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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 2 December 2019
at 12.10pm in the Town Hall.

PRESENT: Cllrs. Gordon (Mayor), Penhale (Deputy Mayor), Keighley (Chairman), Conway, Nolan, Young for
In attendance: David James (Estates & Properties Manager)
Christopher Drake (Town Clerk)

1912/01 Apologies for Absence

Apologies for absence were received from Cllrs Bailey, O'Brien, Harris and Hogan who was substituted by Cllr Young

1912/02 Declarations of Interest

There were no declarations of interest

1912/03 Public Representation Session

No members of the public were present at the meeting.

1912/04 Minutes of the last meeting

The minutes of the meeting held on 7 October 2019 and the Extraordinary meeting held on the 28 October 2019 were signed as a correct record

1912/05 To Discuss Findings of Earlier Site Visits

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

Band Room Lease conditions be checked in regards to ownership responsibilities

Library 1) Deep clean of carpets and windows
2) Parking area to be chained off when building not in use

Lawrence House Museum - 1) Review heating in archive room
2) Deep clean carpets
3) Fix proper disabled ramp access
4) Review replacement of storage heaters
5) Change hot water heater
6) Consider use of secondary double glazing, especially for second floor
7) Copy surveyors report to all councillors

1912/06 Property Manager's Report

There were no update matters to receive

1912/07 Budget 2020/21 and 2021/22

It was **resolved** to agree the budget as set out in the order paper

1912/08 Urgent Items

Cllr Gordon requested that further to the Council's declaration of a Climate Emergency, that trees be planted in the lower area of Grammers Park

Date of the next meeting

The next meeting would be held on Monday 3 February 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 12.25pm.

Signed.....

Date.....