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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