)
- f) **Tourism and Information Services Committee**
Cllrs Gilbert, Hogan, Nancarrow and Nolan

1905/48 To review and adopt Standing Orders
It was **resolved** to adopt the current Standing Orders

1905/49 Appointments to Organisations
It was **resolved** to make the following appointments:

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

1905/50 To review the inventory of Town Council land and assets
It was **resolved** to note the inventory of Council assets

1905/51 Calendar of Meetings 2018-2019
The calendar had been circulated with the agenda and was **resolved** subject to the amendments that the meetings of the Lawrence House Management Committee be held on a bi-monthly schedule and meetings of the Estates and Properties committee be held at 5.30pm.

1905/52 Annual Return Annual Governance Statement 2018-2019
The Annual Return had been circulated with the agenda.

The Town Clerk read out the nine statements making up the Annual Governance Statement 2018-2019 and each one was agreed separately by the Council. It was then **resolved** to approve the Governance Statement and it was signed by the Town Mayor and Town Clerk.

1905/53 Annual Return Annual Accounting Statements 2018-2019

The Annual Return had been circulated with the agenda.

The Council considered the Accounting Statements for 2018-2019 and it was **resolved** to approve the Accounting Statements as presented. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer.

1905/54 Internal Audit Report

It was **resolved** to note the Internal Audit Report and to thank the Responsible Finance Officer and Council officers for their work

1905/55 Correspondence and Matters to Note

It was **resolved** to note the following items of correspondence:

- i) Letters of thanks from grant recipients
- ii) The Town Council venues usage

1905/56 Urgent Items

There were no items for consideration

Date of the next meeting

The next Full Council meeting will be held on Tuesday 18 June 2019

The meeting ended at 7.57pm.

Signed Date

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Launceston Town Council
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 23 May 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Gordon (Mayor), Allen, Harris (Vice Chairman), Gilbert, Hogan, Nancarrow and Tremain
In attendance: Christopher Drake (Town Clerk)
1 x public

1905/57 Apologies
Apologies for absence were received from councillors Nolan and Young

1905/58 Declarations of Interest
Cllr Allen declared an interest in planning application PA19/00844 - Sprys Of Launceston Ltd, Pennygillam Way, Pennygillam Industrial Estate

1905/59 Public Representation
Mr Wonnacott gave details regarding planning application PA19/02919 - Land South West Of 4 Hendra Gardens, Launceston, Cornwall and advised that neighbour consultations had been undertaken and a flood risk assessment had been completed

1905/60 Minutes of the last meetings
The minutes of the meeting held on 2 May 2019 were signed as a correct record

1905/61 Current Planning Applications for comment

Application	PA19/00844
Proposal	Subdivision of building into 2 units to include a partial change of use
Location	Sprys Of Launceston Ltd Sprys Of Launceston Ltd Pennygillam Way Pennygillam Industrial Estate
Applicant	Mr Phil Spry Sprys of Launceston
Decision	Support

Cllr Allen declared an interest in the above application and left the meeting and took no part in the debate or vote on this matter

Application	PA19/02802
Proposal	Construction of a new garage.
Location	8 Roydon Road St Stephens Launceston Cornwall
Applicant	Mr Brian Clark
Decision	Support

Application	PA19/02919
Proposal	Outline application for the erection of a dwelling with all matters reserved
Location	Land South West Of 4 Hendra Gardens Launceston Cornwall
Applicant	Mr & Mrs K Pooley

Decision	Support
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Application	PA19/03073
Proposal	Proposed extension and conversion of existing garage
Location	26 Hendra Vale Launceston Cornwall PL15 7HE
Applicant	Mr And Mrs Connie – Hutchings
Decision	Support

Application	PA19/03280
Proposal	Conversion of first and second floor mixed use residential and redundant office accommodation into five residential flats and four ground floor retail units, incorporating a rear galvanised fire escape stair with door and new glazed shop front.
Location	Philip Warren & Son 1 Westgate Street Launceston Cornwall
Applicant	Mr Mike Stevenson Stevenson Homes Ltd
Decision	The Town Council objects to this application as the premises are too small in size. The Council supports the previous application consisting of four dwellings

Application	PA19/03317
Proposal	Non Material Amendment (1) in respect of PA17/08661 (Application for alteration of building to provide additional vets office, larger partners office, accounts office and overnight staff accommodation for two staff): Additional first floor window.
Location	The Castle Veterinary Centre Pennygillam Way Pennygillam Industrial Estate Launceston Cornwall PL15 7ED
Applicant	The Castle Veterinary Centre
Decision	Support

Application	PA19/03664
Proposal	Construction of a two storey annexe extension
Location	Holly Park Hurdon Road Launceston Cornwall
Applicant	Mr Ian Bounsall
Decision	Support

Application	PA19/03773
Proposal	Reserved Matters application in respect of outline application PA15/05521 (Proposed residential development to provide 8 dwellings)
Location	Land South East Of Penworth Close Launceston Cornwall
Applicant	Mr K Hicks
Decision	The Town Council objects to this application. The site is not appropriate for additional development and there are already highways safety concerns in the surrounding vicinity.

If approved there will be access issues to the site as it will be located near a single track road with no passing places. The identified site should remain as public open space as Launceston is identified within the Site Allocations DPD as being chronically lacking in such amenity and cannot afford any further loss. Should the application be granted, the Town Council has serious concerns about development being extended at the site

1905/62

Planning Decisions noted

It was **resolved** to note the following planning decisions

Application	PA19/01779
Location	Land W Of 44 Dunheved Road Launceston Cornwall
Proposal	Reserved Matters in respect of application PA16/10221
Decision	APPROVED
Town Council	SUPPORT
Application	PA19/00844
Location	Sprys Of Launceston Ltd Sprys Of Launceston Ltd Pennygillam Way Pennygillam Industrial Estate Launceston
Proposal	Subdivision of sui generis building into 2 units to include a change of use of 1 unit to B8 with 10% trade counter
Decision	APPROVED
Town Council	SUPPORT
Application	PA19/02476
Location	24 Gendalls Way St Stephens Launceston Cornwall PL15 8SE
Proposal	Proposed off road parking
Decision	APPROVED
Town Council	SUPPORT

1905/63

Correspondence and items to note

It was **resolved** to note the details of the Guide for Town/Parish Councils on Planning Application Consultations

Next Meeting

The next meeting of the committee will be held on Thursday 13 June 2019 at 7pm.

The meeting closed at 7.29pm

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

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Launceston Town Council
The Town Hall
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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING

Held on 3 June 2019
at 5:30pm in the Town Hall.

PRESENT: Cllrs. Gordon (Mayor), Penhale (Deputy Mayor), Conway, Harris, Hogan, Keighley and Young (substitute for Cllr Bailey)

In attendance: David James (Estates & Properties Manager).

- 1906/01 Election of Chairman**
Cllr Penhale proposed and Cllr Hogan seconded that Cllr Keighley be elected as Chairman.
This was **unanimously agreed**
- 1906/02 Election of Vice Chairman**
Cllr Harris proposed and Cllr Young seconded that Cllr Hogan be elected as Vice Chairman
This was **unanimously agreed**
- 1906/03 Apologies for Absence**
Apologies received from Cllr Bailey
- 1906/04 Declarations of Interest**
Councilors were reminded that if a councilor 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.
- 1906/05 Public Representation Session**
No members of the public were present at the meeting.
- 1906/06 Minutes of the last meeting**
The minutes of the meeting held on 1 April 2019 were signed as a correct record.
- 1906/07 Site Visits**
It was requested that works be undertaken to Dockacre closed Cemetery that members of the committee were to accompany the Estates Manager to decide on how to make the Cemetery more assessable to the community.
- 1906/08 Estates & Properties Manager's Report**
It was **resolved** to note the report
- 1906/09 Ambulance Hall**
It was **resolved** that the front doors were to be painted and to inform Tony Taplin to remove his memorabilia from the hall.

- 1906/10 Town Square Seats**
It was **resolved** that the Area Manager of the Co-op will be contacted to resolve the issue of the continued damage of the memorial seats. If not resolved the Council will take action and look at methods to stop the damage.
- 1906/11 Grammers Park, Priory Park, Lanstephan (St. Marys Road) and Coronation Park Play Areas**
It was **resolved** to note the RoSPA play area safety inspections for the sites .
- 1906/12 Lanstephan (St. Marys Road)**
It was **resolved** to use the Town Councils resources to reinstate the security fence at the bottom of the play park.
- 1906/13 Town Hall Heat Pump**
It was **resolved** to agree to the repair and to accept the quote received.
- 1906/14 Urgent items**
It was noted that the Council is looking at installing a Water Bottle Filler in the Town Square
- Date of the next meeting**
The next meeting would be held on Monday 5 August 2019 at 5:30pm

The meeting closed at 6:30pm.

Signed.....

Date.....



Lawrence House Museum

(A Registered Charity)



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Lawrence House
9 Castle Street
Launceston
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PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 3 June 2019 at 2pm at Launceston Town Hall (Otho Peter Suite)

PRESENT: Cllrs Gordon (Mayor), Hogan, Nolan, Tremain and Young. Arthur Wills (Chairman Friends of Lawrence House Museum), Lesley Barker (Museum Administrator), Pam Davey (Museum Representative), Judith Cayzer (Museum Representative), Carol Bunbury (Museum Representative), Christopher Drake (Secretary),

1 Election of Chairman

Cllr B Hogan was unanimously elected as Chairman.

2 Election of Vice Chairman

Mr A Wills was unanimously elected as Vice Chairman.

3 Apologies for absence

Apologies were received from Cllrs Keighley, O'Brien and Penhale and Mary Godwin (Museum Mentor)

4 Minutes of the last meeting

The minutes of the meeting held on Monday 4 March 2019 were agreed as a correct record and were signed by the Chairman.

5 Treasurer's Report

The report and income and expenditure account were noted

6 Curator's Report

The Curator's report was circulated with the agenda and is appended to these minutes.

7 Friends of Lawrence House Report

The report was circulated at the meeting and is appended to these minutes

8 Museum Representative Report

Miss Davey advised that exhibitions had been a great success and positive comments received. Miss Davey also raised concerns regarding the action taken in replacing the outgoing curator

9 Archivist's Report

Mr Wills' report is attached to these minutes.



Lawrence House Museum

(A Registered Charity)



01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

10 Property Updates

Cllr Hogan gave an update regarding Saturday opening and spoke about works required to investigate electricity consumption. A site visit will be arranged with the Estate and Properties Manager

11 Meeting dates

It was **agreed** that meetings be held on a bi-monthly basis and be held on Tuesdays at 4.00pm, with the Tourist and Information Services Manager invited to attend

12 Working party updates

It was **agreed** that:

- i) opening times be agreed at the next meeting and the details be forwarded to the National Trust
- ii) a copy of the Curator Job description be re-circulated
- iii) a copy of the councillor museum shift rota be circulated to the Museum Administrator
- iv) details of the requirement for a paid post within the museum be considered by the Council's Staffing committee

13 Urgent Items

Councillors were invited to attend the Museum Operation Team meeting on Tuesday 23 July at 2.30

Date of the next meeting

The next meeting will be held on Tuesday 2 July at 4pm at Launceston Town Hall.

The meeting finished at 3.25 pm.

Signed Date

Agenda item: 11

Committee: Full Council

Date: Tuesday 18 June 2019

Subject: Enforcement Issues

Summary: To note the update regarding proposed trials in regards to enforcement controls within the town

Recommendations.

The Council is recommended to note the details regarding the proposals allowing the Town Council involvement in enforcement matters

1 Information

- 1.1 Further to the Town Council requesting more powers to deal with parking issues within the town, officers met with colleagues from Cornwall Council to discuss the matter. It was noted that the Town Council wished to work in partnership with Cornwall Council in seeking ways to deal with day to day issues that caused a highways nuisance or obstruction in the town.
- 1.2 Cornwall officers advised of a trial system that had been undertaken in other towns and whilst there was the necessary evaluation work still being undertaken on these, the Town Clerk advised that Launceston would be interested in being part of any such future trial, community pilots or project work.
- 1.3 During discussions, it was noted that other enforcement issues could be considered in regards to dog fouling and littering and Town Council officers again advised that the Town Council would be willing to work in any scheme which assisted in alleviating the issues. One of the keys issues regarding these matters is that when offences occur, Council officers either at the Town or Cornwall Council, are not on site or in the vicinity and therefore Cornwall Council is looking at ways in which local residents can report issues directly. This would include providing as many details of the offender and the issue that took place, so that Council officers can then seek to speak, and if necessary fine offenders.
- 1.4 The Town Council's Senior Grounds operative is a dog warden and is around the town and surrounding parishes from 8.00am every week day. This ensures we have a good presence however it is extremely unlikely for persons to commit littering or allow dog fouling at times when a clearly identifiable official is on site. As it is simply not physically or financially possible to have a member of staff constantly on duty outside of regular working hours, it is at these times that the proposals regarding a residents reporting scheme could hopefully work.

- 1.5 Officers are awaiting a further update from Cornwall Council in how the system will work and details will be brought back to Council for consideration.

2. Financial considerations

- 2.1 At this stage, there are no financial implications to the Council. If a trial system is implemented then the Council may be required to allocate Council colleague time to any scheme. In addition to officer time around the town, there may also be an element of time if the Town Council were to also agree the collection of any fine payments. However the Town Council would be recommended to agree that a proportion of any Fixed Penalty Notices/fines income is payable to the Town Council

Contact officer: Christopher Drake – Town Clerk
12 June 2019

Agenda item: 12

Committee: Full Council

Date: Tuesday 18 June 2019

Subject: Lawrence House Museum

Summary: To note the updates regarding the Lawrence House Museum and to agree the future operation of the site

Recommendations.

The Council is recommended to;

- 1) Note the details on the work of the Lawrence House Museum working party**
 - 2) Agree whether the operation of the Museum should be undertaken as part of a paid post**
 - 3) Agree the responsibilities for the day to day operation of the Museum and the necessary line management of the site during the interim period until such time as any post is filled**
 - 4) Agree the reporting of actions required at the site and the necessary protocol to ensure that any decisions are legal and within the parameters of the Town Council's Financial Regulations**
 - 5) To consider if the Council wishes to be involved in a forthcoming workshop regarding museum development**
-

1 Background Information

- 1.1** Further to the Town Council receiving details of the resignation of the curator post at the Lawrence House Museum (LHM) in March, the Council resolved that a working party be set up to consider future arrangements for the museum. The working party agreed that:
- councillors would work in the museum to gain an overview throughout the current season and this would include Saturday openings from 10.30-4.00.
 - the Museum mentor to be requested for input on the salary scales and type of posts suitable for the museum
 - the vacancy to be filled in time for the 2020 season

2. Museum operation

- 2.1** Members, in their capacity as Trustees of the museum, are asked to agree if they wish for a paid post to be instigated at LHM. The Council has not budgeted for such a post but further to meetings with the Museum mentor, details of the salary scales required can be considered and if the Council resolves to establish a post of this nature, the finances can be agreed as part of the 2020-21 budget setting in November. If it is agreed to establish such a post, Members can agree the job description in partnership with any recommendations from the Museum mentor.

- 2.2 During the interim period until such time as any post is filled, Members are requested to agree the responsibilities for the day to day operation of the Museum and the necessary line management. It is essential that a clear line of communication is agreed to allow officers to undertake work as necessary. This is to avoid any situation whereby work is not carried out, or the line of reporting is confused, leading to instances of mis-communication and the potential for the duplication of work and/or duties.
- 2.3 It is important that the Council agrees its role in the operation of the Museum and whether the Museum forms an integral part of the Town Council's operation such as the library and the TIC or if it is to function as a standalone site, operating within its own management and budget. It is important to remember that councillors are responsible for the museum as nominated trustees and are liable for all eventualities in regards to the site and its operation

3 Museum Development

- 3.1 The Town Council has been contacted by Bryony Robins, Museum Development Officer Cornwall Museums Partnership – SW Museum Development, who has offered the Council support in the process of taking the Museum forward, in her role as the museum development representative.
- 3.2 Museum development is a national programme funded by the Arts Council England to support all Accredited museums (those that meet national standards), offering small grants and access to specialist advice. Cornwall Council also funds the programme, allowing for the creation of a more ambitious programme including Cornwall Heritage Awards, the Resilience in Museums programme and additional training.
- 3.3 Due to changes in funding there is a brief window of time to refocus museum development towards community need and to support museums in addressing local issues. The Council has been asked if, along with museum volunteers, and others from north Cornwall, it would be willing to take part in a short conversation workshop in Launceston in July , to help identify trends so as a future plan can be programmed.

Contact officer: Christopher Drake – Town Clerk
12 June 2019

Agenda item: 13

Committee: Full Council

Date: Tuesday 18 June 2019

Subject: Progress and Information

Summary: To notes and/or consider various items of progress and information

Recommendations.

The Council is recommended to;

- 1) Consider the request from the charity Scope for the siting of a textile recycling bank**
- 2) Agree the request regarding the use of monies from the Local Devolution Fund towards the future costs of the devolution of the library service**
- 3) To consider if the Council wishes for polling cards to be used at the forthcoming by election**
- 4) To consider if the Council wishes to take part in the planned VE Day commemoration**

1 Textile Bank

- 1.1 The Town Council has been approached to see if it can support in helping to find new locations for, and to further expand the network of textile recycling banks operated by the charity, Scope. The textile banks help to raise awareness and to provide a much needed source of income towards ongoing projects which help towards allowing persons with disabilities having the same opportunities as the more able bodied. The bins also help in reducing landfill as well as increasing the availability of textile recycling facilities for local residents.

2 Local Devolution Fund

- 2.1 As part of the future devolution of the library, Cornwall Council officers are instructing architects. There is currently approximately £7500 ring-fenced from the Local Devolution Fund (LDF) to support the future devolution of the library. The Council is requested to agree that a part of this fund can be allocated towards the costs of architects.

3 Polling cards

- 3.1 The Council has been advised that further to the vacancy arising following the resignation of Mrs Jessica Williams, a by election has been requested by electors. Members are requested to consider whether the Town Council wishes to have polling cards printed for this forthcoming election. Cornwall Council has advised that the approximate cost of the polling cards will be £1,000.

- 3.2 At the last by election held in May, the Council resolved that polling cards were not printed. The cost of the last election was £3583

4 VE Day commemoration

- 4.1 The Council has received details of VE Day 75, which is being organised to celebrate and commemorate the 75th Anniversary of VE Day. The celebration will cover the weekend of 8th - 10th May 2020, and the planned activities over the weekend are as follows:
- The Playing of Battle's O'er & VE 75 Years
 - The Nation's Toast to the Heroes of WW2
 - The Cry for Peace, around the World
 - Churches & cathedrals Ringing out for Peace
 - Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
 - Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post
- 4.2 The Council is requested to consider if it wishes to register its interest in taking part in the commemorations. Registration will allow the Council to be kept up to date on all aspects of the commemoration

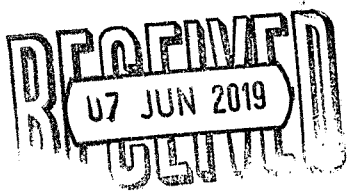
Contact officer: Christopher Drake – Town Clerk
12 June 2019

From 17/05/2019 to 16/06/2019

Launceston Town Hall	Number of Bookings	Time Booked
Entire Town Hall	1	5.25 Hours
External Hires	2	2.25 Hours
Guildhall	15	48.75 Hours
Kitchen Bar and Reception Area	26	150.50 Hours
Main Hall	35	167.00 Hours
Otho Peter Suite 01	10	33.50 Hours
Otho Peter Suite 02	6	13.50 Hours
Otho Peter Suite Both Rooms	7	30.00 Hours
Town Square	9	40.50 Hours
Total	111	

Town Square	Number of Bookings	Time Booked
Town Square	9	40.50 Hours
Total	9	

Ambulance Hall	Number of Bookings	Time Booked
Ambulance Hall (Garage)	1	0.25 Hours
Ambulance Hall (MainHall)	34	172.00 Hours
Ambulance Hall (Meeting Room)	4	24.50 Hours
Total	39	



6th June 2019

Dear Kate,

Thank you so much for your help and support with last weekend's Devonshire Association conference. The Town Hall proved to be an ideal venue - elegant and spacious, with excellent facilities, and terrific back-up from your IT support team. Serving behind the bar on the evening of our President's Reception, I was especially grateful for the loan of the corkscrews, without which it would have been a rather sad affair!

Our conference was stimulating and most enjoyable and the Town Hall and your staff were key to its success. Many thanks again for looking after us so well.

Yours sincerely
Sue Andrew,
Chair.

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