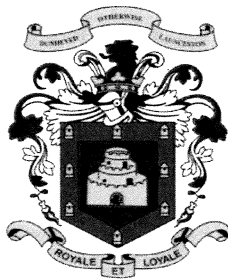


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING
TUESDAY 25 AUGUST 2020 at 7pm via the Zoom Platform

- PRESENT** Cllrs, Bailey, Bullen, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Keighley, Nancarrow, Nolan, Penhale, Tremain, Young. Town Clerk (Christopher Drake).
- 2008/06 Apologies for absence**
Apologies were received from Councillor O'Brien
- 2008/07 Election of the Town Mayor**
Cllr Gilbert proposed, and Cllr Young seconded, that Cllr Dave Gordon be elected as Mayor for 2020/2021. This was **unanimously agreed**.
- 2008/08 Acceptance of Office**
Cllr Gordon formally accepted the nomination and signed the Acceptance Book and Declaration
- 2008/09 Election of the Deputy Town Mayor**
Cllr Bailey proposed, and Cllr Young seconded, that Cllr Leighton Penhale be elected as Deputy Mayor for 2020/2021. This was **unanimously agreed**.
- 2008/10 Acceptance of Office**
Cllr Penhale formally accepted the nomination and signed the Declaration.
- 2008/11 Declarations of Interest**
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received
- 2008/12 Reports from Cornwall Councillors**
There were no reports to receive
- 2008/13 Reports from Town Councillors**
Cllr Heaton spoke about the issue of overgrown vegetation in Tower Street. The Clerk advised that the Town Council had been invited by Cornwall Housing to tender for the works

Cllr Gordon advised of an issue regarding weeds and overgrown vegetation at Hendra Park and that Cornwall Highways would be undertaking works to the area.
- 2008/14 Report from the Town Mayor**
The Mayor advised that a copy of his report was available from the Clerk
- 2008/15 To confirm the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Council meeting held on 28 July 2020, subject to the amendments that

- i) Resolution 2007/09 - Cllr Bailey raised a question in regards to the submission of the Lawrence House Museum accounts and the Clerk advised that details would be forwarded to all councillors
- ii) Resolution 2007/15 ii) g) – Cllr Conway had stated that the Registration Service must form part of the new Library Hub

2008/16

Standing Committees

It was **resolved unanimously** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:

- a) **Finance and General Purposes Committee**
Cllrs Bailey, Bullen, Conway, Keighley, Nolan, O'Brien and Young
- b) **Planning and Economic Development Committee**
Cllrs Gilbert, Harris, Heaton, Hogan, Nancarrow, Nolan and Tremain
- c) **Lawrence House Museum Management Committee**
Cllrs Harris, Hogan, Keighley, Tremain and Young.
- d) **Staffing Committee**
Chairman of the Finance, Planning and Estates committees
- e) **Estates and Properties Committee**
Cllrs Bailey, Harris, Hogan, Keighley, Nolan, O'Brien and Chair of Finance & General Purposes Committee (A replacement member will required if any of the above, as applicable, are elected as Chair of the Finance & General Purposes Committee)
- f) **Tourism and Information Services Committee**
Cllrs Gilbert, Hogan, Nancarrow and Nolan

2008/17

Appointments to Organisations

It was **resolved** to make the following appointments:

- a) Eventide Trust - The Mayor and Deputy Mayor
- b) Twinning Association - Cllr Gilbert
- c) CALC - Cllr O'Brien and Cllr Conway
- d) Launceston Sports – Cllr Gordon
- e) Launceston In Bloom - Cllr Penhale
- f) Police Liaison - Cllr Heaton and Cllr Harris
- g) Launceston Chamber of Commerce – Cllr Bailey
- h) Friends of Launceston Priory – Cllr Tremain
- i) Launceston Town Youth Council – Cllr Young
- j) Launceston Community Network Panel – Cllr O'Brien – subject to the Council being permitted to have a second member on the panel at which Cllr Young sits as Chairman
- k) Town CCTV Committee – Cllr Nolan and Cllr Harris
- l) FLIC – Cllr Young
- m) Charles Causley Festival – Cllr Bailey and Cllr Tremain
- n) Coronation Park Trust – Cllrs Bullen, Gordon and Hogan
- o) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- p) Street Pastors – Cllr Harris
- q) Little Red Bus – Cllr Bailey
- r) Orchard Youth Project – Cllr Harris
- s) Emergency Plan – Cllr Gordon, Cllr Harris, Cllr O'Brien, Cllr Young

- t) Launceston Loyalty Card – Cllr Bailey and Cllr Bullen
- u) Lanstephan Play Area – Cllr Harris
- v) Town Band – Cllr Bullen
- w) Plastic Free Launceston – Cllr Heaton
- x) Connections Working Party – Cllr Heaton
- y) Patient Participation Group – Cllr Heaton

2008/18 Calendar of Meetings 2020/21

The calendar had been circulated with the agenda and was **agreed**

2008/19 Lawrence House Trustees Request for Constitution Amendment

It was **resolved unanimously** to agree the proposal of the Lawrence House Museum Trustees that the Museum's constitution be amended so that the post of Treasurer can be fulfilled by person/s other than the Town Council's Responsible Financial Officer

2008/20 Correspondence and Matters to Note

There were no matters to note

2008/21 Urgent Items

There were no items for consideration

Date of the next meeting

The next Full Council meeting will be held on Tuesday 15 September 2020

The meeting ended at 7.51pm.

Signed Date

NOTICE OF MOTION

Community Network Panel Representation

That this Council;

- 1) Rescinds resolved item 2008/17 (j) that 'Cllr O'Brien be the Town Council Outside Body Representative for the Launceston Community Network Panel, subject to the Council being permitted to have a second member on the panel at which Cllr Young sits as Chairman'
- 2) Agrees that the Town Council elect two representatives to the Community Network Panel, subject to the proviso that as per the Terms of Reference for the Panel, the Town Council will be limited to one vote

Signed:

Cllr H Bailey

Cllr I Nolan

Cllr B Hogan

Cllr J Conway

Cllr D Gordon

Cllr N Gilbert

Cllr R Tremain

Cllr I Nolan

Cllr L Penhale

Cllr B Keighley

Cllr J Harris

8 September 2020

Agenda item: 11

Committee: Full Council

Date: Tuesday 15 September 2020

Subject: Priory Park play area

Summary: To agree actions regarding the future use of Priory Park play area

Recommendations.

The Council is recommended to:

- 1) Note the background information regarding issues at Priory Park**
- 2) Agree actions for the site**

1 Background Information

- 1.1 The play area at Priory Park has been previously identified as a site that requires complete refurbishment. The play area on site is dated and the overall area is in need of renovation. The site has been subject to some vandalism in the past, and that incurred earlier in the year resulted in an estimated repair bill in excess of £2000. The most recent spate of damage has added to those costs and has also involved anti social behaviour towards local residents.
- 1.2 The Mayor and Town Clerk have liaised with the local Police, who are now investigating the matter and the Mayor has advised that the Town Council will consider the actions available to the Council in regards to how the site may be managed in the future. The Council has previously agreed that the site be overhauled and that a whole new play area be installed, incorporating all areas of the site, however there is currently no budget to facilitate this and the raising of capital through grant schemes and match funding will take a period of time, which will not be conducive to discouraging the issues that are occurring on site.

2 Recommendations for consideration

- 2.1 So as to potentially achieve quick changes to the site, and therefore attempt to stop the ongoing damage and anti social behaviour, the Council is recommended to consider that the site be changed so that only limited play equipment be installed and the remainder of the area be promoted as an open space.
- 2.2 As an example of what may be considered, all current equipment on site be removed and replaced with;
 - New football goal posts
 - A netball/basketball hoop area
 - Seating
 - A themed piece of play equipment for younger children

The aim of these changes would be to promote a well maintained open space, with a kickabout area and basketball area, along with seating for visitors and play equipment for younger children, This will allow for a reduction on the soft surface at the site, which is currently the main area that is being vandalised, as well as ensuring that the site offered facilities for all ages.

- 2.3 As the surrounding area is highly residential, the promotion of open space for all would be beneficial and would help to create a space that was inviting to use. By removing the equipment and surfaces that are so often damaged, the Council would reduce maintenance costs and in addition, the time made available to the Council's Grounds Maintenance team could be spent on ensuring the site was maintained to a higher standard , with an increase in grass cutting schedules to ensure that the football pitch could always be used.

3 Financial considerations

- 3.1 The cost of repairs suffered at the site, prior to the latest damages, was in excess of £2,000. The Council has a budget of £1,900 for vandalism repairs as well as an additional £4,000 in reserves, and a grant fund of £10,000. This provides the Council with a fund of £15,900 towards improvements at the site.
- 3.2 Typically, a basket ball hoop for play areas costs approximately £800-1,000. A set of goal posts are a similar price. This would allow approximately £13,000 for a piece of play equipment and suitable soft surface as required

Contact officer: Christopher Drake – Town Clerk

Date: 8 August 2020

Agenda item: 12

Committee: Full Council

Date: Tuesday 15 September 2020

Subject: Council Projects and Prioritisation

Summary: To agree the prioritisation of agreed Council projects

Recommendations.

The Council is recommended to:

- 1) Note the details of the projects currently agreed by Council**
 - 2) Agree any other projects that are required to be undertaken within the remit of the Council's portfolio**
 - 3) Agree the prioritisation of projects**
-

1 Information

- 1.1 In addition to the day to day operations of the Council as the local representative voice of residents and the areas of operation offered, namely car parking, Library, Information Service, grounds maintenance, cemetery, venue hire, town market and events and museum, the Council has agreed a number of projects either in addition to existing services or as an improvement to them.
- 1.2 So as to ensure that the Council undertakes and completes all projects to the highest standard whilst ensuring value, Members are recommended to prioritise projects so that officers have a clear understanding of what areas need to be dealt with in order of importance and need. This will ensure a streamlined approach to working that will better provide the Council with an understandable as well as a manageable workload.

2. Current projects agreed by Council

- 2.1 In addition to the day to day operation of the Council, the following projects have also been resolved;
 - Building of a new cemetery - In addition to the works ongoing in designing an applicable level of burial sites, the Council has also been negotiating where a new site should be located. This has become an extended process due to the current land allocation falling outside of the town boundary. The Council has resolved to seek an alternative location within the boundary
 - New library – Work has been ongoing for a number of years and a site has now been allocated. The Council is working to ensure that the design and occupation by users is conducive to the operation being affordable to the Council. The Council has resolved to investigate the possibility of undertaking the building of housing units within the proposed building.
 - Refurbishment of Ambulance Hall – This site has been owned and operated by the Council for approximately two years and has established a regular user base. However the site is in need of upgrading. Members are requested to consider that

the site be redeveloped for the Council offices, which would allow for a proper reception area, increased office space for staff, whilst still maintaining hall hire and meeting space opportunities.

- Installation of a modern and fit for purpose play area within the town

3 Prioritisation

3.1 To ensure that works are considered and prioritised correctly, a simple matrix can be adopted that will categorise works into four levels;

- Level 1 (important and urgent): Tasks that must be done and the works undertaken as soon as possible. This area would include projects with set deadlines
- Level 2 (important but not urgent): These are the tasks without pressing deadlines but are critical to success. This will include projects that will provide the Council with better process development, investigation into schemes etc. It should be noted that if these works are not properly undertaken, then the tasks can easily become important and urgent.
- Level 3 (urgent but not important): These tasks don't contribute to any end results but should still be treated with urgency.
- Level 4 (not urgent and not important): These are projects into which too much time may be allocated, but with little or no end gain for the Council.

3.2 As an example (see below), the building of a new cemetery could now be considered as a level 1 issue, as the Council has limited burial spaces available and if works are not undertaken, then the Council may be in a position where it is unable to offer a burial service until such time as a new site is operational. As well as causing considerable upset to local residents, it will also jeopardise a Council income stream.

Project	Prioritisation	Review date	Completion date	Comments
New cemetery	1	Dec 2020	TBA	
Ambulance Hall	2	Jan 2021	Sept 2021	
Chocolate biscuits at all meetings	4	Dec 2025	TBA	

3.3 Once agreed, the Council projects can be tackled in a timely and appropriate manner, with proper staff allocation. It is recommended that the details of works continue to be reported to the Estates and Properties committee, but that the matrix be regularly reviewed by Full Council so as an overview of works and their status can be considered and actions agreed. This will also allow for the matrix to be fluid and the allocation of new projects added as required.

Contact officer: Christopher Drake – Town Clerk

Date: 8 September 2020

Agenda item: 13

Committee: Full Council

Date: Tuesday 15 September 2020

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Note the update regarding town Christmas Events**
- 2) Note the details regarding the current councillor vacancy**
- 3) Note the details regarding the position of Honorary Secretary of the Lawrence House Museum**
- 4) Note the retirement of the Estates and Properties Manager**
- 5) Consider the request for Trustees from Community Money Advice Launceston**
- 6) Note the recent salary scales agreement from the National Joint Council**

1 Christmas Events

- 1.1 At the recent meeting of the Christmas Event working party, it was agreed that a scaled down Christmas event would be undertaken this year, given the likelihood that social distancing measures may still be in place and further to the success of last year's event, this would be difficult to control if large crowds attended.
- 1.2 It is proposed that the town Christmas lights and town centre tree be erected, and that a live streaming of the lights being turned on is investigated for Thursday 3 December. The Council will also arrange a Christmas market in the town square on Saturday 5 December, which combined with the Chamber of Commerce Late Night shopping event on Friday 4 December, will ensure that the town offers a festive attraction.

2 Councillor Vacancy

- 2.1 Following the resignation of Ms Sam Allen from the Town Council, the councillor vacancy was advertised and a written request by ten electors was received calling for an election. As a result of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020 and the Coronavirus Act 2020, a poll cannot currently take place until 6 May 2021, the date of the next ordinary elections. The vacancy will therefore be kept open and the Council is unable to fill the vacancy.

3 Honorary Secretary of the Lawrence House Museum

- 3.1 Further to the Clerk formally resigning from the position of Honorary Secretary of the Lawrence House Museum, the Council, as Trustees, are required to consider the vacancy for this post.

4 Retirement of the Estates and Properties Manager

- 4.1 The Estates and Properties Manager, Mr David James, has advised that he will be taking early retirement from his post, providing two month's notice with effect from 1 September.
- 4.2 In the first instance the position will be advertised internally, and if no suitable applications are received, the Council will be required to undertake external advertising. Mr James has offered to work in a part time capacity to assist with the preparation and integration of the new post holder. The Council is recommended to agree this option so as to ensure a proper hand over process.

5 Community Money Advice Launceston

- 5.1 The organisation, Community Money Advice Launceston has contacted the Town Council in regards to seeking new trustees to join its management team. If any councillor is interested in the role, the organisation is happy to arrange a meeting to talk more about the role, the work of the charity in the local community and its plans for the future

6. Salary Scales

- 6.1 The Town Council has received details of the recently agreed National Joint Council pay award. The Council had allocated a budget of a 5% increase for lower salary scale points and a 3% increase for higher scale points. The actual award level is approximately 2.75% and will be backdated to 1 April 2020

Contact officer: Christopher Drake – Town Clerk
Date: 9 September 2020