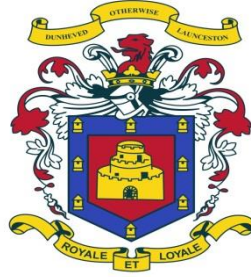


Town Clerk C W Drake
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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

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

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Monday 17 May 2021 at 7.00pm at Launceston Town Hall in the Main Hall.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please note that due to current Coronavirus safety restrictions, the maximum capacity of the premises will allow for a total of 20 members of the press and public

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

Christopher Drake
Town Clerk

11 May 2021

AGENDA

- 1. Election of the Town Mayor**
- 2. To receive the Mayor's Acceptance of Office**
- 3. Apologies for Absence**
- 4. Election of the Deputy Mayor**
- 5. To receive the Deputy Mayor's Acceptance of Office**
- 6. Declarations of Interest**
Members are reminded that all Interests must be declared before the item to be discussed
- 7. Reports from Cornwall Councillors**
To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular
- 8. Reports from Councillors**
To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council

9. Report from the Town Mayor

To receive the Town Mayor's report

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

To confirm and sign the minutes of the meeting held on Tuesday 27 April at 7.00pm

11. To receive and adopt the minutes of 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

12. To adopt the Code of Conduct for Members and Co-Opted Members for Local Councils (copy attached)

13. To appoint Standing Committees

To appoint the appropriate number of Members to the Council's committees as per the individual Committee Terms of Reference

The Mayor and Deputy Mayor are ex officio voting members of all committees

- | | |
|--|--|
| a) Finance & General Purposes Committee | No of Members - 7 |
| b) Planning & Economic Development Committee | No of Members - 7 |
| c) Lawrence House Management and Liaison Committee | No of Members - 7 |
| d) Estates and Properties Committee | No of Members – 6 (and
Chair of F+GP) |
| e) Staffing Committee | No of Members - 3 |
| f) Tourism and Information Services Committee | No of Members – 4 |

14. To agree to review and adopt Standing Orders and Financial Regulations at the June meeting of Council

15. To agree to review and adopt Committee Terms of Reference at the June meeting of Council

16. To appoint representatives to the following organisations

- a) Eventide Trust - The Mayor and Deputy Mayor
- b) Twinning Association (1)
- c) CALC (2)
- d) Launceston Sports (1)
- e) Launceston In Bloom (1)
- f) Police Liaison (2)
- g) Launceston Chamber of Commerce (1)
- h) Friends of Launceston Priory (1)
- i) Launceston Town Youth Council (1)
- j) Launceston Community Network Panel (1)
- k) CCTV Committee (2)
- l) FLIC (1)
- m) Charles Causley Festival (2)
- n) Coronation Park Trust – (3)
- o) Launceston Municipal Charities – (2)
- p) Street Pastors (1)
- q) Little Red Bus (1)
- r) Orchard Youth Project (1)
- s) Lanstephan Play Area (1)
- t) Emergency Plan – (4)
- u) Launceston Loyalty (2)
- v) Town Band (1)

- w) Plastic Free Launceston (1)
- x) Connections Working Party (1)
- y) PPG (1)
- z) Any other organisation requiring representation

17. Calendar of Meetings for 2021/2022

To receive the calendar of meetings for 2021/2022 (attached)

18. Annual Return Annual Governance Statement 2020-2021

To approve and sign the Annual Governance Statement for the Annual Return 2020-2021 (copy attached)

19. Annual Return Annual Accounting Statements 2020-2021

To approve and sign the Annual Accounting Statements for the Annual Return 2020-2021 (copy attached)

20. Internal Audit Report

To note the internal audit report (copy attached)

21. Correspondence and matters to note

22. Urgent Items

To consider any items which the Chairman considers to be urgent.

23. Date of next Meeting

The next meeting will be held on Monday 14 June 2021