

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING
held on MONDAY 17 MAY 2021 at 7pm at Launceston Town Hall

PRESENT Cllrs, Bailey, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Nancarrow, O'Brien, Penhale, Tremain, Soanes and Young.
Town Clerk (Christopher Drake).

Members of the press.

2105/12 Election of the Town Mayor
Cllr Bailey proposed, and Cllr Tremain seconded, that Cllr Leighton Penhale be elected as Mayor for 2021/2022. This was **unanimously agreed**.

2105/13 Acceptance of Office
Cllr Penhale formally accepted the nomination and signed the Acceptance Book and Declaration

2105/14 Apologies for absence
Apologies for absence were received from Councillors Green and Nolan

2105/15 Election of the Deputy Town Mayor
Cllr Hogan proposed, and Cllr Gilbert seconded, that Cllr Helen Bailey be elected as Deputy Mayor for 2021/2022. This was **agreed**.

2105/16 Acceptance of Office
Cllr Bailey formally accepted the nomination and signed the Declaration.

2105/17 Declarations of Interest
Cllr Young declared an interest in Agenda Item 16 r
Cllr Heaton declared an interest in Agenda Item 16 y
Cllr Gordon declared an interest in Agenda Item 16 n
Cllr Penhale declared an interest in Agenda Item 16 n and y

Cllrs took no part in the debate or voting on these items

2105/18 Reports from Cornwall Councillors
Cornwall Councillor Conway gave thanks to outgoing Cornwall Cllrs Massey and Farrington for all of their work, and stated that his number one priority for the town was the library service and that he was in post to represent the needs of the town. Cllr Conway also advised that newly elected town councillor Green was on a charity marathon running event and wished him well in his endeavours

2105/19 Reports from Town Councillors
Cllr Heaton stated that the Rivers Trust was working in conjunction with Plastic Free Launceston and that Scott Mann, MP, was looking at ways to improve the areas rivers. Cllr

Heaton also spoke about grass cutting and biodiversity and in ensuring that the town encouraged the natural environment

Cllr Bailey gave an update on the Chamber of Commerce who now met on a weekly basis and gave details of the forthcoming G7 weekend of events and thanked Mrs Kate Stark for her work in supporting the event

Cllr Harris advised that the Street Pastors would be re-commencing their work in the near future

Cllr Young stated that she had received an email regarding an issue with a local footpath and enquired what action could be taken. **Cllr Tremain** advised of the Cornwall Council mapping system where issues could be reported, as well as this being a good source of information in regards to local footpaths. **Cllr Heaton** spoke about the Cornwall Council website reporting facility and how issues could be raised

2105/20 Report from the Town Mayor

A copy of the engagements of outgoing Mayor, Cllr Dave Gordon was received

2105/21 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 27 April 2021

2105/22 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, previously circulated:

- i) Estates and Properties Committee held on Monday 26 April at 10.00am
- ii) Planning and Economic Development Committee held on Thursday 29 April at 7.00pm
- iii) Tourism and Information Services Committee held on Tuesday 4 May at 5.15pm
- iv) Finance and General Purposes Committee held on Wednesday 5 May at 7.00pm

2105/23 To adopt the Code of Conduct for Members and Co-Opted Members for Local Councils

It was **resolved** that the Town Council adopt the Code of Conduct for Members and Co-Opted Members for Local Councils

2105/24 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, Conway, Nolan, Hogan, O'Brien, Soanes and Young
- b) **Planning and Economic Development Committee**
Cllrs Gilbert, Green, Gordon, Harris, Heaton, Nancarrow and Tremain
- c) **Lawrence House Museum Management and Liaison Committee**
Cllrs Bailey, Gordon, Heaton, Hogan, Nolan, Tremain and Young.
- d) **Staffing Committee**
Chairman of the Finance, Planning and Estates committees
- e) **Estates and Properties Committee**

Cllrs Bailey, Gilbert, Gordon, Harris, Hogan, Nolan, Young 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, Gordon, Nancarrow and Nolan

2105/25 To agree to review and adopt Standing Orders and Financial Regulations at the June meeting of Council

It was **resolved** to review and adopt Standing Orders and Financial Regulations at the June meeting of Council

2105/26 To agree to review and adopt Committee Terms of Reference at the June meeting of Council

It was **resolved** to review and adopt Committee Terms of Reference at the June meeting of Council

2105/27 Appointments to Organisations

It was **resolved unanimously** 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 Harris
- d) Launceston Sports – Cllr Green
- e) Launceston In Bloom - Cllr Young
- 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
- k) Town CCTV Committee – Cllr Nolan and Cllr Harris
- l) FLIC – Cllr Young
- m) Charles Causley Festival – Cllr Tremain and Cllr Heaton
- n) Coronation Park Trust – Cllrs Gilbert, Gordon and Soanes
- o) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- p) Street Pastors – Cllr Harris
- q) Little Red Bus – To be agreed
- r) Orchard Youth Project – Cllr Harris
- s) Emergency Plan – Cllr Gordon, Cllr Bailey, Cllr O'Brien, Cllr Penhale
- t) Launceston Loyalty Card – Cllr Bailey and Cllr Gilbert
- u) Lanstephan Play Area – Cllr Harris
- v) Town Band – Cllr Penhale
- w) Plastic Free Launceston – Cllr Heaton
- x) Launceston PPG – Cllr Bailey
- y) Launceston Town Planning Group – Cllr Gordon and Cllr Gilbert

2105/28 Calendar of Meetings 2021-2022

The calendar had been circulated with the agenda and the listed dates were **resolved**

2105/29 Annual Return Annual Governance Statement 2020-2021

The Annual Return had been circulated with the agenda.

The Town Clerk read out the nine statements making up the Annual Governance Statement 2020-2021 and each one was agreed separately by the Council. It was then **resolved unanimously** to approve the Governance Statement and it was signed by the Town Mayor and Town Clerk.

2105/30 Annual Return Annual Accounting Statements 2020-2021

The Annual Return had been circulated with the agenda.

The Council considered the Accounting Statements for 2020-21 and it was **resolved unanimously** to approve the Accounting Statements as presented. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer (RFO). It was requested that thanks to the RFO be minuted

2105/31 Internal Audit Report

It was **resolved** to note the Internal Audit Report

2105/32 Correspondence and Matters to Note

It was **resolved** to note the following items of correspondence:

- i) Letters of thanks from Launceston Community CCTV for the grant award
- ii) That the Town Council will co-opt a cllr for the vacancy on the Launceston North ward at the June meeting of Council
- iii) That the Council meets the criteria for the General Power of Competence, having the required level of elected members and a qualified Clerk

2105/33 Urgent Items

- i) Cllr Gordon stated that a resident had asked if future meetings would be recorded or live streamed. The Clerk advised that officers were exploring the possibilities of this
- ii) Cllr Young stated that the Town Hall signage looked good and that thanks to the Stewards team be minuted for their work on refurbishing the Council's venues
- iii) Members individually introduced themselves to newly elected Cllr Soanes

Date of the next meeting

The next Full Council meeting will be held on Monday 14 June 2021

The meeting ended at 8.11pm.

Signed Date