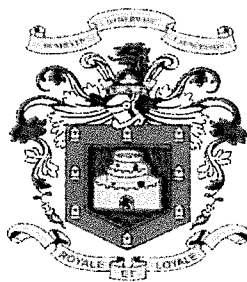


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

cc Cornwall Councillors (Jade Farrington, Gemma Massey, Adam Paynter), Chris Sims (Community Link Officer), Scott Mann MP, Honoured Burgess (Arthur Wills), PC Steve Stoppard (Launceston Police), Annette Baskerville-Smith (Chairman, Chamber of Commerce), members of the press

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 17 March 2020 at 7pm in the Guildhall, Launceston. The agenda for the meeting is set out below.

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

Christopher Drake
Town Clerk

Date of issue: 11 March 2020

AGENDA

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

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 written request for a dispensation has been received. The Council will consider those requests at this point.

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. To confirm and sign the minutes of the last meeting previously circulated:

- (i) Minutes of the Meeting of the Council held on 18 February 2020 at 7.00pm

5. To receive the minutes of committees and sub-committees previously circulated:

- i) Planning and Economic Development held on Thursday 20 February 2020 at 7.00pm
- ii) Lawrence House Management held on Tuesday 3 March 2020 at 4.00pm
- iii) Tourism and Information Services held on Tuesday 3 March 2020 at 5.15pm
- iv) Finance and General Purposes held on Wednesday 4 March 2020 at 7.00pm

Vat No. 281 8877 09

6. Reports from Cornwall Councillors

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

7. Reports and Questions from Town Councillors

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

8. Report from the Town Mayor

To receive the Mayor's Monthly Report

9. Notices of Motion – Mayor and Deputy Mayor Elect 2020

To consider Notices of Motion for the position of Mayor and Deputy Mayor for the civic year commencing in May 2020 (copy attached)

10. Coronavirus – Covid 19 Policy

To approve the following Town Council policy in regards to the Coronavirus situation

11. Community Governance Review

To consider Report 10/20, concerning the above (copy attached)

12. Council Policies Update

To approve the following Town Council policies in line with the Council's audit procedures (copies attached)

- Operational and Financial Risk Assessment
- Investment Strategy

13. Progress and Information

To consider Report 11/20 concerning the above (copy attached)

14. Correspondence and matters to note

Additional information can be provided at the meeting if required.

1. To note the Town Council's venues usage (copy to follow)

15. Urgent Items

To receive any items which the Mayor considers to be urgent (information only)

16. Exclusion of members of the press and public

To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information

17. Honoured Burgess

To consider Report 14/20, concerning the above (copy attached)

Date of next Meeting

The next Full Council meeting will be Tuesday 21 April 2020 at 7.00pm.

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 18 FEBRUARY 2020 at 7pm in the Guildhall

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Bullen, Conway, Gilbert, Harris, Heaton, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x Press
4 x Public
- 2002/10 Apologies for absence**
Apologies for absence were received from Cornwall Councillors Farrington and Paynter
- 2002/11 Declarations of Interest**
There were no declarations of interest
- 2002/12 Public Representation Session**
Representation 1) A question was raised as to whether stickers advising of the 'We're Watching You Campaign' were available for other areas within the town.
The Clerk advised that the Town council had been asked to work within one area for the duration of the campaign but would seek clarification as to whether advertising materials were available
- 2002/13 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 21 January 2020 at 7.00pm
- 2002/14 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) Tourism and Information Services held on Tuesday 28 January 2020 at 5.15pm
ii) Planning and Economic Development held on Thursday 30 January 2020 at 7.00pm
iii) Estate and Properties held on Monday 3 February 2020 at 11.00am
- 2002/15 Reports from Cornwall Councillors**
Cornwall Councillor Massey advised that Cabinet approval had been agreed for the proposed Launceston Hub and that the matter will be considered by the Full Council on 25 February. Cllr Massey also advised that the Ridgeway Community Day had been postponed due to inclement weather, but that a meeting of the Ridgeway Residents Association had been held and was due to meet again on 11 March.
Cllr Massey also gave details of the Making Space for Nature litter pick at Ridgeway and said that funding for sites was being proposed for Cornwall Council owned land and that a workshop to discuss what could be undertaken for the Ridgeway area was being held on 29 February.

Cllr Keighley asked a question regarding the town bus service. Cllr Massey advised that the service was continuing to operate and discussions were ongoing in seeking improvements to bus services

Cllr Conway said that the funding for the new library was good and requested an update from Cornwall Council following its forthcoming Council meeting

2002/16

Reports and Questions from Town Councillors

Cllr Heaton gave an update regarding the Connections Group and advised that it had met twice and was arranging to present to a forthcoming meeting of the Community Network Panel

Cllr Bailey gave an update on the Victorian Market and advised that the event will be held on 27 June and that this year would recognize the Mayflower 400 celebration and be re-named the Pilgrims Fair and that not for profit and charitable stalls were welcome

Cllr Tremain circulated a report from the Friends of Launceston Priory (copy appended), gave an update regarding the recent Community Governance Review meeting held at the Town Hall and also gave details of the meeting held by representatives of Launceston Town Council with St Thomas the Apostle Rural Parish Council regarding the site at Upper Chapel

Cllr Harris advised that a report regarding the work of the Neighbourhood Plan Working Party was available

Cllr O'Brien stated that he had spoken with the Chairman of the Community governance Review Panel who had advised that he was unaware of the Town Council's proposals in regards to the Upper Chapel site

Cllr Conway stated that all individuals can make comments in regards to the Community Governance Review consultation

2002/17

Report from the Town Mayor

The Mayor advised that a copy of his report was available from the office

2002/18

Repair Cafe

Members considered Report 06/20 concerning the above (previously circulated)

It was **resolved unanimously** to;

- i) note the background information regarding a Repair Cafe
- ii) agree the expenditure required as per paragraph 2.1 of the report

2002/19

Cornwall Off Street Parking Order

Members considered Report 07/20 concerning the above (previously circulated)

It was **resolved unanimously** to note the details concerning the proposed Cornwall Council Off Street Parking Order to govern the operation of its car parks

2002/20

Mayor Elect – 2020-21

It was **resolved** that Notices of Motion be used for nominations for Town Mayor and Deputy Town Mayor for the civic year commencing in May 2020 and that nominations be received for consideration at March Council

2002/21

Progress and Information

Members considered Report 08/20 concerning the above (previously circulated)

It was **resolved** that;

- i) a working party to review required works and repairs at the Lawrence House Museum be agreed and that membership consist of Chair of the Management committee, Cllr Nolan, the Lawrence House Museum curator and the Estates and Properties Manager
- ii) the Annual Meetings of the Burial Authority and the Municipal Charities be deferred until March 2020
- iii) the update following the meeting of the Trustees of the Ambulance Hall be noted

2002/22 Correspondence and matters to note

- i) The Town Council's venues usage was noted
- ii) The letter of thanks from The Sowenna Appeal was noted

2002/23 Urgent Items

There were no items for discussion

2002/24 Exclusion of members of the press and public

It was resolved that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items as they may involve the likely disclosure of confidential information

2002/25 Library Devolution

The Mayor gave a verbal update regarding the proposed library devolution and proposed that members meet to consider and agree the inclusion of all relevant services within the proposed new library building

2002/26 Honoured Burgess

To consider Report 09/20, concerning the above (previously circulated)

It was **resolved**;

- i) to note the details regarding the Honoured Burgess nomination process
- ii) that the required councillor panel to consider the nomination be councillors Gordon, Young, Nancarrow, Conway and Nolan

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 17 March 2019 at 7pm

The meeting ended at 7.38pm

Signed Date

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 20 February 2020 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Gilbert, Harris, Hogan, Nancarrow, Nolan, Young and Tremain (Chairman)
In attendance: Cllr Heaton
Christopher Drake (Town Clerk)
13 x public

2002/27 Apologies
There were no apologies for absence

2002/28 Declarations of Interest
There were no declarations of interest

2002/29 Public Representation
Representation 1 – A resident spoke against planning application PA20/00588 due to concerns of anti social behaviour, and that the plans showed extraction from the site onto the street level when it should be through the building and out of the roof

Representation 2 – A resident spoke against planning application PA20/00588 due to concerns of a late night economy within a residential area and increases in traffic

Representation 3 - A resident spoke against planning application PA20/00588 citing highways concerns especially for large vehicles attempting to make deliveries to the site as well as an increase in on road parking which would exacerbate highways issues when events were held in the neighbouring church

Cllr Heaton spoke as a member of the public and raised concerns regarding highways issues and traffic generation

2002/30 Minutes of the last meetings
The minutes of the meeting held on 30 January 2020 were signed as a correct record

2002/31 Current Planning Applications for comment

Application	PA19/11189
Proposal	Structural repairs and minor alterations to bring an empty building back into use.
Location	21 Race Hill Launceston PL15 9BB
Applicant	Mr Oliver Thornton
Decision	SUPPORT

Application	PA20/00588
-------------	------------

Proposal	Change of use to A3/A5 from a gift show to Pizza Takeaway
Location	1 Church Street Launceston PL15 8AW
Applicant	Mr Hawkar Rasool
Decision	The Town Council objects to this application for the following reasons;
	1) Highways concerns - This area has no identifiable parking, so there may be an increase in illegal or inappropriate parking. The site is on the corner of a junction of three roads, where the parking of any large delivery vehicle is likely to cause obstruction
	2) Environmental impact - the air filtration system is shown as going onto the street as opposed to through the roof and this will lead to odour issues for both pedestrians and surrounding businesses and residences. There is also the potential for an increase in littering as well as anti social behaviour concerns associated with late night opening hours within a residential area. The increase in vehicle use, combined with the air filtration concerns will be inappropriate for an area associated with air quality management concerns
	3) Inappropriate development - the site is surrounded by residential properties and is also within the town conservation area
Application	PA20/00596
Proposal	Two storey extension (re-submission of approved application PA19/05041)
Location	Grasmere Dunheved Road Launceston PL15 9JQ
Applicant	Messrs K & J Everard
Decision	SUPPORT
Application	PA20/00748
Proposal	Listed Building Consent for the re-roofing of property
Location	1 Kensey Place Launceston Cornwall PL15 9EJ
Applicant	Mr Tom Sandercock
Decision	SUPPORT
Application	PA20/00898
Proposal	Removal of Fir and Sycamore Trees and replacement with Hornbeam Hedge within the Conservation Area
Location	20 Exeter Street Launceston Cornwall PL15 9EQ
Applicant	Mrs Carolyn Wixon
Decision	The Town Council agrees with the removal of the trees but would request they are replaced with two suitable native trees within the curtilage of the property.
Application	PA20/00978
Proposal	Non Material Amendment in respect of application PA17/02564 in relation to plot 236 only
Location	Land At Hay Common South Of Hay Parc Long Field Road Launceston Cornwall
Applicant	Mr M Davey Haycommon Developments
Decision	SUPPORT
2002/32	Planning Decisions to Note
Application	PA19/10847
Location	18-20 Broad Street Launceston PL15 8AQ

Proposal Advertisement Consent to replace existing ATM header signage to
 comply with new HSBC branding.
Decision APPROVED
Town Council SUPPORT

2002/33

New Address Proposals for Development adjacent to Penworth Close

It was **resolved** to support the proposed name of Windmill Park for the development adjacent to Penworth Close

2002/34

Correspondence and items to note

There were no items for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 12 March 2020 at 7pm.

The meeting closed at 7.41pm

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 3 March 2020 at 4pm at Launceston Town Hall

PRESENT: Cllrs Gordon (Mayor), Cllr Penhale (Deputy Mayor), Hogan (Chairman, Heaton, Keighley, Tremain and Young. Arthur Wills (Chairman Friends of Lawrence House Museum), Damon Dennis (Curator), Carol Bunbury (Museum Administrator), Judith Cayzer (Museum Representative), Pam Davey (Museum Representative) 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 Tuesday 7 January 2020 were agreed as a correct record and were signed by the Chairman

3 Treasurer's Report

The report and income and expenditure account were noted and the income and expenditure account to date was **approved**.

4 Curator's Report

The Curator's report was circulated at the meeting and is appended to these minutes

5 Friends of Lawrence House Report

The report was circulated at the meeting and is appended to these minutes

6 Museum Representative Report

Ms Cayzer advised there had been two school visits to the Museum and that these in turn often led to future visits from the pupils' parents

7 Property Updates

Details of the Council working party were discussed, with a meeting due to take place in the near future. Members were asked to supply details of any trades organisations that could be considered for future works requirements

8 Updates from Full Council

There were no updates for consideration



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

9 Urgent Items

Cllr Tremain advised that there was a good footfall within the town during the February half term break and asked if the Museum could consider a limited opening during this time in the future. The Curator advised that aim was for an increase in the Museum opening hours

Cllr Hogan spoke about the increased use of social media by the Museum and the positive effects of this. The Curator advised that he was also investigating the possibility of setting up an Instagram account for the Museum

Date of the next meeting

The next meeting will be held on Tuesday 5 May at 4pm at Launceston Town Hall.

The meeting finished at 4.35 pm.

Signed Date



**Minutes of The Visitor and Information Services Committee held on
Tuesday 3 March 2020 at 5.15pm at the Town Hall**

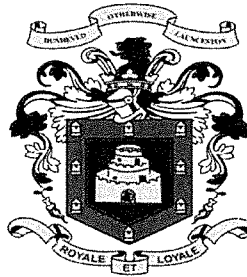
- Present:** Cllrs: Gordon (Mayor), Penhale (Deputy Mayor and Chairman), Hogan, Nancarrow, Gilbert and Nolan
In attendance: Cllr Young, Cllr Heaton and VIC Manager
- 2003/01 Apologies for Absence**
No apologies were received
- 2003/02 Declarations of Interest**
No declarations were made
- 2003/03 Public Representation Session**
There were no representations made
- 2003/04 Minutes of the last meetings**
The minutes of the meeting held on 28 January 2020 were agreed and signed as a correct record
- 2003/05 Financial Report**
i) It was **noted** that there may be an overspend on staffing and that the VIC Manager would investigate and report back to the committee at the next meeting
ii) It was **noted** that the committee wishes to express a vote of thanks to Mrs Greene for the extended absence cover she undertook in 2019
- 2003/06 Manager's Report**
The following was **noted**:
i) A consistent nomenclature of 'Launceston Visitor Information Centre' should be used at all times
ii) The committee wishes to express a vote of thanks to Cllr Bailey for securing St Piran Parade sponsorship from Hay Common Developments
- 2003/07 Saturday Markets**
i) It was **resolved** that councillors should have sole use of the gazebo during Saturday markets
ii) It was **resolved** that the police should be allocated a free gazebo during Saturday markets
- 2003/08 Promoting the VIC**
i) It was **resolved** that 2 councillors would attend the TAVATA conference in April
ii) It was **resolved** that the VIC Manager would explore ways of promoting the centre and the town in general and report findings to the committee
- 2003/09 VIC membership 2021**
It was **resolved** that the VIC should participate in any forthcoming tourist award schemes
- 2003/10 Items to Note and any Urgent Matters**
It was **noted** that it would be advantageous, if space permits, to allow local schools to display their projects in the town hall foyer
- 2003/11 Date of Next Meeting**
Tuesday 5 May 2020 at 5.15pm

The meeting closed at 5.55pm

Signed

Date

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE

held in the Otho Peter Room, Launceston Town Hall, on Wednesday 4 March 2020 at 7pm

PRESENT: Cllrs Gordon (Town Mayor), Penhale (Deputy Town Mayor), Allen, Bailey, Bullen, Conway (Chairman), Keighley, O'Brien
In attendance: Councillors Gilbert, Heaton and Hogan – substitute for Cllr Young
Helen Gribble – RFO
Christopher Drake – Town Clerk

2003/12 Apologies for absence

Apologies for absence were received from Cllr Young who was substituted by Cllr Hogan

2003/13 Declarations of Interest

Cllr Gordon declared an interest in Agenda Item 13 – Grants – Carnival committee, Eventide Trust, North Pertherwin FC

Cllr Keighley declared an interest in Agenda Item 13 – Grants – Memory Café and Dunheved Bowls Club

Cllr Penhale declared an interest in Agenda Item 13 – Grants – Memory Café, Eventide Trust and North Petherwin FC

Cllr Hogan declared an interest in Agenda Item 13 – Grants – Eventide Trust

Cllr Conway declared an interest in Agenda Item 13 – Grants – Launceston Association Football Club

Cllr O'Brien declared an interest in Agenda Item 13 – Grants – Launceston and North Cornwall Motor Club Ltd

All of the above left the meeting when the respective applications were considered

2003/14 Public Representation Session

No public representations were made.

2003/15 Minutes of the last meeting

The minutes of the meeting of 14 January 2020 were signed as a correct record.

2003/16 Finance

- a) It was **resolved** to approve the cheques for payment (vouchers 607 to 745) as per the lists appended to these minutes. Cllr O'Brien carried out a random checks of payments for audit purposes (voucher no's 638, 649, 656, 657)

- b) It was **resolved** to approve the balance sheet for January
- c) It was **resolved** to approve the income and expenditure account to January 20
- d) The bank reconciliation for 31 January 2020 and 28 February 2020 was examined and signed as correct by Cllr Gordon and **approved** by the meeting.
- e) It was **agreed** that Cllrs Keighley and Allen would check payments for March and April

2003/17 Direct Debit and Standing Order Payments

It was **resolved** to approve the payments made by Direct Debit and Standing Order

2003/18 Segregation of Duties

It was **resolved** to note the Segregation of Duties Matrix

2003/19 Asset Register

It was **resolved** to approve the Asset Register

2003/20 Statement of Internal Control

It was **resolved** to approve the Statement of Internal Control

2003/21 Financial Regulations

It was **resolved** to approve the Financial Regulations

2003/22 Management and Safe Keeping of Money Policy

It was **resolved** to approve the Management and Safe Keeping of Money Policy

2003/23 Award of Appreciation

It was **resolved** to support the nomination of an Award of Appreciation for Marion Barriball and Judy Longman

2003/24 Grants

The committee considered the applications for grants for 2020/2021 and it was **resolved** to make the following grants in being in the interests of the area or its inhabitants and of benefit to them in a manner commensurate with the expenditure:

A Grant of £340

was awarded to the following:

Launceston Association Football Club
Launceston and North Cornwall Motor Club
Launceston Male Voice Choir
Dunheved Bowling Club
Launceston Rugby Club Mini Juniors
Launceston Youth Project
Southgate Colts Football Club
Launceston Pre-School
Launceston Street Pastors
Oriel Ministries
The Elford
Launceston Community Samba Band
Launceston Cricket Club – Ladies Section
North Petherwin AFC

Launceston Choral Society
Supreme Cheer and Dance Academy
Launceston Hockey Club
Friends of Launceston Day Service
Launceston Swimming Club
Lansen Together
South Hill Association for Renewable Energy Ltd (SHARE)

Grants awarded from year to year

It was **agreed** to set the following annual grants following the grant review carried out in 2018:

St Mary Magdalene, St Thomas', St Stephen's and St Cuthbert Mayne churches for the maintenance of churchyards - £250 each

Charles Causley Festival - £2,000

Launceston in Bloom - £500

Launceston Youth Council - up to £3,000

Town CCTV - £3,000

Friends of Launceston Priory – up to £1,000

Launceston Carnival - £500

Launceston Municipal Charities - £500

Launceston Eventide Trust - £300

Launceston Community Transport Partnership - £500

Launceston Foodbank - £500

Launceston Money Advice Centre - £500

The Council Tax payments would continue to be made for Cyprus Well - £1,600

It was **agreed** not to pay a grant to the following:

Windmill Academy

Memory Café

Access Theatre

The RFO was thanked for her work on the reports contained within the agenda

Cllr Bailey entered the meeting at 7.40pm during the discussion of the above

2003/25

Urgent Items

There were no urgent items for discussion

Date of Next Meeting

The next meeting will be held on Wednesday 6 May 2020 at 7pm.

The meeting closed at 7.46pm.

Signed Date

NOTICE OF MOTION

I, Councillor Nicola Gilbert, propose
that

Councillor David Gordon

be elected as Mayor of Launceston Town Council for the
Municipal year 2020-21

I, Councillor Margaret Young, second the
above proposal

Date; 4.3.20

NOTICE OF MOTION

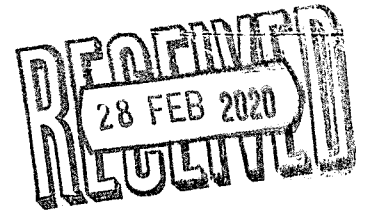
I, Councillor R. L. Iremain, propose
that

Councillor L. Penhale

be elected as Deputy Mayor of Launceston Town Council for the
Municipal year 2020-21

I, Councillor B. Hogan, second the
above proposal

Date; 25th February 2020



NOTICE OF MOTION

I, Councillor Helen Bailey, propose
that

Councillor Leighton Penhale

be elected as Deputy Mayor of Launceston Town Council for the
Municipal year 2020-21

I, Councillor ... Samantha Allen, second the
above proposal

Date; 27th February 2020

NOTICE OF MOTION

I, Councillor NICOLA GILBERT, propose
that

Councillor LEIGHTON PENTHANE

be elected as Deputy Mayor of Launceston Town Council for the
Municipal year 2020-21

I, Councillor Margaret Young, second the
above proposal

Date; 4. 3. 20

Coronavirus – Covid 19 policy

The Town Council undertakes an operational and financial risk assessment that covers all aspects of the work and associated risks that may be incurred through the course of Town Council business.

In light of the recent Coronavirus issue that is affecting a number of countries, including our own, officers have compiled a policy to ensure that adequate systems are in place should the Council need to cease operations for a period of time, either due to a local issue or according national advice.

The latest advice from Emergency Planning and Public Health is that organisations should be planning for a peak disruption in June 2020, with an impact of approximately 25-35% of the workforce affected over and above any usual sickness levels for that time of the year.

Town Council operations will continue as normal until such a time (if any) arises concerning the virus. It is pertinent to note that some booked events within Council venues may make the decision to cancel or postpone whilst there is uncertainty. The Council is recommended to take every cancellation on its merits and consider what, if any cancellation charges may apply.

The Council will ensure that any interment at our cemetery of someone infected by the virus is as directed by the coroner (from a hospital or GP recommendation), up until the time the Government issue specific guidance.

Internal policy

In the event of a member of staff reporting to work with symptoms associated with the Coronavirus and if it is established that they may have been in contact with someone from a high risk area or indeed have travelled to such an area themselves, then the Council will direct that person to leave the premises and to go straight home and from there contact the required health service as directed at a national level. The Council will then close all buildings for which it is responsible and will publish said closure via pre prepared signage at all sites, as well as on all relevant Council websites and on social media. The notices will advise of the reason for closure and that following a deep clean of all premises, will re-open in due course.

All Council staff will be sent home.

Council operations will continue as follows:

All office based staff have access via home computer to their Council work and will be able to undertake duties in the normal manner. This will include the ability to see and respond to all emails.

The Council telephone service will have a recorded message advising callers that they may leave a message or in the case of an emergency to contact Cornwall Council. Any message that is left raises an email, which can be dealt with as above.

All staff will be remunerated in the normal manner however there may be a delay to any overtime payments incurred prior to the closure, but these will be reimbursed when normal business is resumed.

Signage will be displayed in the multi storey car park advising that the Council offices are closed and that during this period, no fees are payable for parking. This will ensure that the parking ticket machines do not become full

All Council operated public toilets will be closed and relevant signage displayed

All Council facility hirers will be contacted and refunds for any hire will be given if the Council is unable to fulfill the booking

The Council's insurers will be advised so that business disruption reimbursement will be paid and also to advise that dependent on the length of closure, weekly play area checks may not be possible

Cornwall Council will be advised of the Town Council's situation and that it will not be able to fulfill any service level agreements in regards to highways contracts and the operation of the library service.

Local or National Level

If advised of action to be undertaken, either by Cornwall Council or National Government, dependent of the level of necessary actions, the internal policy will be followed as closely as possible, thereby ensuring that business disruption is kept to a minimum.

Agenda item: 11

Committee: Full Council

Date: Tuesday 17 March 2020

Subject: Community Governance Review – Cemetery Land at Upper Chapel

Summary: To note the update regarding the proposed transfer of land at Upper Chapel

Recommendations.

The Council is recommended to;

- 1) note the update regarding the proposed transfer of land at Upper Chapel and agree the Council's position in regards to the siting of a new cemetery**
- 2) agree a response to the Community Governance Review consultation subject to any resolution made in recommendation 1**

1 Information

- 1.1 In response to the Community Governance Review, the Town Council proposed an area of land, currently within St Thomas parish, be included within the boundary of Launceston. The proposal was based on the knowledge that as part of the Section 106 Agreement for the development at Upper Chapel, the Town Council would be given land to allow for the development of a new cemetery site.
- 1.2 The response by the Community Governance Review to the first consultation on proposed boundary changes was to retain the status quo. Therefore it was agreed that a meeting be held with St Thomas Parish councillors to discuss the matter further and as part of the second wave of consultation. A meeting was held on Monday 6 January with Cllrs Dave Gordon and Rob Tremain representing the Town Council, with the Town Clerk in attendance.
- 1.3 The Town Councillors proposed that as the Town Council required the respective income that would be generated through the precept by the new development, in order to be able to create and maintain the new cemetery, that area proposed for development combined with the proposed cemetery site be included within the boundary of Launceston. This proposal would mean that no current residential property within the curtilage of the St Thomas parish boundary would be included within Launceston.
- 1.4 St Thomas councillors advised that they would speak to local residents and consider the proposals at their earliest convenience, subject to the proviso that the second consultation has a closing date of 24 March 2020. The Town Council resolved unanimously under Resolution 2001/26 that the area of the new (Upper Chapel) 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.
- 1.5 The Town Council received a copy of a letter from the parish council to the Governance Review Panel, dated 26 February 2020 and received at the Council offices on 3 March 2020 (copy attached), advising that St Thomas proposed that there be no change to the boundary.

2. Town Council Considerations

2.1 Given that the Governance Review panel has proposed no change to any of the boundaries affecting Launceston it is unlikely that they will consider changes under the latest part of the consultation process. Therefore, based on this assumption, the Town Council needs to consider what, if any responses it makes to the overall consultation. In addition, it must also consider what actions it wishes to take in regards to the building of a new cemetery.

2.2 The considerations for the development of a new cemetery are as follows:

- 1) The Council signs the legal agreement to transfer the allocated site at Upper Chapel, within the parish of St Thomas, and builds a cemetery extension. The proposal is that this site will provide approximately 600 plots in phase 1, with the potential to add a further 500 in phase two. Based on current average usage this will provide burial plots for in excess of 100 years. If the site is built within the allocated area, it will not be within Launceston. Given that the new housing development will not be included with any land transfer, the Town Council will not receive any additional precept income towards the extension.

The chairman of St Thomas Parish Council states in his letter that 'the Parish Council does not believe there is any problem for the Town Cemetery to be in our parish, and completely refute the idea that we 'could claim it back''. This final comment is based on email communications between the two Councils in which the Town Clerk stated in answer to a challenge from the Chairman of St Thomas that if the Town Council took on the land, it may seek to take on more in the future. The Town Clerk advised that this has not been discussed in any way by the Town Council, either formally or informally but there was no guarantee that in the distant future this may not be the case, but neither could St Thomas parish council confirm that in the future, if the site remains within St Thomas it may not wish to take back the site once the Town Council had undertaken all the necessary works.

It is pertinent to note that the comments of the parish chairman have no legal standing and would form no legal agreement and if the Town Council were to take on the site, it would be prudent for such a legal document to be drawn up.

- 2) The Council does not undertake the transfer of the site in St Thomas and seeks areas of land for development within the town boundary. The cost of any such purchase and development is not within any budget line and the Council may need to consider an application under the Public Loans scheme to facilitate such a project. However if such a project were undertaken, the Council could build a site based on its actual requirements, as opposed to an area of land that forms an extension to the current cemetery. Whilst such a project was explored and undertaken, the Council can look at the removal of some pathways in the current cemetery site, thereby providing additional plots whilst works were undertaken.
- 3) The Council works on the removal of some pathways in the current cemetery site, thereby providing additional plots and extending the use of the current site. When all plots were taken, the Council would then cease to be a burial authority.

Contact officer: Christopher Drake – Town Clerk

10 March 2020

St. Thomas the Apostle Rural Parish Council

26th February 2020

Cornwall Council
Community Governance Review
County Hall
Treyew Road
TRURO
Cornwall
TR1 3AY

Dear Sir/Madam

Community Governance Review – Cornwall Council

As requested, we have carried out Stage 3 of the procedure (Public Consultation). We sent out a questionnaire to all the homesteads that we considered to be in the vicinity of the area in question. A copy of the questionnaire was left with you, at the meeting at Launceston Town Hall, earlier in the month.

Just previous to the meeting, we held a meeting with Launceston Town Council, as a result of which the questionnaire had been based.

We have now received a very large number of replies sent back to us. There were 17 replies in favour of Option 1 (no change to the boundary). A few made comments such as – ‘Option 1 is the only one to make sense’ – ‘praising the existing Governance of this Parish Council’. There were 2 replies of either Option 1 or 2 (that is Launceston Town Council taking on the Hallam Development and area for a Cemetery) but no replies for Option 3 (that is Option 2, plus much more, but having a defined boundary). There was 1 reply in favour of Option 3, or even an extension of it. All the replies are available for your inspection, if you wish.

At our monthly Parish Council meeting, held on 24th February 2020, a report of the above was received. After discussion Option 1 (no change) was proposed, and the 6 reasons why. This was passed unanimously. Two Parish Councillors, who were unable to attend the meeting, had indicated, by email, their full support of Option 1. The Parish Council does not believe there is any problem for the Town Cemetery to be in our Parish, and completely refute the idea that we ‘could claim it back’.

So, after all the above, your guidelines of – 1 'reflecting the interests of the Community' and 2 'having confidence in the local Parish's Governance' has proved to be the over-riding issues in the decision made. Financial implications, and certain fears seems to be of lesser importance.

A copy of this letter will be sent to Launceston Town Council as a matter of goodwill.

Finally, we would like to thank you all for the courteous way this project has been run. If you wish to contact us for any more information, please do hesitate to do so.

Yours faithfully

James North
Chairman



Launceston Town Council

Operational and Financial Risk Assessment

2020

Approved by
Full Council on:
Minute Reference:

Date

Adopted at Full Council on:
Minute Reference:

Date
Number

Review Date:

March 2021

Prepared By:

Christopher Drake
Town clerk

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken	
Damage to public seating and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular inspections carried out by a member of the Council's maintenance team	
Damage to bus shelters and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters Council has an agreement with Fernbank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Damage to litter bins and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to litter bins Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	
Damage to fixtures and fittings of public toilets and risk to third party as a consequence of damage	High	Public Liability Insurance Ongoing maintenance of fixtures and fittings Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Daily inspections carried out by the Council's maintenance team	
Damage to play equipment and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to play equipment Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Weekly, Quarterly and Annual Inspections of Play areas carried out by competent persons	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Protection of Council properties, furniture and equipment	Medium	Insurance Cover obtained Up to date Asset Register Regular Maintenance of equipment Annual Portable Appliance Testing. Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing. Security marking on equipment kept up to date	Annual check on insurance values (T Clerk) Asset Register (Year end) and annual asset check carried out. Use of qualified technicians Use of reputable insurance provider	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of buildings Town Hall Ambulance Hall Tourist Information Centre Southgate Arch	Low	Fire alarm installed Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored location External contractor emergency call out	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training undertaken and reviewed External contractor ensures emergency contacts advised to attend in the event of alarm activation	
Protection of Civic Insignia	Medium	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (T Clerk) Mayor is aware that Civic Insignia must be kept under secure conditions	
Insolvency of insurance company	Low	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Legal liability as a consequence of asset ownership	Low	Public Liability Insurance Professional advice available if required from Councils solicitor, CALC, NALC, SLCC	Annual check on level of cover in place (T Clerk)	
Personal Accident to Members and Officers	Low	Employer's Liability cover Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training. Trained first aiders and first aid kits	Annual check on level of cover in place (T Clerk) Regular refresher training	
Health of Members and Officers	Low	Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in Town Hall, Ambulance Hall, Southgate Arch and Information Centre	
Assault to Members and Officers	Low	Employer's Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (T Clerk)	
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (T Clerk)	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of officers working alone in building	Medium	Use of digital CCTV in Town Hall	Staff meetings to review and staff appraisals Weekly alarm checks	
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team.	Where possible an officer is not left alone to exit building	
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Low	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members	Internal audit check Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Loss of cash through theft or dishonesty	High	Fidelity Guarantee Premises are secure – access to Secure storage of cash Money is regularly banked Petty Cash is kept to a minimum Segregation of duties between receipting, recording and banking of cash and cheques	Fidelity Insurance reviewed and increased appropriately annually (T Clerk) Internal procedures reviewed by officers are segregation of duties reviewed annual by Finance and General Purposes committee	
Loss of Investments	High	Deposits spread between four separate organisations No stocks and shares investments	Finance and General Purposes committee regularly reviews the consolidated bank reconciliation	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT OPERATIONAL AND FINANCIAL

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Keeping proper financial records in accordance with statutory requirements	Low	Use of accounts package by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Finance and General Purposes committee Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit Officer and Member training	
Ensuring all requirements met under employment law and Inland Revenue regulations and Salaries in accordance with adopted scales	Low	Use of payroll system with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit	
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts Ellis Whittam for advice on personnel management	Robust policies and procedures. Staff appraisal process.	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

This Risk Assessment is support by service head assessments – Cultural Services, Grounds and Facilities and Town Management

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's and Cloud based system in operation Daily backups undertaken Town Clerk holds delegated powers for emergency purchasing in accordance with the Councils Standing Orders	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	
Banking Arrangements	Medium	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations.	Bi Monthly internal checks carried out by two Members of the Council Annual Internal and External Audit	
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring all requirements are met under Customs and Excise regulations	Low	Accounts software calculates VAT and produces VAT claim form	VAT return total compared to VAT control account to ensure totals match	
Ensuring adequacy of annual precept within sound budgeting arrangements	Low	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation. Approval of budget by Full Council.	Regular budget monitoring report to Finance and General Purposes Committee	
Ensuring all business activities are within legal powers applicable to local councils	Low	All activity and payments resolved and minuted at Full Council or relevant Committee. Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate. Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks. Reporting of matters to the Finance and General Purposes Committee Councillor and staff training	Standing Orders and Financial Regulations Internal Audit External Audit	
Complying with restrictions on borrowing	Low	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT OPERATIONAL AND FINANCIAL

March 2020

This Risk Assessment is support by service head assessments – Cultural Services, Grounds and Facilities and Town Management

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Low	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	
Breach of Confidentiality	Medium	Registration under the Data Protection Act Registration with an external adviser confidential data Details included in Contracts of Employment Where necessary confidential matters considered without Public or Press involvements Passwords on computer systems stored in restricted server file	Town Clerk maintains up to date registration entry Regular Members and Officer training Redaction of shared documents as necessary	
Proper, timely and accurate reporting of Council business in minutes	Low	All items resolved and numbered with a master copy maintained in a safe Minutes circulated	Minutes approved and signed at next meeting of Council or Committee Internal Audit check	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure to respond to electors wishing to exercise their rights of inspection	Medium	Minutes published on Council website Financial Information published on Website Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Elector informed of Council's complaints procedure Council compliance with the Transparency Code – section of website set up dedicated to this matter	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Document control – correspondence, postage, storage and filing, etc	Medium	Filing systems maintained in lockable cabinets Record of postages maintained Regular review of need to retain documents and other records Any deeds or other legal documents stored in fire proof safe Remote backup to cloud undertaken daily.	Quarterly internal checks carried out by officers	
Provision of amenities/facilities for occasional use by third parties and community groups	Low	Booking Application Forms in place for use/hire of facilities by third parties and community groups Health and Safety Issues highlighted to hirers and contractors	Review of systems by Estates and Properties Committee	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Changes to legislation and procedures	Medium	Provide effective training for Staff and Councillors Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils Standing Orders, policies and procedures reviewed regularly	Provide adequate budget for staff and Councillor training Annual Review of Internal Controls carried out by Finance and General Purposes committee	
Loss of Officers due to sudden departure or long term illness	High	Staff trained in different duties. Production of detailed instructions for key tasks e.g. salaries, posting payments. SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.	Regular appraisals Annual staffing report presented to the Staffing Committee	
Supplies and Services provided to the Council	Medium	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover Ensure Contractors have appropriate Health and Safety policy	Contract compliance monitoring Sight of insurance certificate before award of contract	

**LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

March 2020

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Project Management	Medium	Identify staff responsible for specific projects Enable staff to seek professional guidance from preferred contractors locally. Report project progress to the Finance and General Purposes Committee	All schemes considered by Council and/or relevant committee and regular updates of active schemes reviewed by Council	
Breakdown/ Accidents with Council Vehicle	Low	Annual service and MOT of vehicles. Vehicle routinely inspected by the town grounds maintenance team with any faults recorded and immediately reported to the Properties Manager. Only Members and Officers of the Council with a valid driving license are permitted to drive the vehicle.	A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.	

LAUNCESTON TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by members of the Launceston Town Council Management team.

Key to risk level employed

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

Signed:		Date:	March 2020
Subject to review, monitoring and revision by: T Clerk	In the event of a service delivery failure	Every:	Year

Organisation name: Launceston Town Council.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major epidemic.	All staff, operatives & service delivery.	Immunisation, testing, isolation	Respond in accordance with national guidelines.	Emergency	NHS Central government.	In the event
Major natural disaster.	All staff, operatives & service delivery.	Respond in accordance with national guidelines.		Emergency	Central government.	In the event
War.	All staff, operatives & service delivery.	Respond in accordance with national guidelines		Emergency	Central government.	In the event
Extreme weather conditions.	All staff, operatives & service delivery.	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Town Clerk	In the event
Social unrest or rioting.	All staff, operatives & service delivery.	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	In the event
Radical political change.	Service delivery.	Respond in accordance with the Council's direction.	Council need to have a plan in place.	High	Town Clerk	Outstanding
Loss of power Loss of heating/water	All staff and customers	Assess need to close and signpost to another branch	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Estates and Properties Mgr	In the event

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Town Hall and Council offices						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	Town Clerk	In the event
Fire in Municipal Building	<i>All staff, operatives & service delivery.</i> <i>Town Council Art Collection</i> <i>Cornwall Council Book Stock</i> <i>Museum Collection</i>	Weekly fire drills and evacuation procedure ensures safety of personnel - Emergency services – fire relayed information on the traffic management plan and the event - management plan - No smoking permitted - Emergency exits identified and kept clear. - Fire-fighting equipment available.	Library close branch and signpost to nearest branch	Emergency	Town Clerk, Estates Mgr, Curator, Library Mgr	Ongoing
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months	Medium	Estates Mgr	Dec 2019
Screens – eye sight damage	All team members Continually looking at a monitor	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests	Low	T Clerk	
IT – back problems	All team members Poor posture from being seated for long periods	Use of appropriate seating and regular breaks	Ensure seating in good order	Medium	T Clerk	
Museum Exhibitions Risk						
Public Entry Injury to the public through open exhibition space when installing	Employees/volunteers Members of the public	- Signs around space to warn members of public of any hazards - Verbal direction from staff to visitors - Objects to be placed around the edge of the rooms to prevent trip hazards - Any tools/artworks are to be monitored at all times by at least one member of staff	No workshops or events to be scheduled during installation weeks	Low Exhibition team is trained and experienced	Curator	
Use of ladders and	Employees/volunteers	Ladders erected properly – please		Low	Curator and/or Estates Mgr	

- Physical injury		• Adequate staffing i.e. 2 members of staff to use			
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Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
		•				
Movement of large structures - Physical injury	Employees / volunteers	• Movement of large structures/artworks to be scheduled in advance •	• Movement to be handled by experienced staff with object handling skills. • Inspection of structure/fixings to be completed before installation. • Heavy objects to be lifted by a team of experienced staff with a safe weight distribution guide of 7-10kg for each person • Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks	Low Exhibition team is trained and experienced	Curator or Estates Mgr	
Object handling	Employees/volunteers Lenders	• Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks • All artworks to be condition checked and quarantined if necessary before handling		Low Exhibition team is trained and experienced	Curator or Estates Mgr	
Museum Collection Risk						
Disposal/Sale of Art Gallery Collections	Collection's Accreditation status LTC reputational risk Art Collection through dispersal	Museum abides by the Museum Association code of ethics • Ensure all Town Councillors are aware of the significance of the collection	Maximising access to the collection Public support and pride in the collection	Low (but impact High)	Curator	
Outdated/tired displays	Loss of visitors Reputational risk	Rotate exhibitions on a regular, planned basis Formulate an exciting and attractive programme of exhibitions	Keep visitors aware of the offer	Low (but high impact)	Curator	
Lack of space for stored collections	Puts contemporary and future collecting at jeopardy Bequests and gifts may have to be refused	Evaluate all new acquisitions to ensure adequate storage (and environmental conditions) available.		High	Curator	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Theft	LTC financially and reputationally	Volunteers/contractors/visitors aware of all visitors and contractor in the building		Low	All staff	
Damage to wall works	Condition of Collection Financial implication	Extra care to be taken when carrying large objects (and tables) through corridors or in areas where wall works are hung		Medium	All staff	
Cultural and Information Services Systems, staff and generally						
Websites poorly maintained	LTC reputation	Appoint social media colleagues		Low	T Clerk	
Social media poorly maintained						

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Server fails	Data	Regular server back ups		Low	RFO	
Failure to comply with GDPR	LTC reputationally	All personal information held on Excel databases to be amalgamated into one encrypted Access database		High	T Clerk	
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	- Training undertaken by Front of House staff - Diplomatic approach	Inform police if required / CCTV	Medium	All staff	
Visitors needs not understood/recognised	All staff, volunteers and members of the public	- Staff training – we are just people serving people - Monitor social media for adverse comment		Medium (impact high)	T Clerk	
Staff succession not managed	All employees	- All staff have job descriptions - Roles are regularly reviewed and staff are aware of one another's roles - Issues raised at regular staff meetings - Annual appraisals - Volunteer support		Low (impact high)	T clerk	
Safe-guarding incident	All employees, volunteers members of the public	- Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed - Ensure all DBS checks are regularly reviewed - Ensure all staff know what to do in the event of a safe-guarding incident	Inform police / social services	Low (impact high)	VIC Mgr	



Launceston Town Council Investment Strategy 2020

Approved by
Finance and General Purposes on:
Minute Reference:

Date
Number

Adopted at Full Council on:
Minute Reference:

Date
Number

Review Date:

March 2021

Prepared By:

Helen Gribble
Responsible Finance Officer

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1. Introduction

- 1.1 Launceston Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This Strategy complies with the revised requirements set out in the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing on 1 April 2018 and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

2. Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard
 - a) to such guidance as the Secretary of State may issue, and
 - b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 The Council's investment priorities are as follows:
 - Security of reserves i.e. protecting the capital sum invested from loss
 - Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed.
 - Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- 2.3 All investments will be made in Sterling.
- 2.4 Although the Department for Communities and Local Government allow a local authority to make loans to local enterprises, charities etc, they may not be seen as prudent. Therefore, the Council will not engage in such activity.
- 2.5 If external investment managers are used, they will be contractually required to comply with the policy.

3. Specified Investments

- 3.1 Specified investments are those offering high security and high liquidity. All investments will be in sterling and for no more than one year.
- 3.2 Such short-term investments made with the UK Government or a local authority or town and parish council will automatically be Specified Investments, as will those bodies or investment schemes of "high credit

quality” i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent¹.

- 3.4 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
- Deposits with UK banks, UK building societies, UK local authorities or UK public authorities.
 - CCLA Property Fund, but no more than 10% of reserves will be invested, for no longer than five years.
 - The debt management agency of HM Government.
- 3.5 Launceston Town Council currently holds investments with Lloyds Bank (Business Account - instant access), HSBC UK (Deposit – instant access), Cornwall Council (Deposit – 24 hours notice) and CCLA Investment Management Limited (Deposit – 1 months notice).

4. Non-specified Investments

- 4.1 These are investments have greater potential risk – examples include investment in the money market, subordinated bonds from banks, permanent interest-bearing shares from building societies and corporate stocks and shares.
- 4.2 Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. Liquidity of Investments

- 5.1 Subject to retaining no less than three months’ average working capital requirement in current and deposit accounts giving immediate access, the Responsible Finance Officer will determine the amounts and maximum period for which such funds may be prudently invested, in accordance with paragraph 3 above, so as not to compromise liquidity.
- 5.2 The placement of surplus funds shall be delegated to the Responsible Financial Officer.

6. Long Term Investments

- 6.1 Long term investments are defined in the Guidance note as greater than 12 months and it requires that, should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
- 6.2 The Council currently holds one long term investment with Launceston Development Trust to the value of £5,000.

¹ A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor; Moody’s Investors Service Ltd; Finch Rating Ltd.

- 6.3 The Council does not envisage any further long term investments being made during the financial year 2020/21.

7. External Borrowing

- 6.1 No borrowing approval is required for temporary loans or borrowing by way of an overdraft. Approval must be given by the Department for Communities and Local Government to borrow to fund capital expenditure.
- 6.2 The Town Council's current external borrowing position as at 31 March 2019 will be £942,063. This loan was taken out through the Public Works Loan Board to finance the extensive repair and refurbishment of the Town Hall.

8. End of Year Report

- 8.1 Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purposes Committee.

9. Review and Amendment of Regulations

- 9.1 The Strategy will be reviewed annually prior to the start of the financial year by the Finance and General Purposes Committee and approved by Full Council.
- 9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10. Alternative Formats

- 10.1 If you require this document in another format please contact the Council on 01566 773693 or email admin@launceston-tc.gov.uk.

11. Freedom of Information

- 11.1 In accordance with the Freedom of Information Act 2000, this document will be published on the Council's Website www.launceston-tc.gov.uk and is also available by contacting Launceston Town Council, The Town Hall, Western Road, Launceston, Cornwall, PL15 7AR. Telephone: 01566 773693 or email admin@launceston-tc.gov.uk

Agenda item: 13

Committee: Full Council

Date: Tuesday 17 March 2020

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Agree the Town Hall office opening hours**
- 2) Note the requirement for the receipt of committee Chairman reports for the Annual Town Meeting**

1 Town Hall Office Opening Hours

- 1.1 Further to the Council agreeing under resolved item 1909/39 that the Council offices close at 1.00pm, a shortage of staffing was still experienced and the 1.00pm closing time was extended to Friday 29 November and then again until 31 March. Members have spoken with office colleagues who advised that the closing time allows them the opportunity to complete tasks that they may have not been able to, when dealing with visitors or hirers at the Town Hall. The Council is therefore recommended to adopt these operating hours on a permanent basis.

2 Committee Chairman Reports

- 2.1 Committee Chairman are requested to supply the Town Clerk with a report on the work and actions of their relevant committee during the past year, by Monday 6 April to allow inclusion within the Annual Report, published for the Annual Town Meeting on Wednesday 8 April

Contact officer: Christopher Drake – Town Clerk

Date: 10 March 2020

From 19/02/2020 to 18/03/2020

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	2	22.00 Hours	
External Hires	3	2.25 Hours	
Guildhall	12	49.75 Hours	
Kitchen Bar and Reception Area	17	103.50 Hours	
Main Hall	37	163.50 Hours	
Otho Peter Suite 01	10	31.25 Hours	
Otho Peter Suite 02	2	11.00 Hours	
Otho Peter Suite Both Rooms	4	12.50 Hours	
Town Square	5	28.00 Hours	
Total	92		

Town Square	Number of Bookings	Time Booked	Value
Town Square	5	28.00 Hours	
Total	5		

Ambulance Hall	Number of Bookings	Time Booked	
Ambulance Hall (Garage)	0	0.00 Hours	
Ambulance Hall (MainHall)	40	157.50 Hours	
Ambulance Hall (Meeting Room)	5	17.75 Hours	
Total	45		