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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 JANUARY 2020 at 7pm in the Guildhall

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Conway, Gilbert, Harris, Heaton, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x Press
7 x Public
- 2001/16 Apologies for absence**
Apologies for absence were received from Councillor Bullen and Cornwall Councillor Farrington
- 2001/17 Declarations of Interest**
There were no declarations of interest
- 2001/18 Public Representation Session**
Representation 1) An update was provided regarding the proposed new bus routes and advising that a service calling at Holmleigh Garden centre was being considered and the Town Council was requested to support transport issues within the town, including the proposals included within the Okerail project.

The issue of dog fouling at Stourscombe was raised and it was asked as to why the Council no longer minuted the names of members of the public that participated in the Public Representation Session

Representation 2) An update regarding the Speedwatch campaign was received giving details of new locations that have been identified. It was noted that the scheme continued to require more volunteers
- 2001/19 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 Meeting of the Council held on 17 December 2019 at 7.00pm
- 2001/20 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 19 December 2019 at 7.00pm
ii) Lawrence House Management held on Tuesday 7 January 2020 at 4.00pm
iii) Planning and Economic Development held on Wednesday 8 January 2020 at 6.00pm
iv) Finance and General Purposes held on Tuesday 14 January 2020 at 7.00pm

2001/21

Reports from Cornwall Councillors

Cornwall Councillor Massey gave details of the forthcoming Ridgegrove Community Action Day on Friday 14 February and advised that the recent Climate Emergency Working Group meeting was beneficial and that an action plan for the area was being considered.

Cllr Massey also spoke about the Superfast Broadband developing project and explained the need for information in identifying rural businesses who could not receive workable broad band speeds

Cornwall Councillor Paynter gave an update regarding bus services and explained that details regarding both commercial and school bus routes were still being worked on and guarantees of what will be provided were awaited

Cllr Harris asked if the Ridgegrove Tenant Liaison Team had been advised of the Action Day. Cllr Massey advised that they had been and that details of the final work would be confirmed in the coming week

Cllr Tremain stated that he was pleased that the Dutson railings work had finally been completed and hoped that other schemes and works could be expedited

Cllr Conway said he was pleased to hear the update regarding the bus service and stressed the need for a service to operate to Homeleigh Garden Centre, Kensey Valley Meadows and Stourscombe. Cllr Conway also spoke about the need for a new library building and noted that the land for any such building had not been purchased to date

Cllr Heaton spoke about a meeting in 2017 regarding the Spry's garage site, asked if there was any information regarding why an area was being cleared to the rear of the Co-op building and also stated that the Zig Zag path required attention

Cllr Paynter advised that Cabinet decisions were being made in February with regards to the library, that works involving the town's bridges was ongoing and that the Zig-Zag issue would be investigated

2001/22

Reports and Questions from Town Councillors

Cllr Penhale gave an update regarding In Bloom and advised that a future works programme was being taken forward and the organisation would continue its work

Allen gave an update regarding CCTV and thanked the Police Cadets for their assistance at the recent Christmas event and that there were no reported issues regarding the event equipment left in situ overnight. Cllr Allen advised that a new CCTV maintenance contract was currently being agreed

Cllr Harris advised that a Neighbourhood Plan update meeting was planned for Tuesday 4 February and requested if the Council office could provide facilities for printing posters. Cllr Harris also advised that a meeting of the Climate Emergency Working Party had been held and it was agreed that the members merge with the larger group formed within the Community Network area.

Cllr Young advised that the Social Media Cohesive Group had held its first meeting and that recommendations would follow to the Finance and General Purposes committee

Cllr Allen gave details of a meeting with representatives of the Ridgegrove Area Residents Association, exploring spending available funding on a children's play area. Cllr Harris advised that grants were available for such schemes.

Cllr Bailey advised that Launceston Rotary Club is to provide funds to support the Victorian Market and Cllrs Bailey, Gilbert & Young will organise the event as last year

Cllr Heaton asked for confirmation as to who was responsible for the maintenance of the Parade Ground.

2001/23 Report from the Town Mayor

The Mayor advised that a copy of his report was available from the office (copy appended to these minutes).

2001/24 Budget and Precept 2020-2021

The budget and precept request had been resolved by the Finance and General Purposes committee and had been circulated with the agenda for the Full Council.

It was **resolved**;

- i) to adopt the budget for 2020-21
- ii) that the precept for 2020-21 be £765,203

Cllr Heaton requested a recorded vote

<u>For</u>	<u>Against</u>	<u>Abstain</u>
Cllr Tremain	Cllr Keighley	Cllr Nancarrow
Cllr Hogan	Cllr Heaton	
Cllr O'Brien	Cllr Harris	
Cllr Allen	Cllr Conway	
Cllr Nolan		
Cllr Bailey		
Cllr Gilbert		
Cllr Young		
Cllr Penhale		
Cllr Gordon		

2001/25 Strengthening Police Powers to Tackle Unauthorised Encampments

Members considered Report 02/20 concerning the above (Previously circulated)

It was **resolved** that Members complete responses on an individual basis

2001/26 Community Governance Review – Cemetery Land at Upper Chapel

Members considered Report 03/20 concerning the above (Previously circulated)

It was **resolved unanimously** that

- i) the update regarding the proposed transfer of land at Upper Chapel be note
- ii) it be agreed that the area of new development and that area assigned for a new cemetery site, be included within the boundary of Launceston, subject to agreement from St Thomas Parish Council

2001/27 We're Watching you Dog Fouling Campaign

Members considered Report 04/20 concerning the above (Previously circulated)

It was **resolved** to note the update regarding the 'We're Watching You' campaign

2001/28 Progress and Information

Members considered Report 05/20 concerning the above (previously circulated)

It was **resolved** that;

- i) the membership of the Christmas Event working party remain as Cllrs Gordon, Young, Allen and Bailey

- ii) the update regarding proposed improvements to the bus stop to be sited within the Council's coach park be noted and that it be requested that directional signage indicators be placed at the bus shelters
- iii) the update regarding a proposed electric car charger point scheme be noted

2001/29

Correspondence and matters to note

- i) The Town Council's venues usage was noted

2001/30

Urgent Items

The Mayor provided an update on the library project and advised that the Town Council would be advised of any updates following meetings of the Cornwall Council Cabinet and the Full Cornwall Council in February

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 18 February 2019 at 7pm

The meeting ended at 8.17pm

Signed Date



**Minutes of The Tourism and Information Services Committee held on
Tuesday 28 January 2020 at 5.15pm at the Town Hall**

- Present:** Cllrs: Gordon (Mayor), Penhale (Deputy Mayor and Chairman), Hogan, Nancarrow, and Young
In attendance: Town Clerk
- 2001/31 Apologies for Absence**
Apologies were received from Cllrs Nolan and Gilbert (substituted by Cllr Young)
- 2001/32 Declarations of Interest**
No declarations were made
- 2001/33 Public Representation Session**
There were no representations made
- 2001/34 Minutes of the last meetings**
The minutes of the meeting held on 5 November 2019 were agreed and signed as a correct record.
- 2001/35 Financial Report**
It was **resolved** to note the financial report
- 2001/36 Manager's Report**
The Clerk updated Members on the proposed operating hours of the Visitor Information Centre due to staff absence
- 2001/37 Saturday Markets**
Further to a meeting with market traders it was resolved that:
- i) Both live and recorded music be allowed at the monthly market, subject to there being no cost element to the Council
 - ii) The market opening hours be 9.00am to 2.30pm
 - iii) The councillor surgery be extended to cover the duration of the market where possible
 - iv) The October market to be held in the week prior to the town carnival event
 - v) There will be no inclement weather alternative venue for the markets
- 2001/38 Promoting the VIC**
It was **resolved** that the Clerk would liaise with the Centre Manager to agree objectives
- 2001/39 Town Maps**
It was **resolved** that a draft version of the agreed map be copied to the committee
- 2001/40 Launceston Show**
It was **resolved** that the Town Council has a stall at the Launceston Show and works with the Chamber of Commerce to investigate if a collaborative approach with town businesses is achievable

2001/41 **VIC Winter Opening Hours**
It was **resolved** that the Centre opening times remain unchanged

2001/42 **VIC Membership 2021**
It was resolved to defer this item to the next meeting

2001/43 **Items to Note and any Urgent Matters**
No urgent matters were raised

2001/44 **Date of Next Meeting**
Tuesday 3 March 2020 at 5.15pm

The meeting closed at 6.00pm

Signed

Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 30 January 2020 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Gilbert, Harris, Nancarrow, Young and Tremain (Chairman)
In attendance: Cllr Heaton
Christopher Drake (Town Clerk)
- 2001/45 Apologies**
Apologies for absence were received from councillors Nolan and Councillor Hogan who was substituted by Cllr Young
- 2001/46 Declarations of Interest**
There were no declarations of interest
- 2001/47 Public Representation**
There were no public representations
- 2001/48 Minutes of the last meetings**
The minutes of the meeting held on 8 January 2020 were signed as a correct record
- 2001/49 Current Planning Applications for comment**
- | | |
|-------------|--|
| Application | PA20/00079 |
| Proposal | Single storey side extension with balcony to the rear elevation of the first floor and conversion of garage and undercroft into habitable accommodation. |
| Location | Wyndley Hollies Road Launceston PL15 8HB |
| Applicant | Mr J Harris |
| Decision | SUPPORT |
- 2001/50 Planning Decisions to Note**
It was **resolved** to note the following planning decisions
- | | |
|--------------|--|
| Application | PA19/09095 |
| Location | The Ranch Chapel Launceston Cornwall PL15 7EG |
| Proposal | Outline application with some matters reserved for 3 self build, detached executive style houses in the garden of the ranch. |
| Decision | APPROVED |
| Town Council | SUPPORT |
-
- | | |
|-------------|---|
| Application | PA19/09150 |
| Location | Land North Of Kooyong Landlake Road Launceston Cornwall PL15 9HP |
| Proposal | Proposed construction of dwelling and garage and creation of new vehicular access (previously approved planning reference PA16/08428) |

Decision APPROVED
Town Council SUPPORT

Application PA19/09516
Location White Horse Inn 14 Newport Square Launceston PL15 8EL
Proposal Listed Building Consent for replacement of Glazed Conservatory Style Entrance
Roof With Slate Roof To Match Existing Other Roof Covering
Decision APPROVED
Town Council The Town Council supports this application, subject to the proviso that the advice
from Historic England in regards to the type of slate used, is followed

Application PA19/10609
Location 12 Southgate Street Launceston PL15 9DP
Proposal Listed Building Consent for Re-rendering works to front elevation of
12 Southgate Street.
Decision APPROVED
Town Council SUPPORT

2001/51 Draft Cornwall Design Guide and Draft Cornwall Streetscape Design Guide
Members considered Report 06/20 concerning the above and it was resolved to support the
documents and request that assurances be sought that the documents will be used as a planning
tool in determining applications

2001/52 Correspondence and items to note
Cllr Tremain advised on a pre planning application meeting he had attended regarding Elmside,
Roydon Road

Next Meeting
The next meeting of the committee will be held on Thursday 20 February 2020 at 7pm.
The meeting closed at 7.11pm

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

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 3 February 2020
at 11am in the Town Hall.

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

In attendance: David James (Estates & Properties Manager)
Helen Gribble (RFO)

2002/01 Apologies for Absence

Apologies for absence were received from Cllr Nolan who was substituted by Cllr Young. Cllr Conway apologised for not being able to attend the site visits.

2002/02 Declarations of Interest

Cllr Keighley declared an interest in minute number 2002/07

Cllr Hogan declared an interest in minute number 2002/08

2002/03 Public Representation Session

No members of the public were present at the meeting.

2002/04 Minutes of the last meeting

The minutes of the meeting held on 2 December 2019 were signed as a correct record

2002/05 To Discuss Findings of Earlier Site Visits

It was **resolved** that the following be undertaken:

Grammers Park to plant trees and hedges between the park and allotment. The plants would be sourced from the Woodland Trust.

Kings Field to remove the capping from the top of the wall and make good the joints. It was **resolved** not to paint the wall.

2002/06 Property Manager's Report

Properties Managers report was discussed and it was **resolved** that the following be undertaken:

St Mary's Road Play Ground Cllr's Keighley and Harris would liaise with the local newspaper, Cornwall Housing, PCSO, local residents and Cornwall Council as to away forward with dealing with the level of vandalism at the play ground.

SLA grass cutting agreements – Natural Environment to make enquiries as to whether Cornwall Council would pass the ownership of the upper part of Coronation Park to either the Town Council or the Coronation Park Trustees.

Lawrence House Museum to obtain a cost from Place Architects for their services in relation to formulating the specifications of the external work required to the building.

2002/07 Use of Allotment for Community Garden

*** Cllr Keighley declared an interest in this item and left the room and took no part in the discussions. *****

***** Cllr Hogan chaired is item of the agenda *****

It was **resolved** to allow Brockley Farm Community Garden to use two allotments at Dutson Allotments on the following conditions:

There are **no** ducks permitted

The Council makes **no** financial input

The Community Garden pays the going rent for the allotments

The Community Garden may sell produce from the allotments but all other terms and conditions applied to allotments stand.

***** Cllr Keighley returned to the room *****

2020/08

Town Band Room Electrical Test

***** Cllr Hogan declared an interest in this item and left the room and took no part in the discussions. *****

It was **resolved** to carry out and pay for the electrical test at the Town Band Room. Any findings from the testing would be brought back to the Committee for consideration.

2002/09

Urgent Items

Cllr Gordon asked that Cornwall Council be contacted about the state of the surface area of the Parade Ground.

Date of the next meeting

The next meeting would be held on Monday 6 April 2020. The committee would make site visits at 10.00am and the meeting would follow immediately afterwards in the Town Hall at approximately 11:30am.

The meeting closed at 12.48pm.

Signed.....

Date.....

Agenda item: 9

Committee: Full Council

Date: Tuesday 18 February 2020

Subject: Repair Cafe

Summary: To note the update regarding a Repair Café and consider the financial implications

Recommendations.

The Council is recommended to;

- 1) note the background information regarding a Repair Cafe**
 - 2) consider the benefits of the scheme and agree the expenditure required as per paragraph 2.1**
-

1 Background Information

- 1.1 The Council resolved under Resolution 1807/46 that that officers explore the viability of setting up a repair café, and the previous Tourist Information Centre Manager started work on this but was then absent from the business due to a period of illness, prior to deciding to step back from the job.
- 1.2 At the end of 2019, the Council was approached by members of the community looking to set up a repair café. Officers have explored the scheme and advised that by working with the community, the establishment of a Repair Café is viable with fairly moderate Council support.

2 Required Support and Financial Considerations

- 2.1 To support the scheme, Launceston Town Council would need to permit free of charge use of the Ambulance Hall, purchase a Repair Café Starter Pack at a cost of £42 and agree that some officer time be spent working with the community to launch and promote the Repair Café. The intention would be that with Council support to initially launch the scheme, the Repair Café would be self-sustaining after approximately 6 months.
- 2.2 At present the Ambulance Hall is well used, almost exclusively by people attending clubs, groups and classes. For the Council to support establishing a Repair Café with associated 'drop-in' footfall it could help raise the profile of the Hall and help increase its use further.

Contact officer: Christopher Drake – Town Clerk

12 February 2020

Agenda item: 10

Committee: Full Council

Date: Tuesday 18 February 2020

Subject: Cornwall Off Street Parking Order

Summary: To note the details concerning the proposed Cornwall Off Street Parking Order

Recommendations.

The Council is recommended to;

- 1) note the details concerning the proposed Cornwall Council Off Street Parking Order to govern the operation of its car parks.**
 - 2) consider and agree comments on the proposed new Parking Order**
-

1 Information

- 1.1** Cornwall Council manages 133 car parks, the majority of which are pay & display. Out of these, 11 are pay on exit car parks and a further 72 free car parks are managed throughout Cornwall. The revenue generated from the fees charged are invested back into maintaining these car parks and our vast highway network. The Council is proposing a new Off Street Parking Order to make changes to car park operations and charges.
- 1.2** The details regarding those car parks affected within Launceston are attached as Appendix 1, pages 38-39.
- 1.3** It is pertinent to note that details of this Order were received by post on 29 January, with a closing date for responses of 19 February 2020. This issue was formally raised by Clerks representing Councils throughout Cornwall advising that the consultation gave a bare minimum amount of time for responses to be made and challenging whether all Cornwall Council consultations which are directed either wholly or in part at Town and Parish Councils should set an absolute minimum consultation period of 6 weeks (but preferably more) so as to allow said Councils the opportunity to consider the content and form a response within their normal meeting cycle. Cornwall officers advised that a 6 week period consultation is for wider Council consultations and that this specific consultation is a highway related consultation and is therefore only subject to a statutory consultation period of 21 days.

Contact officer: Christopher Drake – Town Clerk

12 February 2020

NAME OF PARKING PLACE	POSITION IN WHICH A VEHICLE MAY WAIT	PERMITTED CLASS OF VEHICLE	NORMAL DAYS OF OPERATION	NORMAL HOURS OF OPERATION	MAXIMUM PERIOD OF WAITING	SUMMER SCALE OF CHARGES (Inclusive of VAT) 1 APRIL - 31 OCTOBER (Unless Specified)	WINTER SCALE OF CHARGES (Inclusive of VAT) 1 NOVEMBER - 31 MARCH (Unless Specified)	SEASON TICKETS, MULTI-PURCHASE SESSIONS & PERMIT CHARGES (Inclusive of VAT)
Fair Park Close (Race Hill), Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	Not Applicable	Not Applicable	Season Tickets £9.59 - 1 Month £28.78 - 3 Months £57.56 - 6 Months £115.11 - Annual
Pannier Market, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	3 hours with no return within 3 hours	Monday - Saturday (0900 - 1600) Up to 1 hour - £0.80 1 to 2 hours - £1.40 2 to 3 hours - £3.80 (1600 - 0900) No Charge Sunday (All hours) No Charge	Monday - Saturday (0900 - 1600) Up to 1 hour - £0.80 1 to 2 hours - £1.40 2 to 3 hours - £3.80 (1600 - 0900) No Charge Sunday (All hours) No Charge	Not Applicable
Tower Street, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	Not Applicable	Not Applicable	Season Tickets £18.75 - 1 Month £56.25 - 3 Months £112.49 - 6 Months £225.00 - Annual
Walk House, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	Monday - Saturday (0900 - 1600) Up to 2 hours - £1.10 2 to 3 hours - £3.80 24 hours - £6.60 Saturday (0900 - 1600) Session - £1.10 All Days (1600 - 0900) No Charge Sunday (All hours) No Charge	Monday - Saturday (0900 - 1600) Up to 2 hours - £1.10 2 to 3 hours - £3.80 24 hours - £6.60 Saturday (0900 - 1600) Session - £1.10 All Days (1600 - 0900) No Charge Sunday (All hours) No Charge	Season Tickets £18.75 - 1 Month £56.25 - 3 Months £112.49 - 6 Months £225.00 - Annual Multi-purchase Sessions £0.72 per 24 hour Session Minimum purchase £47.00 Rover Ticket Accepted
Lalant Saltings Park & Ride	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles Motor homes/Campers - Prohibited between 2300 - 0800	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	All Days (0900 - 1800) 24 hours - £3.00 (1800 - 0900) No Charge	All Days (0900 - 1800) 24 hours - £3.00 (1800 - 0900) No Charge	Season Tickets £10.46 - 1 Month £31.39 - 3 Months £62.79 - 6 Months £125.58 - Annual Multi-purchase Sessions £0.35 per 24 hour Session Minimum purchase £47.00 Rover Ticket Accepted
Cannon Terrace, Liskeard	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	Not Applicable	Not Applicable	Permits issued by Cornwall Council Housing Department

Agenda item: 12

Committee: Full Council

Date: Tuesday 18 February 2020

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Agree the setting up of a working party to review required works and repairs at the Lawrence House Museum**
- 2) Agree the dates for the Annual Meetings of the Burial Authority and the Municipal Charities be deferred until March 2020**
- 3) Note the update following the meeting of the Trustees of the Ambulance Hall**

1 Lawrence House maintenance working party

- 1.1** Further to the recent receipt of the survey report for the Lawrence House Museum, the Chairman of the Lawrence House Management committee has requested that the Council considers the formation of a working party to review the works required and to agree a timetable and relevant associated costs for the required works. The setting up of such a working party will allow for full investigation into the requirements, which can then be agreed by the Management committee in liaison with the Estate and Properties committee, which is clerked in turn by the Estates and Properties Manager. This will allow officers more time to deal with undertaking the actual works required and free them from the often lengthy process of seeking contractors and quotes.
- 1.2** It is proposed that the working party consist of the Chair of the Management committee, Cllr Nolan and the Lawrence House Museum curator, with all findings, reports and details being reported back to officers, for resolution by the proper committee.

2 Deferment of Annual Meetings

- 2.1** Due to absence, officers have not been able to compile the necessary reports required for the Annual Meetings of the Burial Authority and the Municipal Charities. Members are therefore requested to resolve that these meetings be held following the meeting of March Council on Tuesday 17 March.
- 2.2** If this proposal is not acceptable, Members are requested to consider a forthcoming date, which can be agreed

3 Ambulance Hall Trustees Meeting

- 3.1** The members of the Ambulance Hall Trustees met on 23 January. The Trustees consist of the Mayor, Deputy Mayor, Chairman of the Estates and Properties committee, Town Clerk and Responsible Finance Officer. The Trustees agreed that all monies from the Trust be vired to a Council Earmarked Reserve, allowing quicker access to the funds for works to the site.