

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 PL15 7AR

To: All members of the Estates and Properties Committee

Cllrs Gordon (Town Mayor), Penhale (Deputy Mayor), Keighley (Chairman), Bailey, Harris, Hogan, Nolan, O'Brien and Conway (Chair of F&GP)

Cc all members of the Council for information

You are summoned to attend a meeting of the Estates and Properties Committee on Monday 2 December 2019. The agenda is set out below. Members of the Committee will meet at 10am outside the Town Hall in order to make site visits prior to the committee meeting, to be held at the Town Hall at approximately 11.30am.

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

Christopher Drake
Town Clerk

26 November 2019

A G E N D A

1 Apologies for absence

2 Declarations of Interest

Councillors are 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 request for a dispensation is agreed.

3 Public Representation Session

An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

4 Minutes of the last meeting

To sign the minutes of the meeting held on 7 October 2019 (attached)

To sign the minutes of the extraordinary meeting held on 28 October 2019 (attached)

5 To Discuss the Findings of earlier Site Visits

6 Property Manager's Report

Update on on-going maintenance and items agreed at previous meetings.

7 Budget 2020-21 & 2021-22

To agree the 2020-21 & 2021-22 budget.

8 Urgent Items

To receive any items considered by the Chairman to be urgent (information only)

Date of the next meeting

The next meeting will be held on Monday 3 February 2020, Site visits 10am, meeting at 11:30am