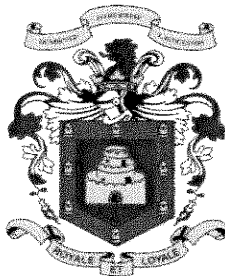


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 18 JUNE 2019 at 7pm in the Guildhall

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Bullen, Conway, Gilbert, Harris, Hogan, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Christopher Drake (Town Clerk), 1 x press, 9 x Public
- 1906/15 Apologies for absence**
Apologies for absence were received from Councillor Keighley and Cornwall Councillors Farrington and Massey
- 1906/16 Declarations of Interest**
There were no declarations of interest
- 1906/17 Plastic Free Launceston**
The Council received a presentation from Olivia Riby on the Plastic Free Launceston initiative who advised that the scheme was already well supported in the town and that several schools and business were signed on to the scheme. Ms Riby requested that the Council pass a resolution supporting the scheme and nominated a councillor as an Outside Body Representative to the scheme
- 1906/18 Change to Order of Business**
It was **resolved** that the order of business be changed and that agenda item 10 be taken as the next item for consideration
- 1906/19 Plastic Free Launceston**
It was **resolved** that the Town Council support the Plastic Free Launceston initiative and that Cllr Sam Allen be the Council's Outside Body representative
- 1906/20 Suspension of Standing Orders**
It was **resolved** to suspend Standing Orders to allow a member of the public to speak on a matter not on the Council agenda*
- *Standing Orders were suspended at 7.15pm and resumed at 7.20pm***
- 1906/21 Public Representation Session**
Mrs D Rogers spoke in regards to the Community Governance Review. The Mayor advised that this was not an item on the agenda

Mr L Whaley spoke in regards to the sponsorship he had received for the supply of a dig waste bin to be installed at the Stourscombe Estate and stated that funding needed to be found towards the costs of the provision of a dog warden

Mrs Hollingsworth reiterated the issued regarding dog fouling at Stourscombe

Mrs J Heaton asked about public speaking at Council meetings and the Council's Standing Orders in this regard
- 1906/22 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 Annual Meeting of the Council held on 16 May 2019 at 2.00pm and 21 May at 7.00pm

1906/23

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 23 May 2019 at 7.00pm
- ii) Estates and Properties Committee held on Monday 3 June 2019 at 10.00am
- iii) Lawrence House Management Committee held on Monday 3 June 2019 at 2.00pm

1906/24

Reports from Cornwall Councillors

Cornwall Councillor Adam Paynter gave an update regarding climate change consultations and stated that Cornwall Council aimed to become carbon neutral and also advised that the forthcoming Community Network Panel meeting included an agenda item on climate change. Cllr Paynter also advised that the issue of bus services was being reviewed and that new digital information display boards were to be installed. Cllr Paynter also spoke about the costs of car parking within the town and how this is reviewed to ensure that effective pricing is undertaken, as well as giving an update regarding issues at Lanstephan play area and saying that works need to be undertaken at the site. Cllr Paynter spoke about the provision of dog bins and the need to consider their inclusion at new housing developments.

Cllr Conway said that it was good that a review of bus services was being undertaken and stated that a bus stop be installed near Holmleigh Garden Centre. He also said that it was good that basic provisions for new communities is proper and it is good that these will now be considered. **Cllr Paynter** said that bus stop provision was being investigated and travel efficiencies considered

Cllr Penhale raised concerns regarding the cost of bins and needed assurances that they would be emptied and also raised concerns regarding issues of customer services at the local recycling centre. **Cllr Paynter** said that there was a fining mechanism in place if bins were not emptied and also stated that he would look into the matter regarding the recycling centre

Cllr Tremain stated that there will be a financial cost to achieve the climate change targets and that building regulation changes would support required environmental changes to buildings

Cornwall Councillor Massey provided a written report to the Council and this is appended to these minutes

1906/25

Reports and Questions from Town Councillors

Cllr Allen gave an update in respect to her role as Outside Body Representative for the Town CCTV and thanked the police for their support and the Town Council for the grant award. A copy of her report is appended to these minutes

Cllr Penhale gave an update regarding In Bloom and advised that the organisation is continuing and that a new committee had been agreed and that planting was ongoing

Cllr O'Brien stated that there was a need for CCTV to be installed at Newport

Cllr Harris gave an update regarding Street Pastors and advised that more unknown people were visiting the town and that there had been signs of use of Class C drugs

Cllr Conway

stated that the CCTV organisations accounts were running at a loss and more income is required

1906/26

Report from the Town Mayor

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

1906/27

Enforcement Issues

Members considered Report 14/19 (previously circulated)

It was **resolved** to note the details regarding the proposals allowing the Town Council involvement in enforcement matters

1906/28

Lawrence House Museum

Members considered Report 15/19 (previously circulated)

It was **resolved** that;

- i) the details on the work of the Lawrence House Museum working party be noted
- ii) the operation of the Museum being undertaken as part of a paid post be considered by the Lawrence House Management committee
- iii) the responsibilities for the day to day operation of the Museum and the necessary line management of the site during the interim period, to include 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 require that the Museum Operations team report all matters to the Town Council offices
- iv) the number of spaces available to the Council for the forthcoming workshop regarding museum development be established

1906/29

Progress and Information

Members considered Report 16/19 (previously circulated)

It was **resolved** that;

- i) further to the request from the charity Scope for potential sites for a textile recycling bank, sites at Pennygillam Industrial Estate, the Cattle Market car park and the foodbank at Newport be proposed
- 2) the request for the use of monies from the Local Devolution Fund towards the future costs of the devolution of the library service be agreed
- 3) polling cards not be used at the forthcoming by election
- 4) the Town Council will support the planned VE Day commemoration, to include an event within the Town Hall

1906/30

Correspondence and matters to note

- i) The Town Council's venues usage was noted
- ii) The letter of thanks from the Devonshire Association was noted

1906/31

Urgent Items

Cllr Harris advised that he was due to undergo surgery and gave apologies for the next meeting of Council and for those committees on which he was a member

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 16 July 2019 at 7pm

The meeting ended at 8.21pm

Signed Date



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

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Tuesday 2 July 2019 at 4pm at Launceston Town Hall (Otho Peter Suite)

PRESENT: Cllrs Gordon (Mayor), Penhale (Deputy Mayor), Hogan, Keighley, Tremain and Young. Arthur Wills (Chairman Friends of Lawrence House Museum), Lesley Barker and Kate Herrick (Museum Administrator), Pam Davey (Museum Representative), Judith Cayzer (Museum Representative), Ewan Murray (TIC Manager), David James (Estates and Properties manager), Christopher Drake (Secretary),

1 Apologies for absence

Apologies were received from Cllr O'Brien and Mary Godwin (Museum Mentor)

2 Minutes of the last meeting

The minutes of the meeting held on Monday 3 June 2019 were agreed as a correct record and were signed by the Chairman subject to the amendment under Item 13 – Urgent Items, that the Museum Operation Team meeting was held at 10.30am

3 Treasurer's Report

The report and income and expenditure account were noted and it was **agreed** to introduce the new Grant Aid envelopes and that Cllr Harris be removed as a cheque signatory for the Lawrence House Museum HSBC bank accounts as he is no longer a member of the committee and Cllr Gordon be added to the

4 Museum Report

The Museum report was circulated with the agenda and is appended to these minutes. It was **agreed** that a letter be sent to all stewards updating them on current progress and the museum and including details of the ongoing Saturday opening rota

5 Friends of Lawrence House Report

Due to the changes in committee meeting dates, Mr Wills advised that there had been no meetings of the Friends since the last committee meeting and that there were no updates or reports to provide

6 Museum Representative Report

Miss Davey advised there were no updates to report

7 Property Updates

David James provided an update on all matters concerning the site, including details of the energy survey and advised of the planned works to be undertaken



Lawrence House Museum

(A Registered Charity)



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8 Updates from Full Council

It was **agreed** to note the updates from Full Council and that the potential to employ a curator on a Fixed Term contract be agreed and that a meeting with the Museum Mentor to be arranged to agree details of the role and relevant pay scales

9 Request for use of the Museum

The request from the Launceston branch of the NSPCC to hold a cream tea at the Museum on Saturday 31 August, to include the erection of a gazebo if weather permitted, and for a donation to be made to the Museum from the proceeds of the event, was **agreed**

10 Urgent Items

The Chairman expressed his thanks to all those involved with the work and operation of the Lawrence House Museum

Date of the next meeting

The next meeting will be held on Tuesday 3 September at 4pm at Launceston Town Hall.

The meeting finished at 5.10 pm.

Signed Date



**Minutes of The Tourism and Information Services Committee held on
Tuesday 2 July 2019 at 5.15pm at the Town Hall**

- Present:** Cllrs: Gordon (Mayor), Penhale (Deputy Mayor), Hogan, Gilbert and Nolan
In attendance: Cllr Allen and Ewan Murray – TIC Manager (Minute taker)
- 1907/01 Election of Chairman**
Cllr Gordon proposed and Cllr Hogan seconded that Cllr Penhale be elected as Chairman.
This was **unanimously agreed**
- 1907/02 Election of Vice Chairman**
Cllr Hogan proposed and Cllr Penhale seconded that Cllr Nancarrow be elected as Vice Chairman.
This was **unanimously agreed**
- 1907/03 Apologies for Absence**
There were no apologies received
- 1907/04 Declarations of Interest**
No declarations were made
- 1907/05 Public Representation Session**
No members of the public were present
- 1907/06 Minutes of the last meeting**
The minutes of the meeting held on 8 May 2019 were agreed and signed as a correct record
- 1907/07 Financial Report**
It was **noted** that there is no significant current variance from the forecast of outturn
- 1907/08 Manager's Report**
It was **noted** that;
i) Footfall continues at two thirds/one third in mornings/afternoons respectively
ii) Investigation into outdoor an PA system continues, including assessing whether hiring would be more cost effective
iii) The construction of the new website is underway
- 1907/09 The Mayor's Charity Community Show**
A progress update of progress was given by the Tourist Information Manager
- 1907/10 Saturday Markets**
It was **resolved** that TIC staff should investigate market participation in both the 'Launceston Carnival' and the 'Christmas Light Switch On' events whilst ensuring the outcomes do not impeded existing plans
- 1907/11 Recycling in Launceston**
Cllr Allen gave an updated on the council's ambition to reduce the use of plastic within the town and it was **resolved** to explore ways of reducing plastic use in the TIC and Saturday markets
- 1907/12 Funding TIC Events**
It was **resolved** to establish a fiscal mechanism, within the remit of the Finance and General Purposes Committee, which aids the organisation of future TIC events.

1907/13

Town Guide

The following points were **noted**:

- I. There has been a delay in the publication of the guide
- II. The delay was caused by a number of complex reasons
- III. The primary reason was to protect public funds should advertisers not honour their commit

1907/14

TIC Opening Times

It was **resolved** that in the interests of securing value for money of public funds, the TIC will not open on bank holidays

1905/15

Items to Note and any Urgent Matters

No urgent matters were raised

Date of Next Meeting

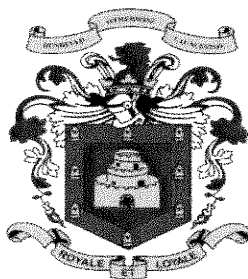
The next meeting is scheduled for Tuesday 3 September 2019 at 5.15pm

The meeting closed at 6.25pm

Signed

Date

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Cornwall PL157AR

MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the Otho Peter Room, Launceston Town Hall, on Wednesday 3 July 2019 at 7pm

PRESENT: Cllrs Allen, Bailey, Bullen, Conway, Gordon, Keighley, O'Brien, Penhale and Young
In attendance: Helen Gribble (RFO/Support Services Manager)

1907/16 Election of Chairman

Cllr Conway was elected Chairman

1907/17 Election of Vice Chairman

Cllr Bailey was elected Vice Chairman

1907/18 Apologies for absence

No apologies for absence were received

1907/19 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.

1907/20 Public Representation Session

No public representations were made.

1907/21 Minutes of the last meeting

The minutes of the meeting of 1 May 2019 were signed as a correct record.

1907/22 Finance

It was **resolved** to approve the payments (vouchers 1 to 160) as per the lists appended to these minutes. Cllrs Gordon and Keighley carried out a random checks of payments for audit purposes (voucher no's 10, 38, 44, 50, 79, 93, 95, 96, 98, 152)

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

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

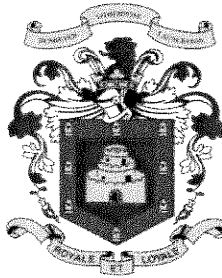
The bank reconciliation for 30 June 2019 were examined and signed as correct by Cllr Bailey and **approved** by the meeting.

Cllrs Allen and Young will conduct the payments check for August and September respectively.

- 1907/23 Purchase of a Projector**
It was **resolved** to approve a budget of £1,500 to purchase a new ultra short throw projector for use within the Town Hall Complex and the Ambulance Hall.
- 1907/24 Defibrillator Locations**
It was **resolved** to adopt the three donated defibrillators in the purposed locations and their ongoing maintenance and to relocate the Town Hall defibrillator to an external box to enable 24 hour access.
- 1907/25 Bank Signatories**
It was **resolved** to add Cllr Gordon and Bailey to the cheque signatories.
No changes were made to the online bank signatories.
- 1907/26 Urgent Items**
The RFO notified the committee that the Salaries payments were now made direct from the Current Account. The need to them to be paid from the Imprest account has been removed with the introduction online authorisation by two Councillors.
- Date of Next Meeting**
The next meeting will be held on Wednesday 3 September 2019 at 7pm.
- The meeting closed at 7:22 pm.

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 4 July 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Gilbert, Hogan, Nancarrow, Nolan and Tremain
In attendance: Christopher Drake (Town Clerk)
1 x public

1907/27 Apologies
Apologies for absence were received from Cllr Harris

1907/28 Declarations of Interest
Cllr Gordon declared an interest in Agenda Item 6 in regards to conversations concerning the new development at Upper Chapel

1907/29 Public Representation
There was no public representation

1907/30 Minutes of the last meetings
The minutes of the meeting held on 13 June 2019 were signed as a correct record

1907/31 Current Planning Applications for comment

Application	PA19/05041
Proposal	Construction of two storey extension
Location	Grasmere Dunheved Road Launceston PL15 9JQ
Applicant	Messrs K & J Everard
Decision	SUPPORT

Application	PA19/05389
Proposal	Alterations and extension to dwelling house.
Location	3 Brookside Close Launceston Cornwall PL15 8SF
Applicant	Mr And Mrs Andrew Froude
Decision	SUPPORT

1907/32 Correspondence and items to note

1) The issue regarding traffic problems caused by the Upper Chapel development was noted and it was **resolved** to write to Cornwall Council advising of the Council's concerns and those of local residents

Councillor Gordon declared an interest in the above item and left the room and took no part in the debate or voting

- 2) It was **agreed** that the Town Council's submission to the Community Governance Review in regards to the Pennygillam industrial Estate be clarified that it does not include the three residential properties at Tresmarrow
- 3) The Council's response to Cornwall Council under the Protocol for Local Councils regarding planning application PA19/02919 – Land South West of 4 Hendra Gardens, as agreeing with the recommendation of planning officers to refuse the scheme, was noted

Next Meeting

The next meeting of the committee will be held on Thursday 25 July 2019 at 7pm.

The meeting closed at 7.17pm

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



CHILD PROTECTION & SAFEGUARDING POLICY

Safeguarding is Everyone's Responsibility

- This policy was adopted on: (insert date)
- The policy will be reviewed on: (insert date)
- The Town Council Safeguarding Lead is: (insert name)
- The Town Council 'Cover' Safeguarding Lead is*: (insert name)

This policy is based on the template provided by Cornwall Council in tended for town and parish councils 2016

Purpose of Policy

The purpose of this policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:

- All children, young people and adults are safe and protected from harm;
- Other elements of provision and policies are in place to enable children, young people and adults to feel safe, be safe and adopt safe practices;
- Everyone (Councillors, council staff, trustees and volunteers) are aware of the expected behaviours and the council's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults;

Policy Statement

This policy highlight procedures and identifies good practice within Launceston Town Council to ensure that each person can demonstrate an understanding of the duty to safeguard and promote the welfare of children, young people and adults. Our council deplores any abuse, including the sexual exploitation of children, and will not tolerate failure at any level to prevent harm, support victims and bring offenders to justice. This policy has been developed in line with government legislation, publications and guidance.

Launceston Town Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within our organisation to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person. Our organisation has a responsibility to make sure that it has an effective safeguarding policy and procedures in place and monitors that the council complies with them. Launceston Town Council has appointed a Safeguarding Lead who has responsibility for dealing with all safeguarding issues.

Launceston Town Council recognises that for this policy to be effective, it is essential that everyone working in and for the organisation has an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and adults and how to access further advice, support or services.

**The Cover Safeguarding Lead is the point of contact should the concern relate to the Safeguarding Lead*



Individual responsibilities

Launceston Town Council recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to:

- health and safety;
- meeting the needs of children, young people and adults with medical conditions;
- providing first aid as required;
- visits organised or sponsored by the council;
- internet and e-safety;
- appropriate arrangements to ensure security;

In all cases, the council takes into account its local context as well as its statutory requirement to fulfil its obligations through the Equalities Act 2010.

The law identifies several 'protected characteristics' and it is illegal to discriminate based on any of these features. The identified characteristics are:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex/gender
- Sexual orientation

Additionally, we recognise that safeguarding can involve a range of potential issues such as:

- **Bullying, including cyberbullying (by text message, or through social media)**
- Peer on peer, prejudice-based bullying, 'line-management' bullying
- racist and homophobic or transphobic abuse
- sexting
- substance misuse
- issues specific to a local area or population, for example gang/drug activity and newcomers to an area such as refugees
- domestic violence
- sexual exploitation
- female genital mutilation
- extremist behaviour and radicalisation
- forced marriage
- modern slavery.



Everyone associated with Launceston Town Council maintains an attitude of 'it could happen here' and are aware of the signs and indicators of abuse. Everyone has a responsibility to provide a safe environment for children, young people and adults.

Our recruitment policy and induction process include information on our arrangements and systems for safeguarding, code of conduct and details of the Safeguarding Lead. Everyone is provided with opportunities to receive appropriate training, which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the council's safeguarding procedures.

Everyone knows how to respond to someone who discloses abuse, (including children and adults) or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All residents are made aware of our council's responsibilities with regard to safeguarding through publication of the safeguarding policy. When services are delivered by a third party or agency, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves are bone fide. We will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children, young people and vulnerable adults are aware of and understand the need for compliance with the council's safeguarding procedures. Our organisation operates safer recruitment practices including making sure that:

- Statutory duties to undertake required checks on staff who work with children/vulnerable adults are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009;
- Statutory guidance relating to volunteers is followed;
- Recruitment panel members are properly trained;
- Should the council dismiss a member of staff or remove someone (e.g. a volunteer) because they have harmed a child or pose a potential risk of harm to a child, it will be reported to the appropriate authority including:
 - Disclosure and Barring Service (DBS)
 - Cornwall Council's Local Authority Designated Officer (*LADO*) within the same working day.
- Our safeguarding policies and procedures will be reviewed and updated annually;

If a child, young person or adult makes an allegation or disclosure of abuse against an adult or other child or young person, we will:

- Stay calm and listen carefully;
- Reassure the person that they have done the right thing in telling you;
- Not investigate or ask leading questions;
- Let the person know that you will need to tell the Safeguarding Lead;



- Not promise to keep what you have been told a secret;
- Inform the Safeguarding Lead as soon as possible;
- Make a written record of the allegation, disclosure or incident which will be signed, and dated;

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.

- we recognise that all matters relating to safeguarding are confidential;
- we will disclose personal information about a child, young person or adult on a need to know basis only;
- everyone is aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young persons or adults;
- everyone is aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult and we will always undertake to share our concerns with the Multi-Agency Referral Unit (MARU) or Adult Safeguarding Triage Team unless to do so could put the child, young person or adult at greater risk of harm, or impede a criminal investigation;

If in doubt, we will consult with:

- The Multi Agency referral Unit (MARU) - 0300 1231 116
- Adult Safeguarding Triage Team - 01872 326433

Managing allegations against individuals who work for us.

- We are aware of the possibility of allegations being made against someone who works for Launceston Town Council or volunteers that are working with or may come into contact with children, young person or adults. Allegations can be made by children, young persons or adults or other concerned adults. Everyone in our organisation and volunteers has been made aware of the process to be followed if such an allegation is made. In such circumstances we will:
 - Ensure the safeguarding or Cover safeguarding Lead is informed;
 - As appropriate, report the matter to the MARU or Adult Safeguarding Triage Team;
 - Consider the safeguarding arrangements of the child, young person or adult to ensure they are not in contact with the alleged abuser;
 - Consider the rights of the individual concerned for a fair and equal process of investigation;
 - Ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work or volunteering until the outcome of any investigation is resolved;



- Advise the Disclosure and Barring Service (DBS) and Cornwall Council's Local Authority Designated Officer (*LADO*) where the individual has been disciplined or dismissed as a result of an investigation and also if the individual would have been dismissed/disciplined had they not have resigned first;

Whistleblowing

We recognise that a child, young person or adult cannot be expected to raise concerns in an environment where we fail to do so. Everyone is advised of our Whistleblowing Policy and of how it can be implemented. Everyone is aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary, concerns will be raised with the delegated 'Whistleblowing' representative who is:

(insert name)

Should the allegation be with regard to the Whistleblowing Representative, the matter should be reported to:
(insert name)

Supporting Staff and volunteers

Everyone will be advised on the boundaries of appropriate behaviour and such matters form part of our staff and volunteer induction process. Launceston Town Council ensure all staff, councillors and related volunteers have access to support and guidance when required or requested. We recognise that staff, councillors and volunteers, working under the umbrella of Launceston Town Council, who have become involved in the case of a child/adult who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.

We support staff, councillors and volunteers by providing an opportunity for them to discuss their anxieties with the Safeguarding Lead, or another person of their choosing such as a trade union representative. Our Safeguarding Lead and/or anyone working for the council has access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CioSSCB), Safeguarding Standards Unit (SSU) or the Local Authority (LA).

Prevention

We recognise that we can play a significant part in the prevention of harm to children, young persons or adults by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our organisation will support children, young persons and adults by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to;
- Promoting a caring, safe and positive environment ensuring that all children, young people and adults know that there is someone within the council network to whom they can approach if they are worried or in difficulty;



- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and adults;
- Recognising that children, young people and adults come from a variety of different cultural backgrounds, we have developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, disability, gender and sexual orientation;
- We will include our Safeguarding Policy in our governance documents, on our website and ensure copies of our policy are available throughout our organisation. We are also able to arrange for our policy to be made available to those (on request) whose first language is not English;

Training

- Everyone has been provided with, and signed to say that they have read and understood our Safeguarding Policy;
- Everyone will have access to appropriate safeguarding training, which is regularly updated, in order to keep it in-line with current local and national guidance/legislation;
- As part of our induction processes we ensure new councillors, members of staff and volunteers have access to the Safeguarding Policy and any other relevant information concerning safeguarding;

Policy Review

We are responsible for ensuring the annual review of this policy and any additional policies relating to safeguarding.

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact:

(insert name)

Agenda item: 10

Committee: Full Council

Date: Tuesday 16 July 2019

Subject: Polling Districts and Polling Places Review - stage 2 consultation

Summary: To consider the proposals within the Polling Districts and Polling Places Review

Recommendations.

The Council is recommended to;

- 1) Note the details regarding the Cornwall Council Polling Districts and Polling Places Review**
 - 2) The consider a response to the consultation**
-

1 Background information

- 1.1 Between 17 June and 29 July, Cornwall Council is consulting on its stage 2 proposals for polling districts and polling stations for two schemes:
1. the current 122 electoral divisions, and
 2. the new 87 electoral divisions that come into force in 2021

The polling districts and polling stations from 2021 will need to be compatible with the new division boundaries that take effect at the 2021 council elections.

Comments are being invited on the suitability of polling stations and voting arrangements at elections and the review will aim to ensure that voting arrangements for future elections suit the needs of the electors in each area.

- 1.2 The Polling District and Polling Places Review is not the same as the Community Governance Review. The two reviews are completely separate and each follow a different legal process. Cornwall Council will be monitoring responses for both reviews for any crossover issues.

2 Consultation

- 2.1 Attached as Appendix 1 are the proposals for the current divisions and attached as Appendix 2 are the proposals for the new 87 divisions, including maps of the proposed polling districts
- 2.2 All responses to the review must be received by Monday 29 July.

Contact officer: Christopher Drake – Town Clerk
9 July 2019

Cornwall Council Polling Districts & Polling Places Review 2018/19

Stage 2 – Recommendations of the Constitution & Governance Committee 8 May 2019

Launceston North And North Petherwin Electoral Division ([View map](#))

Polling District Code	Polling District Name	Polling Station	Current Electorate (in person voters)	2023 Electorate Forecast	Comments (reference to 2021 arrangements/ boundaries is to the configuration of 87 electoral divisions from the May 2021 elections)
NBT	BOYTON	BOYTON CHURCH HALL	391 (317)	402	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021
NEY	EGLOSKERRY	EGLOSKERRY VILLAGE HALL	331 (298)	322	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021
NLN	LAUNCESTON - LAUNCESTON NORTH	ST STEPHENS PARISH HALL	1051 (856)	1093	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021
NNP	NORTH PETHERWIN	NORTH PETHERWIN PARISH HALL	658 (520)	667	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021
NSL	ST STEPHENS BY LAUNCESTON	LANGORE VILLAGE HALL	297 (246)	306	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021
NTL	ST THOMAS THE APOSTLE	TREGADILLETT COMMUNITY HALL	676 (568)	902	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021
NWN	WERRINGTON	YEOLMBRIDGE METHODIST SUNDAY SCHOOL	347 (278)	359	No changes proposed. The polling district and polling station are unaltered by the boundary changes. This polling district will form part of the Launceston North and North Petherwin Electoral Division in 2021

Overall turnout for the Launceston North And North Petherwin Electoral Division May 2017 – 50.9%
Overall turnout for the North Cornwall Parliamentary Constituency June 2017 – 74.2%

It is expected that these polling districts will sit in the new Bideford, Bude and Launceston Constituency, if the Parliamentary Constituencies (Amendment) Bill is enacted

Recommendation: The arrangements shown above should be adopted

Cornwall Council Polling Districts & Polling Places Review 2018/19

Stage 2 – Recommendations of the Constitution and Governance Committee 8 May 2019

Launceston Central Electoral Division ([View map](#))

Polling District Code	Polling District Name	Polling Station	Current Electorate (in person voters)	2023 Electorate Forecast	Comments (reference to 2021 arrangements/ boundaries is to the configuration of 87 electoral divisions from the May 2021 elections)
NLC1	LAUNCESTON - LAUNCESTON CENTRAL 1	ST THOMAS'S CHURCH HALL, RIVERSIDE, LAUNCESTON	1578 (1312)	1573	This Polling District will be divided into two to reflect 2021 boundary changes and warding arrangements. The new polling districts will form part of the Launceston North and North Petherwin Electoral Division and the Launceston South Electoral Division respectively. The polling stations will remain unaltered
NLC2	LAUNCESTON - LAUNCESTON CENTRAL 2	TOWN HALL, LAUNCESTON	1241 (980)	1277	No changes proposed. The polling district and polling station are unaltered by boundary changes. This polling district will form part of the Launceston South Electoral Division in 2021

Overall turnout for the Launceston Central Electoral Division May 2017 – 32.4%

Overall turnout for the North Cornwall Parliamentary Constituency June 2017 – 74.2%

It is expected that these polling districts will sit in the new Bideford, Bude and Launceston Constituency, if the Parliamentary Constituencies (Amendment) Bill is enacted

Recommendations: The arrangements shown above should be adopted

Cornwall Council Polling Districts & Polling Places Review 2018/19

Stage 2 – Recommendations of the Constitution and Governance Committee 8 May 2019

Launceston South Electoral Division ([View map](#))

Polling District Code	Polling District Name	Polling Station	Current Electorate (in person voters)	2023 Electorate Forecast	Comments (reference to 2021 arrangements/ boundaries is to the configuration of 87 electoral divisions from the May 2021 elections)
NLSH	LAUNCESTON - LAUNCESTON SOUTH	TOWN HALL	3218 (2586)	3640	The polling district is unaltered by boundary changes. For administrative purposes, it is proposed to divide this polling district into two separate districts each served by its own polling station at the Town Hall. These polling districts will together form part of the Launceston South Electoral Division in 2021

Overall turnout for the Launceston South Electoral Division May 2017 – 35.6%

Overall turnout for the North Cornwall Parliamentary Constituency June 2017 – 74.2%

It is expected that this polling district will sit in the new Bideford, Bude and Launceston Constituency, if the Parliamentary Constituencies (Amendment) Bill is enacted

Recommendations: The arrangements shown above should be adopted

Cornwall Council Polling Districts & Polling Places Review 2018/19

Stage 2 – Recommendations of the Constitution and Governance Committee 8 May 2019

Launceston South Electoral Division ([View map](#))

Proposed Polling Districts & Polling Places Arrangements – May 2021

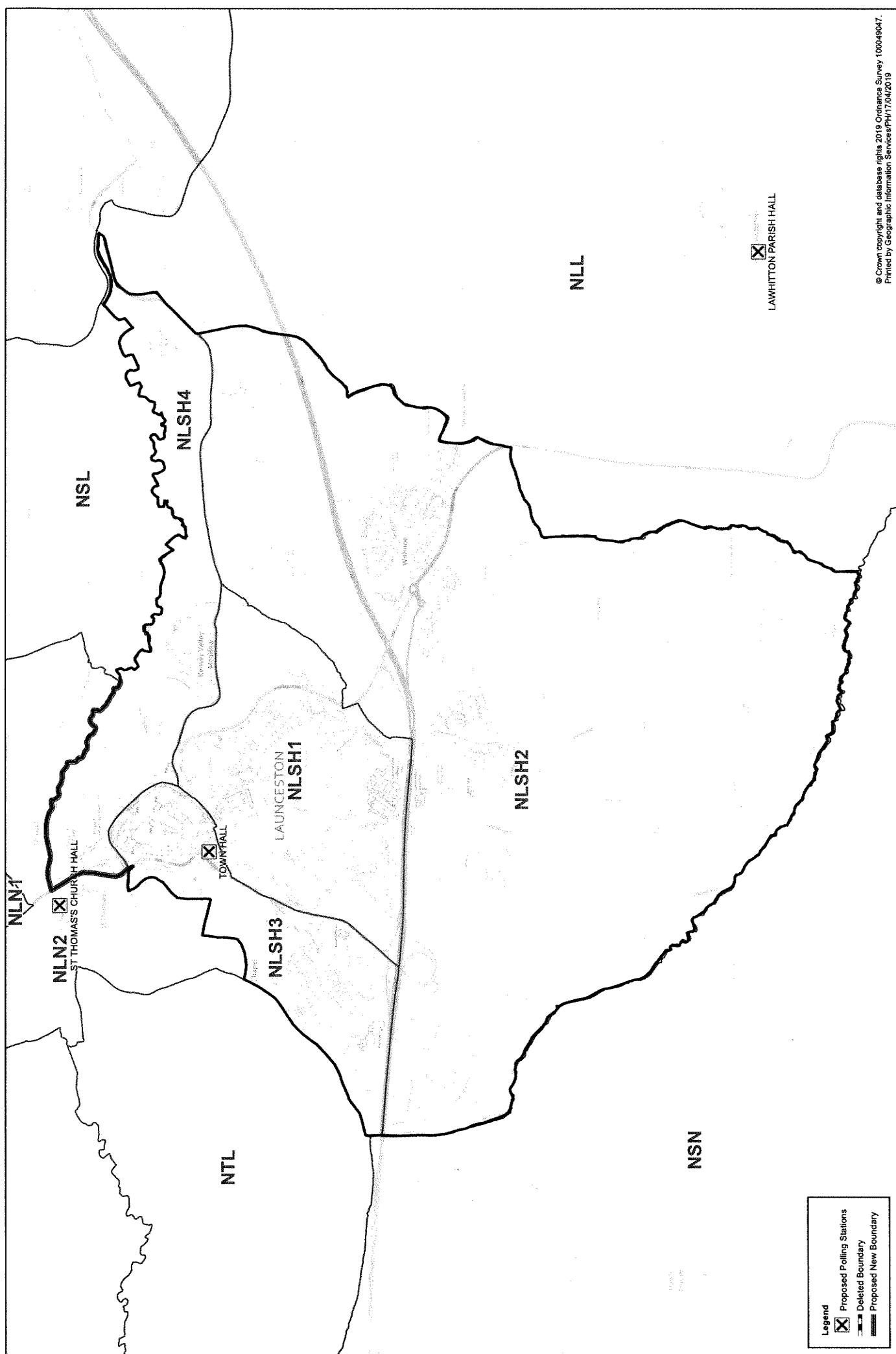
Polling District Code	Polling District Name	Polling Station	Current Electorate	Comments (reference to 2021 arrangements/ boundaries is to the configuration of 87 electoral divisions from the May 2021 elections)
NLSH1	LAUNCESTON - LAUNCESTON SOUTH 1	TOWN HALL	1764	The polling district (formerly NLSH) is unaltered by boundary changes but, for administrative purposes, it is proposed to divide this polling district into two separate districts NLSH1 and NLSH2 each served by its own polling station at the Town Hall. Both polling districts will form part of the Launceston South Electoral Division in 2021
NLSH2	LAUNCESTON - LAUNCESTON SOUTH 2	TOWN HALL	1512	The polling district (formerly NLSH) is unaltered by boundary changes but, for administrative purposes, it is proposed to divide this polling district into two separate districts NLSH1 and NLSH2 each served by its own polling station at the Town Hall. Both polling districts will form part of the Launceston South Electoral Division in 2021
NLSH3	LAUNCESTON - LAUNCESTON SOUTH 3	TOWN HALL, LAUNCESTON	1241	No changes proposed.
NLSH4	LAUNCESTON - LAUNCESTON SOUTH 4	ST THOMAS'S CHURCH HALL, RIVERSIDE, LAUNCESTON	572	This Polling District originally NLC1 has been divided to reflect 2021 boundary changes and parish warding arrangements. This new polling district will now form part of the Launceston South Electoral Division. The polling station is unchanged.

Overall turnout for the North Cornwall Parliamentary Constituency June 2017 – 74.2%

It is expected that this polling district will sit in the new Bideford, Bude and Launceston Constituency, if the Parliamentary Constituencies (Amendment) Bill is enacted

Recommendation: The arrangements shown above should be adopted

Polling Districts & Polling Places Review Stage 2 Consultation - May 2021 Electoral Division - Launceston South ED



Cornwall Council Polling Districts & Polling Places Review 2018/19

Stage 2 – Recommendations of the Constitution and Governance Committee 8 May 2019

Launceston North And North Petherwin Electoral Division ([View map](#))

Proposed Polling Districts & Polling Places Arrangements – May 2021

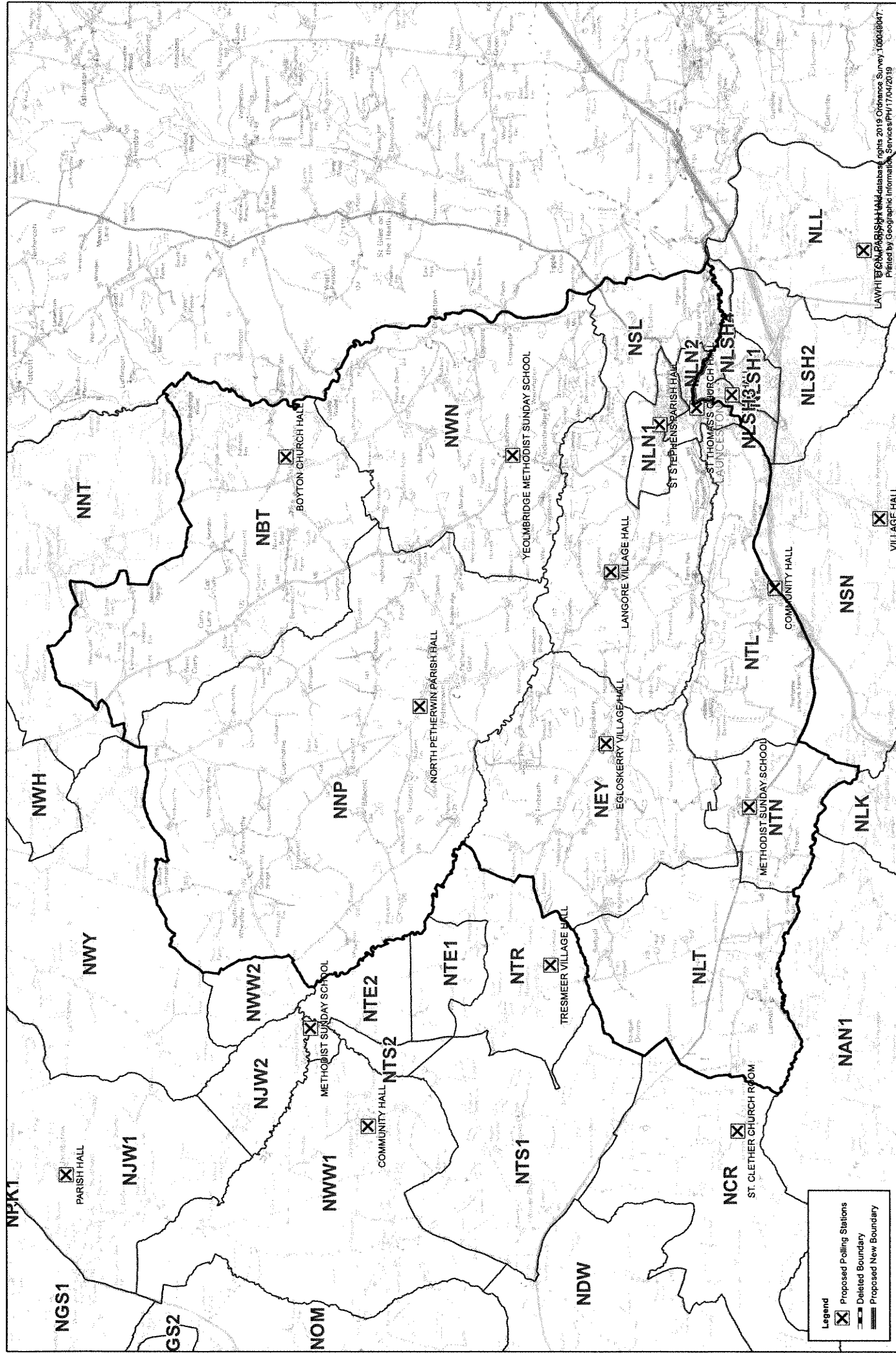
Polling District Code	Polling District Name	Polling Station	Current Electorate	Comments (reference to 2021 arrangements/ boundaries is to the configuration of 87 electoral divisions from the May 2021 elections)
NBT	BOYTON	BOYTON CHURCH HALL	391	No changes proposed.
NEY	EGLOSKERRY	EGLOSKERRY VILLAGE HALL	331	No changes proposed.
NLN1	LAUNCESTON - LAUNCESTON NORTH 1	ST STEPHENS PARISH HALL	1051	No changes proposed.
NLN2	LAUNCESTON - LAUNCESTON NORTH 2	ST THOMAS'S CHURCH HALL, RIVERSIDE, LAUNCESTON	1030	This Polling District has been divided to reflect 2021 boundary changes and parish warding arrangements. The new polling district will form part of the Launceston North and North Petherwin Electoral Division and the Launceston South Electoral Division respectively. The polling station will remain unaltered.
NLT	LANEAST	PIPERS POOL METHODIST SUNDAY SCHOOL	191	No changes proposed.
NNP	NORTH PETHERWIN	NORTH PETHERWIN PARISH HALL	658	No changes proposed.
NSL	ST STEPHENS BY LAUNCESTON	LANGORE VILLAGE HALL	297	No changes proposed.
NTL	ST THOMAS THE APOSTLE	COMMUNITY HALL	676	No changes proposed.
NTN	TREWEN	PIPERS POOL METHODIST SUNDAY SCHOOL	114	No changes proposed.
NWN	WERRINGTON	YEOLMBRIDGE METHODIST SUNDAY SCHOOL	347	No changes proposed.

Overall turnout for the North Cornwall Parliamentary Constituency June 2017 – 74.2%

It is expected that these polling districts will sit in the new Bideford, Bude and Launceston Constituency, if the Parliamentary Constituencies (Amendment) Bill is enacted

Recommendation: The arrangements shown above should be adopted

Polling Districts & Polling Places Review Stage 2 Consultation - May 2021 Electoral Division - Launceston North & North Petherwin ED



ABM-Halls for Hire Usage Statistics Printed at 10/07/19 10:43

From 14/06/2019 to 13/07/2019

Launceston Town Hall	Number of Bookings	Time Booked	
Entire Town Hall	2	20.25 Hours	
External Hires	5	13.00 Hours	
Guildhall	8	39.75 Hours	
Kitchen Bar and Reception Area	21	128.00 Hours	
Main Hall	40	189.50 Hours	
Otho Peter Suite 01	8	25.50 Hours	
Otho Peter Suite 02	5	25.00 Hours	
Otho Peter Suite Both Rooms	4	18.00 Hours	
Town Square	10	42.00 Hours	
Total	103		

Town Square	Number of Bookings	Time Booked	
Town Square	10	42.00 Hours	
Total	10		

Ambulance Hall	Number of Bookings	Time Booked	
Ambulance Hall (Garage)	1	0.25 Hours	
Ambulance Hall (MainHall)	34	135.75 Hours	
Ambulance Hall (Meeting Room)	8	53.50 Hours	
Total	43		