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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

To: All members of the Estates and Properties Committee
Cllrs Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Harris, Hogan, Keighley, Nolan, O'Brien and Conway (Chair of F&GP)
Cc all members of the Council for information

You are summoned to a meeting of the Estates and Properties Committee on Monday 5 October 2020 at 10.00am

In accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held remotely using the Zoom platform. A meeting ID and password will be emailed to all councillors

Press and Public are invited to watch the meeting online via our Facebook page at;
<https://www.facebook.com/LauncestonTownCouncil>

Members of the public who wish to address the Committee during the Public Representation Session are requested to email the Town Council by 5pm Friday 2 October 2020 and a meeting password will be sent to you on the day of the meeting

The agenda is set out below.

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

Christopher Drake
Town Clerk

25 September 2020

A G E N D A

- 1 **Election of Chairman**
- 2 **Elections of Vice Chairman**
- 3 **Apologies for absence**
- 4 **Declarations of Interest**
Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a request for a dispensation is agreed.
- 5 **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)
- 6 **Minutes of the last meeting**
To sign the minutes of the meeting held on Monday 3 February 2020

7 Property Manager's Report

Update on on-going maintenance and works undertaken as a result of and during the Coronavirus period

8 Budget

To consider and agree budgetary requirements for 2021-22

9 Urgent Items

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

Date of the next meeting

The next meeting will be held on Monday 7 December