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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING

held on **TUESDAY 16 FEBRUARY 2021** at **7.00pm** via the **Zoom Platform**

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Conway, Gilbert, Harris, Hogan, Heaton, Nancarrow, Nolan, Tremain and Young
In attendance: Cornwall Cllr Paynter
Christopher Drake (Town Clerk)
- 2102/22 Apologies for absence**
Apologies for absence were received from Cllrs Bullen and O'Brien
- 2102/23 Declarations of Interest**
There were no declarations of interest
- 2102/24 Public Representation Session**
There were no public representations
- 2102/25 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
(i) Minutes of the Meeting of the Council held on Tuesday 19 January 2021 at 7.00pm
(ii) Minutes of the Extraordinary Meeting of Council held on Tuesday 9 February 2021
- 2102/26 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub-committees:
(i) Planning and Economic Development held on Thursday 14 January 2020 at 7.00pm
(ii) Estate and Properties held on Monday 1 February 2021 at 10.00am
(iii) Finance and General Purposes held on Wednesday 3 February 2021 at 7.00pm
(iv) Planning and Economic Development held on Thursday 4 February 2021 at 7.00pm subject to the report of the committee chairman being attached to the minutes for reference
- 2102/27 Reports from Cornwall Councillors**
Cllr Paynter advised that Cornwall Council was undertaking work on the budget and explained that Cornwall Councillors had been partaking in a number of meetings in regards to town projects

Cllr Conway requested an update in regards to the proposed library hub. Cllr Paynter advised that the works were still ongoing in securing a suitable site and updates would be provided as soon as was practicable. Cllr Paynter also spoke about the other projects in the town, including new housing, new bridges and two new schools.

Cllr Tremain asked if there were any updates regarding the large planning application for the site at Dutson Road. Cllr Paynter advised that there were no further updates since the most recent planning meeting.

2102/28

Reports and Questions from Town Councillors

Cllr Heaton enquired if the Town Council had received approval to undertake clearance works at Tower Street. **The Clerk** advised that a response from Cornwall Housing was awaited and that requests for updates had been made.

Cllr Heaton also spoke about the future verge maintenance programme, advised that the Launceston Medical Centre website was providing updates in regards to the vaccination process and expressed thanks to all those involved in the vaccination programme. Cllr Heaton also spoke about Plastic Free Launceston working in conjunction with the Community Network Panel, and raised concerns regarding recent anti social behaviour in the town and that she had been in contact with the police in this regard

Cllr Bailey advised that she had requested an update from the Little Red Bus service but had not received this prior to the meeting

Cllr Tremain gave an update regarding the planning issue at Windmill Lane. The Mayor and Cllr Tremain met with Sharon Bundy, Cornwall Council Infrastructure Adoptions Manager and Kate Venner, via Teams on Tuesday 9 February . Cllrs gave an outline of what the Town Council had expected from the development and gave a brief history of the site and also explained that there was no mention of a wall and such a change in the road levels in the original plans sent to the Town Council for comment.

Sharon Bundy explained that 5D Construction, who had taken on the building site from the original developer, needed to alter the levels to connect to the drainage system. There were problems with the size of the vehicle turning circle due to the narrowness of the lane. The waste management team have provided details of the size of their vehicles and the developer has ensured Cornwall Council that this will be suitable.

It is unlikely that the wall will be removed due to the difficulties in the grading of the slope to raise the level, which is difficult due to the turning area.

It was agreed that the developer should have allowed more room within the site for the turning provision, and that Cornwall Council should have kept the Town Council informed of changes to the plans. Cornwall officers assured that the works have to be in accordance with approved plans.

Cllrs Tremain and Gordon repeated that the wall was unnecessary and a complete over-engineering of what is necessary to complete the new junction and Cornwall officers advised that they will talk to the Planning Officer, and will then come back to the Town Council with an update

Cllr Conway stated that he worked as a volunteer at a vaccination centre and the system was working very well

It was proposed and agreed that the Council send a letter of thanks to the vaccination centre

2102/29

Report from the Town Mayor

A written report had been circulated to councillors and is attached as an appendix

2102/30

Lawrence House Museum

It was **resolved** to agree the minutes of the Lawrence House Museum and to agree the proposed works

- 2102/31 Progress and Information**
Members considered Report 05/21 concerning the above (previously circulated)
It was **resolved** to
- i) note the update regarding wall repairs at Cornwall Council car parks
 - ii) agree the recommendation of the Estates and Properties Committee regarding wayfinding signage at the Town Hall
- 2102/32 Correspondence and matters to note**
Correspondence had been received regarding the grass verge cutting programme and in particular the need to undertake cutting in consideration to nature and wildlife support. Officers would liaise with Cornwall Council on the programme for 2021
- 2102/33 Urgent Items**
There were no items for consideration
- 2102/34 Exclusion of members of the press and public**
It was **resolved** 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 involved the likely disclosure of confidential information.
- 2102/35 Library Hub Update**
The Clerk provided a verbal update in regards to the proposed library hub building

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 16 March 2021 at 7pm

The meeting ended at 8.05pm

Signed Date

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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 25 February 2021 at 7.00pm
via the Zoom platform

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

2102/36 Apologies for absence
There were no apologies for absence

2102/37 Declarations of Interest
Cllr Heaton declared an interest in planning application PA20/11486 – Land east of Dutson Road

2102/38 Public Representation
There were no representations made

2102/39 Minutes of the last meetings
The minutes of the meetings held on 4 February 2021 were signed as a correct record

2102/40 Current Planning Applications for comment

Application	PA21/00751
Proposal	Listed Building Consent for the conversion of barns into living accommodation
Location	The Coach House St Stephens Launceston Cornwall
Applicant	Mr Ian Wills
Town Council	Support

Application	PA21/00878
Proposal	Application for works to trees subject to Tree Preservation Order namely : Felling of 6 Lawson Cypress and replacement with same and management works to 10 further trees (4 no. Western Red Cedar, Beech, Field Maple, Sessile Oak, Red Oak, Norway Maple, Maple)
Location	Manaton Dunheved Road Launceston PL15 9JE
Applicant	Mr Peter Hodgeson
Town Council	Support

Application	PA21/00917
Proposal	Proposed erection of 8no. dwellings and associated infrastructure on previously approved land with variation of condition 2 of application no. PA17/04016 dated 05/07/17
Location	Abbotts Priory Yard Riverside Launceston
Applicant	Mr N Wade

Town Council	The Town Council strongly demands that a full archaeological survey investigation must be undertaken and must be adhered to during the entire development of this site
Application	PA21/01009
Proposal	Reducing the tree T1 by a 2m clearance of the properties subject of a Tree Preservation Order
Location	62 Trecarn Close Launceston Cornwall PL15 7LN
Applicant	Anita Johnson Livewest
Town Council	Support

2102/41

Planning Decision to Note

Application	PA20/10960
Location	23 Meadowside Launceston PL15 7DJ
Proposal	Single storey extension on top of the garage to the east side, a single storey extension of the kitchen and living area on the west side and a loft extension with a sloping mansard on the rear.
Decision	APPROVED
Town Council	Support

Application	PA20/11192
Location	12 Kensey Valley Meadow Launceston PL15 9NB
Proposal	Proposed dropped kerb to create off road parking for one vehicle.
Decision	APPROVED
Town Council	Support

Application	PA20/10008
Location	70 Trecarrell Launceston Cornwall PL15 9DF
Proposal	Outline application with all matters reserved to construct a detached dwelling in part of the garden
Decision	APPROVED
Town Council	The Town Council objects to this application due to concerns over access and egress to the site as well as the space being inadequate for a property

Cornwall Council officers advised that they were minded to recommend the application for approval. The submission of this application follows an approved application PA15/06238. The plans, location and design have not been altered from that approval.

In assessment of the application it is considered that the site is located in a sustainable location, within walking distance of many services and facilities. Consequently, the principle of developing the site with a single dwelling is acceptable and accords with Policies within the Cornwall Local Plan 2010 – 2030 and the NPPF 2019.

In terms of access considerations, this scheme would provide a single car parking space to serve the new dwelling, whilst retaining the existing garage to serve the existing dwelling. In the absence of any minimum parking standards, this level of parking provision would be considered adequate. However, the application is in

outline form with all matters including access to be dealt with through the submission of the reserved matters application.

No concerns or objections have been received from any neighbouring properties.

In accordance with the local council protocol, the Town Council agreed to disagree with the proposal to grant permission

Application	PA20/11081
Location	2 Hendra Court Dunheved Road Launceston Cornwall PL15 9JG
Proposal	Pruning works to T4 - Copper Beech 3m crown lift of branches no larger than 100mm in diameter and selective pruning works to achieve a 2m crown clearance from the dwelling.
Decision	APPROVED
Town Council	Support

2102/42

Correspondence and items to note

Further to correspondence received by the Mayor and Committee Chairman in relation to a planning issue at Kensey View, it was agreed that a letter be sent to Cornwall Council expressing the Town Council's dissatisfaction that a planning decision was made prior to a consultation deadline date and requesting that this does not occur for any future planning decisions

Next Meeting

The next meeting of the committee will be held on Thursday 18 March 2021 at 7pm.

The meeting closed at 7.33pm

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



**Minutes of The Tourism and Information Services Committee held on
Tuesday 2 March 2021 at 5.15pm via the Zoom Platform**

- Present:** Cllrs: Gordon (Mayor), Penhale (Deputy Mayor), Gilbert (Chairman), Hogan, Nolan and Heaton
In attendance: Launceston Visitor Information Centre Manager
- 2103/01 Apologies for Absence**
No apologies were received
- 2103/02 Declarations of Interest**
No declarations were made
- 2103/03 Public Representation Session**
No representations made
- 2103/04 Minutes of the last meeting**
The minutes of the meeting held on 12 January 2021 were agreed and will be signed as a correct record.
- 2103/05 Launceston Chamber of Commerce**
The committee **received** a presentation from Launceston Chamber of Commerce on the production of a town map
- 2103/06 Financial Report**
It was **resolved** to note the financial report
- 2103/07 Manager's Report**
i) The Manager clarified points in the report; no questions were asked
ii) The manager stressed paragraph 5 of the report that the market survey should be broadened to include town centre retail and the general public
- 2103/08 COVID-19**
The committee **considered** the implications of the new government guidance as highlighted in the manager's report
- 2103/09 Saturday Markets**
i) The committee **considered** the outcomes of the recent market survey
ii) It was **resolved** that councillors, identified at **2101/12**, would carry forward the work related to the market development
iii) It was **resolved** that councillors would undertake an in-person survey at the May market
iv) It was **resolved** that the VIC Manager would organise a public wide market survey through Facebook
v) The findings of the updated market review would be presented to the committee at the July meeting
- 2103/10 St Piran's Day Celebrations**
The VIC manager **updated** the committee on St Piran 2021
- 2103/11 Items to Note and any Urgent Matters**
No urgent matters were raised
- 2103/12 Date of Next Meeting**
Tuesday 4 May 2021 at 5.15pm

The meeting closed at 6:01 p.m.

Signed :

Date:

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MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held via the Zoom portal on Wednesday 3 March 2021 at 7pm

- PRESENT: Cllrs Gordon (Town Mayor), Penhale (Deputy Town Mayor), Bailey, Bullen, Conway, Hogan, Nolan and Young
In attendance: Councillor Heaton
Helen Gribble – RFO
Christopher Drake – Town Clerk
- 2103/13 Apologies for absence**
There were no apologies for absence
- 2103/14 Declarations of Interest**
There were no declarations of interest
- 2103/15 Public Representation Session**
No public representations were made.
- 2103/16 Minutes of the last meeting**
The minutes of the meeting of 3 February 2021 were signed as a correct record
- 2103/17 Finance**
a) It was **resolved** to approve the payment listings for February 2021
b) It was **resolved** to approve the balance sheet for January 2021
c) It was **resolved** to approve the income and expenditure account to January 2021
- 2103/18 Direct Debit and Standing Order Payments**
It was **resolved** to approve the payments made by Direct Debit and Standing Order
- 2103/19 Segregation of Duties**
It was **resolved** to note the Segregation of Duties
- 2103/20 Asset Register**
It was **resolved** to approve the Asset Register subject to a review of kitchen and catering equipment
- 2103/21 Financial Regulations**
It was **resolved** to approve the Financial Regulations
- 2103/22 Management and Safe Keeping of Money Policy**
It was **resolved** to approve the Management and Safe Keeping of Money Policy
- 2103/23 Urgent Items**
There were no items for discussion

Date of Next Meeting

The next meeting will be held on Wednesday 5 May 2021 at 7pm.

The meeting closed at 7.17pm.

Signed Date



Lawrence House Museum

(Registered Charity No 276656)
9 Castle Street, Launceston PL15 8BA
Curator Dr Damon Dennis 01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk



LAWRENCE HOUSE MUSEUM MANAGEMENT AND LIAISON COMMITTEE MINUTES OF THE MEETING AT 7pm ON 2 MARCH 2021 VIA ZOOM

PRESENT: Cllr Trustee Margaret Young (Chair)
Cllr Trustee Rob Tremain (Vice Chair)
Cllr Trustees Helen Bailey, Dave Gordon, Joan Heaton, Brian Hogan
Ian Nolan, Leighton Penhale
Lay Trustees Verity Anthony, Peter Herring
Launceston Town Council (LTC) Properties Manager Martin Cornish
Curator Damon Dennis
Secretary Lesley Barker

- 1 **WELCOME AND APOLOGIES FOR ABSENCE:** Chair Margaret Young welcomed everyone to the meeting and introduced LTC Properties Manager, Martin Cornish, who has recently taken up the post. Cllr Paula Bullen, Treasurer Emma Gilbert and Lay Trustee David Scott were unable to attend.
- 2 **MINUTES OF THE LAST MEETING 8 FEBRUARY 2021, PREVIOUSLY CIRCULATED**
The minutes were agreed as a correct record.
- 3 **CURATOR'S REPORT**
Curator Damon Dennis summarised events since the last meeting, which included:
 - the government announcement on the easing of lockdown restrictions, which meant that hopefully plans could soon be put in place for possible reopening in May when the stewards should have had their second vaccinations
 - the next edition of the Lawrence House Museum newsletter, the Carrier Pigeon, will be put on the Launceston Life website and on Launceston Library's Facebook page
 - the Operations Team is still meeting weekly on Zoom to discuss plans and projects
 - the digital survey conducted via the Museum's Facebook page has received 150 responses (including 12 from prospective volunteers) and a full report on results will be available soon
 - the Health and Safety risk assessment (to include Covid19 issues) will be done using the one prepared for Bodmin Keep as a template (which Verity had supplied)
 - the Heritage Compass Programme trustees sessions will be recorded and available on their website after the event.
- 4 **TREASURER'S UPDATE**
Margaret Young reported that Treasurer Emma Gilbert has touched base with LTC Responsible Financial Officer Helen Gribble and it now seems likely that the handover of the Museum account will take place at the end of this financial year. Helen Bailey advised the meeting that she had spoken to Helen Gribble and had been given the figures relating to current amounts in the Museum's accounts, next year's LTC grant to cover running costs, and the amounts earmarked by LTC for general building repairs and maintenance.

5 PROPERTIES UPDATE

LTC Properties Manager, Martin Cornish, gave a general overview of the situation. Launceston Fire Officer Andy Sleeman had carried out a fire risk assessment which had shown that in general the Museum is in reasonable order in this regard except for the fire exit in the basement and the signage, which Martin is arranging to be rectified.

He is also working on a risk assessment of the building and expects to complete it within two weeks.

Concerning the extensive work needed to the exterior, Martin is in the process of obtaining quotes on behalf of LTC for full wraparound scaffolding and is of the opinion that all the exterior work should be done while the scaffolding is up - but funding may be an issue as, once costed, the amount needed is likely to be in excess of £100,000. It was agreed that the first priority is to get the building watertight to prevent further damage.

Peter Herring pointed out that, as the building is Grade II* listed, Historic England would have to be involved.

This could be done through David Scott, who is more than happy to give his help and advice and, in view of his extensive knowledge and experience of conservation projects, should be consulted from the outset.

Martin undertook to seek a meeting with David as soon as possible to explore the way forward for LTC. It was generally agreed that, in view of the historic nature of the building, it would be important to employ contractors familiar with conservation work.

The members of the Committee agreed with Martin that a project manager would be needed to coordinate such a large and complex job (formally proposed by Brian Hogan and seconded by Joan Heaton), thanked him for his commitment to progressing the work required, and assured him of their willingness to help as needed.

6 GRANTS UPDATE

The possible availability of grants and loans from various sources was discussed under Item 5 above and it was agreed that LTC would not be in a position to apply until detailed costings had been produced, although Brian Hogan suggested that improvement to the building's heating, lighting and ventilation could be treated as a separate project which might be eligible for a 'green' grant.

7 RISK ASSESSMENT

Museum - covered under Item 3 above (Curator's Report).

Building – covered under Item 5 above (Properties Update).

8 OTHER BUSINESS

Museum Opening

As reported under Item 3, there was a possibility that the Museum could open in May, although the rule of six or two households would still apply. The Curator also made the point that, until the conservatory roof is repaired, there could be no visitor access to the garden.

9 There being no other business, the meeting closed at 8.03pm having confirmed the DATE OF NEXT MEETING as Tuesday 6 April 2021 at 7pm via Zoom.



Launceston Town Council Statement of Internal Control 2021

Approved by

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Date
Number

March 2022

Helen Gribble
Responsible Finance Officer

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STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2021

1. SCOPE OF RESPONSIBILITY

Launceston Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2021, and accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council regularly reviews its obligations and objectives, and approves budgets for the following year at its December meeting. The December meeting of the Council approves the level of precept for the following financial year.

The Finance & General Purposes Committee monitors progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters.

The full Council meets 11 times each year and monitors progress against its aims and objectives at each meeting by receiving committee minutes and relevant reports from members of the Council and the Town Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and manager. The Council has appointed a separate officer to act as the Responsible Financial Officer who advises on financial related issues and is responsible for the administration of the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

Members of the Finance & General Purposes Committee authorise every payment. All payments are reported to the Full Council. The RFO is responsible for checking the legality of each payment and that payments are within the powers of the Council prior to presentation to the Finance and General Purposes Committee.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:

The Council's External Auditors, PKF Littlejohn, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- the full Council;
- the Clerk to the Council and Responsible Financial Officer are responsible for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. An Audit Certificate is issued.
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2020-2021 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted.



Launceston Town Council Operational and Financial Risk Assessment 2021

Approved by
Full Council on:

Date: 16 March 2021

Minute Reference:

Number: 1912/17

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

March 2021

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 2021

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 2021

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Protection of Council properties, furniture and equipment	Medium	Insurance Cover obtained	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	
		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.		
		Early warning smoke detection system installed in the municipal buildings Security marking on equipment kept up to date		

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

March 2021

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of buildings Town Hall Ambulance Hall Visitor 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 2021

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 2021

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 2021

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 and 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 2021

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 2021

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 2021

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 2021

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 2021

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 2021

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 2021

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	Medium	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 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 2021

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.		NHS Central government.	In the event
Major natural disaster.	All staff, operatives & service delivery.	Respond in accordance with national guidelines.			Central government.	In the event
War.	All staff, operatives & service delivery.	Respond in accordance with national guidelines			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	All staff, operatives & members of the public	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building		Town Clerk	In the event
Fire in Municipal Building	All staff, operatives & service delivery. Town Council Art Collection Cornwall Council Book Stock Museum Collection	Weekly fire drills and evacuation procedure ensures safety of personnel • Employees have radio communications. • 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		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 steer ladder	
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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
		Ladders to be climbed up on the inside and never the outside				
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 Social media poorly maintained	LTC reputation .	Appoint social media colleagues		Low	T Clerk	

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	From Spring 2018 all data including catalogue will be held on FTC Servicer in Old Post Office basement	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 2021

Approved by

Adopted at Full Council on:
Minute Reference:

Date
Number

Review Date:

March 2022

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 that 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 2021/22.

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 2021 will be £904,224. 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: 11

Committee: Full Council

Date: Tuesday 16 March 2021

Subject: Future Proposals for Council and Committee meetings

Summary: To note the update in regards to future meetings of the Council

Recommendations.

The Council is recommended to note the update regarding proposals for Council and Committee meetings following the expiration of 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

1 Information

- 1.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 was brought in to allow Council's to hold meetings remotely, so as to allow Council business to be upheld whilst avoiding the need for a physical meeting. This legislation is currently in place until 6 May 2021. Once this legislation ends, then there will be no allowance for virtual Council meetings to be held exclusively.
- 1.2 Lobbying is continuing in the hope that Government will find a way to either extend the regulations beyond May or to introduce a permanent change. Currently any meeting held after May 6 will need to be held in a physical format and councils have expressed strong reservations about this. Work is ongoing to provide guidance, and the Council should consider that there may need to be the potential for amendment to Standing Orders, the scheme of delegation as well as the format for the Annual Town meeting, which in accordance with the LGA 1972 c. 70, Sch 12 Part III, must be held between 1 March and 1 June, and following the election in May, the Council must meet within 14 days,
- 1.3 Councils have been advised to meet as late as possible in April to be able to make any decisions needed as a result of announcements regarding legislation. The Town Council is currently due to meet on 20 April. It is also pertinent to ensure that a strong and clear scheme of delegation to the Clerk is agreed, to allow for a cohesive business contingency.

Contact officer: Christopher Drake – Town Clerk

Date: 9 March 2021

Agenda item: 12

Committee: Full Council

Date: Tuesday 16 March 2021

Subject: Progress and Information

Summary: To note the various items of progress and information

Recommendations.

The Council is recommended to;

- 1) consider the continuation of road closures within the town**
 - 2) note the update regarding the forthcoming elections and consider if the Council wishes to book training updates for councillors**
 - 3) consider appropriate names for the proposed buildings at the new Scarne Cross development**
 - 4) note the letter from assistant Chief Constable Glen Mayhew in regards to the forthcoming G7 event**
-

1 Road closures

- 1.1 Further to the temporary restrictions put into place in the town centre to reduce vehicle access in Westgate street, Broad Street and High street, so as to allow more space for pedestrians, the Council is requested to agree if it wishes to see the restrictions continue for a period of time. The current road closures can be maintained until June 2021. If members agree to the continuance, then the Town Council will take responsibility for the signage and ensure that it is properly erected and maintained in situ.

2 Election information

- 2.1 The election candidate packs will be available online on the Cornwall Council website from week commencing 15 March and a small number of hard copy sets will be sent directly to the Council offices. Attached as appendix 1 to this report are documents on standing for election and an elections update
- 2.2 The Cornwall Association of Local Councils (CALC) is offering a modular training course run over three sessions, namely;
- 1) Code of Conduct
 - 2) Being a good councillor including roles and responsibilities
 - 3) Chairmanship

The cost of the modules is £350 and members are asked to consider if they wish to book this training for the incoming council

3 Scarne Cross development

- 3.1 Further to the granting of planning permission for the development at Scarne Cross for the construction of 7 x 1 bed flats for specialist housing, Cornwall Council is seeking potential names for the building(s), either as two separate buildings or one combined, as well as a

proposed street name as part of the new development registration process. It is presumed that Landlake Road will be the name of the street.

3.2 Current suggestions for the building/s are;

- Scardon House – The area was known as Scardon in many years past
- Tir Lydnnow House – The site is off Landlake Lane and the Cornish for Land is Tir and Lake is Lydnnow

Alternatively the word 'House' could be omitted, so the address would be for example:

Flat 1, 2 etc

Tir Lydnnow

Landlake Road

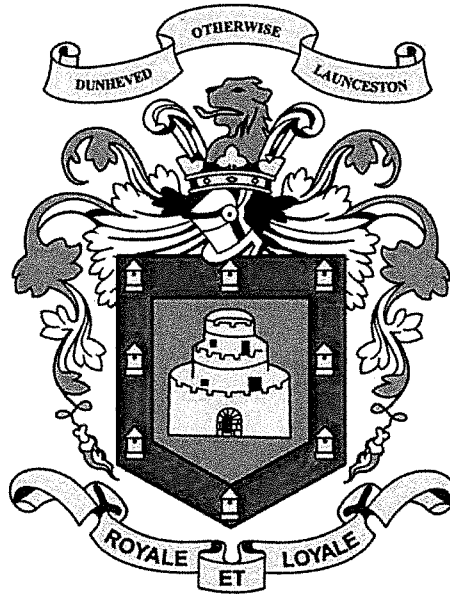
Launceston

4 G7 Letter

- 4.1 Attached as Appendix 2 to this report is the letter from Assistant Chief Constable Glen Mayhew, giving details of how to contact the Police in regards to questions and queries in relation to the forthcoming G7 event

Contact officer: Christopher Drake – Town Clerk

Date: 9 March 2021



LAUNCESTON TOWN COUNCIL

Standing for Election to

Launceston Town Council

in

May 2021

Cornwall Association of Local Councils

www.cornwallalc.org.uk

So, what do Councillors do?

Councillors make decisions that influence how the Council works. The decisions they make affect the lives of everyone who lives and works in Falmouth or comes to visit here. Councillors also help people get and access the services they need when they experience difficulties.

If you are a Councillor, you will:

- represent everyone in your area
- be a community leader, bringing together partner organisations
- help sort out problems for the people you represent
- work with community groups, the police and others to get things done
- hold the Council and other public organisations to account for their performance and the decisions they make
- help agree the budget for the Council and the level of tax
- help decide which services the Council will provide
- be honest, open and abide by accepted standards of public life
- work with the Council Officers to help resolve issues in your Ward and receive their support to do your job
- explain and justify Council decisions and policies
- be a public figure and have your contact details published as a point of contact

Could you do it?

It is important that the Council represents a cross section of all the walks of life of our community and that Councillors have different levels of education, knowledge and experience. Using your own skills and experience will help your council make a real difference to your council and your community.

You can stand for election as an independent Councillor or as a representative of a political party, but you must be their duly authorised candidate. You will serve a four-year term and will be required to attend at least one meeting per month.

Does this sound like you?

- involved in community life
- confident
- keen to help people and prepared to listen
- determined
- flexible
- practical
- well organised
- keen to see community initiatives succeed
- good at communicating and working with people

'The Small Print'

To be a Councillor you must:

- be at least 18 years old
- be a British, commonwealth or EU citizen
- be on the electoral register, or have lived, worked or owned property in the parish for at least twelve months before the date of election
- you cannot be an employee of the council

How much time will it take?

Every Councillor approaches their role differently, but it does require a significant commitment. You will have agreed to attend every meeting that you are nominated to. On average the Council meets once per month and runs a number of committees in support of its work. There will also be other informal meetings including Cornwall Council network meetings and other community organisations. You may also be appointed as a council representative to an outside body attending those meetings and reporting back to council.

Do I get paid?

The Council will meet the cost of your approved training, travel and subsistence allowances for attending outside meetings. You may also claim expenses to cover mileage to cover authorised travel on behalf of the council.

What training will I receive?

There will be induction training for all Councillors during the first six months. You must be available to attend these evening sessions which are essential to your work as a councillor.

As a Councillor you will be supported by the Clerk and members of the Senior Management Team who will also support you in your role and will arrange any training identified to support you in your work.

Standards in Public Life

The Council has signed up to the national requirement to have a code of conduct which promote standards in public life. You must agree to abide by this Code and meet the standards whenever you are acting as a councillor, or when the public would think that you are acting as a councillor. It is essential that you treat all people fairly and respectfully.

The Code of Conduct also requires you to complete a public register of your interests and those of your partner within the parish and this will be published on Cornwall

Council's website. As a Councillor you must declare your interests e.g. business, landholdings, personal etc that may influence the decisions of the Council.

Being a Councillor

Depending on your interests and experience you could find yourself taking on particular responsibilities in your Council work. Whatever role you take on you will need to work closely with other members, Cornwall Councillors and our partner organisations.

Being a local representative : this is a rewarding part of the job and is the role of all councillors. You will work with others to raise issues on behalf of local residents.

Being a member of a Committee: e.g. Planning or Licensing say, where sometimes matters can be very controversial. Committees are a place for a real focus on specific areas of the council's work and a chance to get involved in the detail of decision making.

Being a council representative : as a councillor you will have opportunities to attend meetings of the Cornwall Council Community Network Panels and meetings of other organisations as a council representative. You will be able to feedback to the council on the work of others.

Working Together

Councillors decide upon policies with advice from the Clerk, who is also there to put council decisions into practice. This is a close working relationship and mutual respect is important.

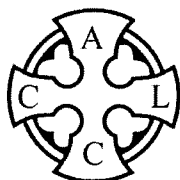
Election timetable

Nomination papers available: 22 March 2021

Close of nominations: 4pm 8 April 2021

Polling Day: 6 May 2021

If you are elected to serve on the council, please remember to contact the Clerk as soon as possible to complete the process. You will take up office on Monday, May 10, 2021 and the first meeting of the council will be no later than Monday 24 May 2021



CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A, 1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO TR1 2XN

Serving the parish and town councils of Cornwall

February 5th, 2021

CALC ELECTIONS UPDATE

With the Government announcement that elections will be held on May 6th, 2021, we have prepared the following FAQ sheet.

1. Notice of Election

The elections will be called on March 22nd, 2021. This is a week earlier than normal to extend the period for candidates to complete and submit their forms.

2. How to obtain candidate packs

Candidate packs and applications forms will be available in two formats.

- i) Packs will be available to download from Cornwall Council's [Elections page](#)
- ii) A limited number of hard copies of the Candidate Packs will be posted to the Clerk for use by members of the public who are unable to download from the website.
- iii) Local councils will be issued with application forms for their own parish. Hard copies of candidate packs for Cornwall Council divisions will be available on-line or from Cornwall Council.

3. Will candidates be able to canvass during their election campaign?

Written advice from Government confirms that the current lockdown restrictions 'do not support door to door campaigning or leafleting' as part of canvassing for elections either by candidates or by campaign representatives. The full statement is available to download [here](#).

4. How do candidates submit their applications?

Candidates are encouraged to read the full pack before completing the form. Applications to stand cannot be made on-line. Completed forms must be returned to the office nominated in the pack to receive applications for your area. Candidates or their representatives are asked to make an appointment so that an officer is on hand to ensure that the form has been completed properly and can be properly registered.

The Clerk should not be asked to deliver candidate applications for existing councillors or others standing. It is the responsibility of each candidate to ensure that their candidate form is submitted properly.

5. Is there an alternative method for candidates who are shielding or self-isolating due to track and trace?

No, Cornwall Council cannot accept applications without a wet signature. The forms can be delivered by a 3rd party but please ensure that the paperwork has been properly completed as any errors would require a return journey once the corrections have been made.

6. When will the electoral roll be made available?

The electoral roll will be published on March 1st, 2021. If you wish to receive a copy for electoral purposes, the Clerk should email Electoral Services after March 1st, requesting a copy.

7. Voting

i) **Registering to Vote** : In order to participate in the elections you must be registered to vote. The deadline for applications is midnight on Monday April 19, 2021. Local councils are encouraged to advertise how local residents can register either on line or by downloading a registration form. Further information is available from [Cornwall Council Register to vote page](#).

ii) **Voting in person** : Polling stations will be open between 7am and 10pm. Further information will be published nearer the time but it is expected that voters will be required to wear a mask, sanitise before entering the building and bring their own pen/pencil.

Preparations are underway to ensure that all polling stations will be Covid secure on May 6th, 2021. A survey of buildings used for voting is underway, asking for your help to identify locations which may not be suitable. Any help you can give to completing the questionnaire or sending it to someone who can is appreciated. Information should be emailed to ess.mail@cornwall.gov.uk

iii) **Postal voting** : Applications for postal votes are available until 11 days before the elections. Further information is available on the [Cornwall Council Postal voting page](#).

iv) **Proxy voting** : An elector can nominate someone to vote for them at the polling station. Further information is available from the [Cornwall Council Proxy voting page](#).

To accommodate anyone testing positive for the virus or told to isolate due to track and trace, the Government has changed the deadline for

applications for a proxy vote. This can now be done any time up to 5pm on the day of the elections.

8. What can the Clerk do to facilitate local council elections?

- i) After the elections have been called Cornwall Council will use the Clerk as the point of contact for all election notices etc. The Clerk is asked to facilitate posting of the public notices and advertising the various stages of the elections process on noticeboards and the council's website.
- ii) Using the information above, use the council's website and notice boards to encourage people register to vote and make them aware of the other ways in which they can vote safely on May 6th, 2021.
- iii) The Clerk should start preparing for the elections and the post-election period. You may wish to consider the following :
 - a) Prepare a local candidate pack which includes the dates of meetings for the next three months, any training arranged for new members, the contact form nominating an email address, a map of the parish boundary and anything else useful for prospective candidates. This can be made available on-line for posting on your website.
 - b) Prepare member inductions packs for all councillors elected to the new council. The CALC website includes an induction guide and list of council documents which can be tailored for your council. The pack should also include links to reference materials such as the Good Councillors Guide, and guides to Finance, Employment and Community Business available to download from www.nalc.gov.uk.
 - c) Ensure that your council website is up to date and check that links to outside sources are working. Anyone considering standing for election is likely to look at your website for information on the council. Pre elections is a good time for a tidy up and gathering together examples of work undertaken by the council.

Further information on elections is available from [The Electoral Commission](#)

We will continue to update our elections page on the CALC website but if you have any questions please do not hesitate to contact us.

Sarah Mason
County Executive Officer



Over the next 100 days we will all be working together to prepare for the arrival of some of the world leaders to Cornwall as the Prime Minister hosts them for the G7 Leaders' Summit.

The Chief Constable of Devon and Cornwall Police is responsible for the policing and security of this event and we are working very closely with government departments, alongside all our local partners, to ensure the event is safe, memorable and leaves a lasting legacy for Cornwall and the South West.

I am excited to be appointed as the strategic lead (gold commander) for Devon and Cornwall Police in what is the largest and most complex security event we have ever hosted. Despite the scale I am really confident that we have the capability and capacity within our organisation and within local partners to rise to this unique challenge. We have a strong foundation of partnership working and community policing that will be the bedrock of this event.

As part of our planning we are committed to working with you, all partners and our local communities. Within my structure I have a dedicated engagement hub that will be managed by Chief Superintendent Jim Pearce. Through this team I will ensure that you are kept updated in sufficient detail that you can keep others informed. While there may be security details that we cannot discuss, our approach working within our multi-agency planning team is one that we will share information around the event and the impact with you as soon as possible.

I recognise this major international event will bring a level of concern to businesses and residents. Undoubtedly there will be some disruption, an increase in event related personnel and an increase in policing presence. I am confident that we can reassure our communities, but I will need your support to achieve this.

I expect you will have several questions and we will be writing to you again to share more information and discuss how we can keep you updated. In the interim you may make use of the G7 Q&A page on our force website which can be accessed by visiting www.dc.police.uk/G7

We are honoured and proud to have been trusted with this event. While it provides the Force an opportunity to demonstrate our policing excellence on the global stage, we know that the most important operational outcome is to ensure that the summit passes safely, leaving a positive legacy for the Force, the people of Cornwall and the wider peninsula.

If you have concerns, then please do not hesitate to contact us by email at:
G7Engagement@devonandcornwall.pnn.police.uk

Kind regards

Assistant Chief Constable Glen Mayhew
Police Gold Commander

