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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 be 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

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Launceston Town Council
The Town Hall
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 20 May 2021 at 7.00pm
The Main Hall, Launceston Town Hall

- Present** Cllrs, Penhale (Town Mayor), Bailey (Deputy Mayor), Gilbert, Gordon, Harris, Heaton, Nancarrow and Tremain,
In attendance: Christopher Drake (Town Clerk)
- 2105/34 Election of Chairman**
Cllr Gordon proposed and Cllr Gilbert seconded, that Cllr Tremain be elected as Chairman of the committee
Cllr Tremain was duly elected as Chairman
- 2105/35 Election of Vice Chairman**
Cllr Bailey proposed and Cllr Penhale seconded, that Cllr Gordon be elected as Vice Chairman of the committee
Cllr Gordon was duly elected as Vice Chairman
- 2105/36 Apologies**
Apologies for absence were received from Cllr Green
- 2105/37 Declarations of Interest**
Cllr Harris declared an interest in planning application 21/03621 – 11 Western Road and left the Chamber when this item was discussed and took no part in the debate or voting
- 2105/38 Public Representation**
There were no representations
- 2105/39 Minutes of the last meetings**
The minutes of the meeting held on 29 April 2021 were signed as a correct record
- 2105/40 Current Planning Applications for comment**
- | | |
|-------------|---|
| Application | PA21/02616 |
| Proposal | Amendments sought which include internal re configurations, opening alterations and increase to 7 units, from previously granted ref. PA13/08077 and PA18/00684 |
| Location | 8 Tower Street Launceston Cornwall PL15 8BQ |
| Applicant | Tower Street Development Ltd |

Decision	The Town Council does not support this amendment as size of the premises is not adequate for seven units. The Town Council recognises the need for housing of this type and supports the previous application providing six units
Application Proposal	PA21/03612 Works to Oak tree (T1) covered by a Tree Preservation Order, namely reduce the upper crown vertical height by up to 3.5 m, cutting no greater than approx. 4 inch diameter, to natural growth points where possible and reduce lateral growth up to 3.5 meters, cutting no greater than 6 inch diameter on the South, West and North West sides leaning toward the property. Remove lowest branch on South side at approximately 4 meters cutting back to the stem leaning over shed. Clear off small branches and epicormic growth from the stem up to a height of 5m.
Location Decision	17 Scarne Side Grove Launceston Cornwall PL15 9FG The Town Council support this application as the works are required, but request that the tree officers reports be taken into consideration so that works to the tree are kept to the minimum required.
Application Proposal	PA21/03621 Listed Building Consent application to strip existing roof of all Delabole existing slates. Clean down existing slates and refix to roof.
Location Applicant Decision	11 Western Road Launceston PL15 7AS Buttons Accountants Support
Application Proposal	PA21/03667 Certificate of Lawful Development for an existing use namely demolition of the former mobile plant garage constitutes a lawful material start to Planning Permission PA17/04241 dated 21.12.2017.
Location Applicant Decision	Bangors Quarry Depot Land South Of Bangors Road Bangors Road Pennygillam Industrial Estate CORMAC Ltd This application falls outside of the town boundary and as such the Town Council submits no comment

2105/41

Planning Decisions to note

Application Location Proposal Decision Town Council	PA21/01519 54 St Johns Road Launceston PL15 7DD Proposed two storey extension APPROVED Support
Application Location Proposal Decision Town Council	PA20/09739 APPROVED 3 Windmill Lane Launceston PL15 9AU Listed Building Consent for the removal and replacement of existing cracked pebbledash from rear and side elevations. Removal and replacement of lintels above 2 x rear windows. Insertion of lintel above rear door. Making the building watertight APPROVED The Town Council support this application subject to the recommendations of Historic Environment Planning being undertaken

2105/42

Correspondence and items to note

There were no matters for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 17 June 2021 at 7pm.

The meeting closed at 7.18pm

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

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on 7 June 2021
at 10.00am in the Town Hall.

PRESENT: Cllrs. Penhale (Mayor), Bailey (Deputy Mayor), Gilbert, Gordon, Harris, Hogan, Nolan and Young
In attendance: Christopher Drake (Town Clerk)
David James (Estates & Properties Manager).

- 2106/01 Election of Chairman**
Cllr Gordon proposed and Cllr Bailey seconded that Cllr Nolan be elected as Chairman. This was **unanimously agreed**
- 2106/02 Election of Vice Chairman**
Cllr Nolan proposed and Cllr Bailey seconded that Cllr Hogan be elected as Vice Chairman. This was **unanimously agreed**
- 2106/03 Apologies for Absence**
There were no apologies for absence
- 2106/04 Declarations of Interest**
Councilors were reminded that if a councilor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item/s he must leave the room while that item is discussed, unless a written request for a dispensation has been received.
- 2106/05 Public Representation Session**
No members of the public were present at the meeting.
- 2106/06 Minutes of the last meeting**
The minutes of the meeting held on Monday 26 April were signed as a correct record.
- 2106/07 Estates & Properties Manager's Report – June 2021**
It was **resolved** to;
i) Note the report
ii) Request quotes for the installation of a new boiler at the Ambulance Hall
iii) Review further funding streams for new play equipment at Priory Park
- 2106/08 Update of Works**
It was **resolved** to note the report and to confirm details of the Hurdon Way Service Level Agreement
- 2106/09 Lawrence House Museum – Renovation Project Manager**
It was **resolved** that;
i) Scott's be assigned to undertake the Project Management works at the Museum

- ii) It be noted that the Museum would not open for the coming season to allow renovation works to be undertaken

2106/10 Lawrence House Museum – Fire Alarm and Intruder System

It was **resolved** that these works be delayed until renovation works agreed as resolution 2106/09 be completed

2106/11 Urgent items

It was noted that;

- i) Lawrence House Museum was seeking to operate a pop up exhibition if suitable premises could be acquired
- ii) The damage to St Thomas Bridge had been reported to the relevant authorities and the issue of anti social behaviour at the site would be reported to the Police
- iii) Payment was still awaited for grounds maintenance works to Coronation Park

Date of the next meeting

The next meeting would be held on Monday 2 August 2021 at 10.00am

The meeting closed at 10.31am.

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 3 JUNE 2021 VIA ZOOM

PRESENT: Cllr Trustee Margaret Young (Chair)
 Cllr Trustee Rob Tremain (Vice Chair)
 Cllr Trustees Joan Heaton, Brian Hogan, Ian Nolan, Leighton Penhale
 Lay Trustee Verity Anthony
 Curator Damon Dennis
 Secretary Lesley Barker

- 1 WELCOME AND APOLOGIES FOR ABSENCE: Chair Margaret Young welcomed everyone to the meeting, and apologies were recorded from Peter Herring. Property Manager Martin Cornish and Treasurer Emma Gilbert were on leave.

Secretary's note: apologies were later received from David Scott, and from Helen Bailey and Dave Gordon who were unavoidably detained.

- 2 MINUTES OF THE MEETING ON 13 APRIL 2021, PREVIOUSLY CIRCULATED
 The minutes were agreed as a correct record.

- 3 PRESENT STATE OF THE BUILDING

Curator Damon Dennis presented a number of slides which showed that the fabric of the building had deteriorated further since the last meeting, with damp now affecting not only the Photo Archive Office (2nd floor), the Bedroom (1st floor) and the Toy Room (ground floor) but now also the Mayor's Parlour on the ground floor and the Exhibition Room in the basement - in both these rooms part of the ceiling had fallen down and the latter was particularly alarming as it was now possible to look through the ceiling to the Mayor's Parlour above, and the wooden ceiling joist was very wet. The missing pane of glass in the Conservatory had not yet not been replaced which meant that water was still getting in there.

Margaret recorded thanks to the volunteers for having helped the Curator to move items of the collection away from the affected areas.

- 4 MUSEUM PROPOSED OPENING DATE

It was agreed that in view of the state of the building it was not safe for volunteers or the public to enter it at present and therefore it was not feasible to decide on an opening date. Martin Cornish had inspected the damage and felt that Health and Safety regulations would not allow him to even send in his workmen to clear the debris for fear of further ceiling collapse. For the same reason work on the new fire and intruder alarm system could not be allowed to go ahead, which in itself is a prerequisite to opening the building.

5 MITIGATING THE DECLINE IN THE BUILDING FABRIC

It was agreed that a Project Manager must be appointed as a matter of urgency so that he can put in hand work to make the building weathertight and safe. Ian Nolan and Margaret Young undertook to have ready the correct documentation to put a proposal to appoint a Project Manager before the Estates and Properties Committee at their forthcoming meeting on Monday June 7th. This could then go to full Council for approval at their meeting on the following Monday June 14th.

It was noted that £80,000 had already been included in LTC's budget for both this financial year and next, and an application for a grant of a further £250K from the Arts Council was in hand. In addition, an amount of £38K was currently immediately available for urgent work.

6 PLANNING FOR REMOVAL AND STORAGE OF THE COLLECTION

It was agreed that removal of the collection from the building should be avoided if at all possible because of the logistical and practical problems and the difficulty of finding suitable alternative accommodation. It was felt that damage to the collection could be obviated by moving artefacts to safe areas of the building if it became necessary.

7 ALTERNATIVE PLANS FOR OPENING

Damon put forward his suggestions for alternatives to opening the Museum building this season as follows.

- Opening the garden possibly one day a month as part of the RHS Open Garden Scheme, with the consent of the tenant to allow visitors to use a route through his part of the garden. Martin Cornish had indicated that he would be happy to organise work to make the garden safe.
- A pop-up museum in town, possibly in an empty shop. This could take the form of a semi-permanent display or a series of temporary exhibitions. Damon had already discussed this with the Cornwall Museums Partnership and South West Museums Federation, who were ready to help with advice and possibly some funding. Lawrence House was fortunate in that almost all the stewards were keen to come back, so it is important to keep them engaged and also for the Museum to retain a presence in the town. The Prayer and Persecution exhibition is ready and can be easily adapted to be shown in a different location.

8 PLAN OF IMMEDIATE ACTION

Brian Hogan and Leighton Penhale undertook to explore the availability of buildings in the town.

Ian Nolan undertook to progress the appointment of a Project Manager as a matter of extreme urgency.

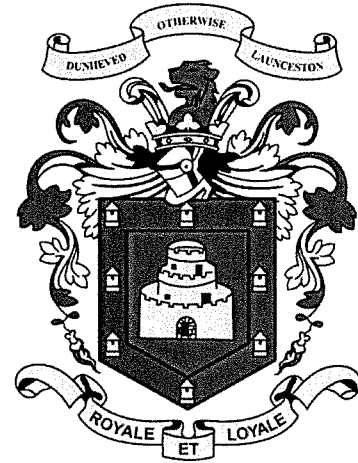
Margaret Young will meet with Martin Cornish after the Estates and Properties meeting, to agree on work to be put in hand immediately.

Brian Hogan will contact the tenant of the flat to discuss the implications of the work required to the building.

9 DATE OF NEXT MEETING

The next meeting was scheduled for Tuesday 6 July at 7pm unless in the meantime it was deemed necessary to meet earlier.

Cc Town Clerk for circulation to full Council



Launceston Town Council Standing Orders 2021

Approved by Full Council on:

Date

Minute Reference:

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply, not exceeding 3 minutes, at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final

substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- - a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- - b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- ■
 - c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - e The period of time designated for public participation at a meeting in accordance

with standing order 3(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

- f Subject to standing order 3(e) above, a member of the public shall not speak for more than 5 minutes.
- g In accordance with standing order 3(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted.
 - a) Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may :
 - i) film, photograph or make an audio recording of a meeting;
 - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
 - b) Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.
 - c) An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.
 - d) Disruptive behaviour
 - i) No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
 - ii) If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
 - iii) If a resolution under standing order 3k d ii) above is ignored, the chairman of the meeting may take further reasonable steps to restore

order or to progress the meeting. This may include temporarily suspending or closing the meeting.

Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

-   l The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
-  m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
-  n The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
-    o Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
-    p The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
See standing orders 5(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- q Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

-  s A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
-  t No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
-  u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or working parties as may be necessary, and shall determine their terms of reference. The council may dissolve a committee.
 - Each committee or working party:
 - i. shall determine the number and time of the ordinary meetings up until the date of the next annual meeting of full council;
 - ii. shall determine the number and time of its meetings;
 - iii. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - iv. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - v. shall, after it has appointed the members of the committee or working group, appoint the chairman;
 - vi. shall determine the place and notice requirements for a meeting of the committee or working group;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall be considered quorate as per the agreed terms of reference
- e The quorum for any committee shall be at least half plus one.
- f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk
- g The Town Mayor and Deputy Town Mayor shall be ex officio voting members of every committee.
- h The Town Mayor and Deputy Town Mayor will be the Chairman and Vice Chairman of the Staffing Committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman (the Town Mayor) and Vice-Chairman (the Deputy Town Mayor) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to

- be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. In an election year the Council may resolve to defer to a specified later date the provisions of this paragraph and those up to and including sub section xix.
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- k
 - i A councillor may seek an answer to a question concerning any business of the Council provided five clear days notice has been given to the Proper Officer.
 - ii Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
 - iii Every question shall be put and answered without discussion.

6. Extraordinary meetings of the council and committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time, giving proper notice.
- d If the chairman of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by the quorum number of members of the committee, a quorum number of members of the committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes, and any receiving no votes, shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to record and accept apologies for absence
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to change the order of business on the agenda;
 - viii. to proceed to the next business on the agenda;
 - ix. to require a written report;
 - x. to appoint a committee or sub-committee and their members;
 - xi. to extend the time limits for speaking;
 - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xiii. to not hear further from a councillor or a member of the public;
 - xiv. to exclude a councillor or member of the public for disorderly conduct;
 - xv. to temporarily suspend the meeting;
 - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvii. to adjourn the meeting; or
 - xviii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Inspection of Documents

Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of the meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

13. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

General

- a The Council has adopted the Cornwall Code of Conduct for Members and Co-Opted Members of Local Councils which will apply to all councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office and must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually
- d Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest or a Non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- e Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.

- f A Councillor must not accept any gifts or hospitality offered or received in connection with their official duties as a member worth more than £50. Any such gifts offered or receive in connection with a Councillors official duties as a member and the source of the gift or hospitality must be recorded in a register of interests maintained by the Proper Officer.
- g A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council/Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d The council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.

Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.

Dispensations

- a The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.
- b This policy shall apply to all meetings of the Council, its committees and sub-committees.
- c No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

15. Code of conduct complaints

- a Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by Cornwall Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

16. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is

absent.

b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.
OR
at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and a meeting of a committee.
- ii. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and a meeting of a committee.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 clear days before the meeting confirming his withdrawal of it;
- iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- v. facilitate inspection of the minute book by local government electors;
- vi. receive and retain copies of byelaws made by other local authorities;
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and General Data Protection Regulation 2018, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 23 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in the minutes of the Planning Committee;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Planning and Economic Development

- Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Economic Development committee;
- xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

See also standing order 23 below.

17. Responsible Financial Officer

- a The council shall appoint the appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £40,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £40,000 shall be procured on the basis of a formal tender as summarised in standing order 19(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce, the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.
- g
 - i Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - ii The Council's financial regulations shall be reviewed once a year.
 - iii The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- h
 - i The Council shall approve written estimates for the coming financial year at its meeting in December.
 - ii Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11 above.
- b The chairman of the Staffing Committee or in his absence, the vice-chairman, shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisals of all staff members shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, the Town Clerk shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Town Clerk.

21. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal documents

See also standing orders 16(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24. Communicating with Cornwall councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the Launceston ward councillors of Cornwall Council.

25. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall, when inspecting any land and/or premises which the council has a right or duty to inspect issue any orders, instructions or directions.

26. Canvassing of, and recommendations by, Councillors

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a motion to Full Council.
- c The Proper Officer shall provide a copy of the Council's Standing Orders and any related policy to a councillor as soon as possible after they have delivered their acceptance of office form
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Launceston Town Council Committee Terms of Reference 2021

Adopted at Full Council on:
Minute Reference:

Date
Number

Introduction

Launceston Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following :

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for full council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees, sub committees and any other group established to undertake work on behalf of the council in an advisory capacity.

Launceston Town Council has the General Power of Competence as a power of first resort. Where the council becomes ineligible, it will refer to the powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Committees

The Terms of Reference of all committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of the appropriate committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Launceston
8. The Minutes of all Committee Meetings will contain all recommendations it wishes to make to the full Council. These will be clearly set out so that members can fully understand the implications of their acceptance/rejection of them when they are moved at a meeting of the full Council.
9. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
10. Public participation
 - a. There will be, during each committee meeting, a 15 minute public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
 - c. There will be no public participation at meetings of the Staffing Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Town of Launceston
12. Where a committee resolves to exclude the press and public from all or part of the a meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.

13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or sub committee as non voting members. Appointed members will be required to abide by the Council's Code of Conduct.
14. All members will attend training relevant to the work of the committee as identified by the Town Clerk in conjunction with the Chairman of the appropriate Committee; such training to be provided at the expense of the Council.

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee or working party that sub-committee or working party will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

Estates & Properties Committee (ES & P)

Composition:	Six elected members, plus Mayor, Deputy Mayor and Chair of F & GP (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Meetings:	Town Hall
Timing:	Bi-monthly
Venue:	Town Hall albeit regular site inspections will be required
Reports to:	Full Council
Administration:	Town Council – the Estates and Property Manager will act as Clerk to the Committee (non-voting)
Remit :	Town Hall and all other premises or properties owned or administered by the Council. All land owned or administered by the Council, whether used as allotments or for recreational purposes.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the F & GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior and structural fabric of all Council buildings/structures

7. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of any bus shelters owned or administered within the area of Launceston
9. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F & GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
11. All aspects of Health and Safety.
12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
18. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Estates & Property Committee's total budget is permissible

Finance and General Purposes Committee (F & GP)

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum:	Five members
Timing:	Bi-monthly but with the ability to schedule additional meetings if deemed necessary.
Reports to:	Full Council
Administration:	Town Council – The Responsible Finance Officer will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
7. To agree virements between approved budget headings
8. To make recommendations to the Council on the use of financial reserves
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year

10. To consider grants to local organisations in accordance with the Council's adopted grants policy
11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
14. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
15. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
16. To make recommendations to the Council for the use of its powers to promote a lottery
17. To make recommendations to the Council for the use of its powers to accept gifts, including land
18. To make recommendations to the Council regarding the future provision of civic regalia
19. To agree the use by any other organisation of the Town Crest
20. To review the Financial Regulations on a regular basis and make recommendations to the Council
21. To make recommendations to the Council regarding the review of existing policy matters
22. The delegated power to keep all procedures under active review
23. The delegated power to maintain the Council's eligibility for the General Power of Competence.
24. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
25. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the F & GP Committee's total budget is permissible.
26. The negotiation of tenders which do not fall within the terms of reference of any other committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
27. Making recommendations to the Council on all matters not within existing policy

28. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
29. The consideration of recommendations of sub- committees, working groups etc under the control of the F & GP Committee
30. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
31. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press releases
32. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other committee referred either by the Council or the Town Clerk.

Planning and Economic Development Committee

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Timing:	Every three weeks – to accord with the schedule of time afforded to a local Council to respond to issues raised by Cornwall Council
Reports to:	Town Council

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. Full delegated authority to make responses on behalf of Launceston Town Council to all applications for development in and outside the Launceston Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council.
3. To consider any request for pre application discussions with any developer and make a response on behalf of the council
4. To review council planning policy and procedure make recommendations to council to ensure that the council is able to meet any additional requirements of the planning process.
5. To respond to consultation documents regarding tree preservation and other matters regarding general land development
6. To consider all appeals against planning refusal by Cornwall Council within Launceston Town Council area and with an ability to submit comments to the Planning Inspectorate
7. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council
8. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee

9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with the Chamber of Commerce and other relevant bodies with similar interests, including other Town Councils, their committees and sub-committees, and consideration of their recommendations
11. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
12. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Planning & Economic Development Committee's total budget is permissible.

Staffing Committee

Composition:	Chairman of Finance, Planning and Estates committee (voting) Mayor and Deputy Mayor (ex officio, voting)
Chairmanship:	Chair and Vice Chair to be the Mayor and Deputy Mayor respectively
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but <u>must</u> leave the room whenever the press and public are excluded. There will be no public participation at the meetings of the committee
Extra Terms:	A member will not be eligible for nomination to the committee – or if already a member must step down - if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months.
Meetings:	As and when required
Quorum :	Three members

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The overall performance of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.

8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the General Data Protection Regulation 2018 and the Code of Conduct
11. To deal with all matters relating to councillor/staff conduct
12. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of the Committee.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.
13. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
14. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Launceston Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
15. All aspects of Health and Safety that fall within the remit of the committee.
16. To prepare and submit to the F & GP Committee budget proposals in respect of salaries and training for all staff not later than 30 November each year
17. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget is permissible.

Library, Arts, Business and Tourism and Information Services Committee

Composition:	Four elected members (voting). Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded. Representatives of Chamber of Commerce, TAVATA <u>We Love the Tamar Valley</u> , English Heritage - Launceston Castle on invitation
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the V <u>TIC</u> Manager will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

To consider such matters as may be delegated by the Council from time to time

1. To develop tourism and to promote the town of Launceston as a tourist destination for both local residents and visitors.
2. To offer a range of visitor and community services through the V~~TIC~~.
3. To support local tourism businesses and work with the Chamber of Commerce in supporting and providing town events.
4. To facilitate and promote local events, art and cultural opportunities.
5. To increase membership of the V~~TIC~~
6. To produce the Town Guide
7. To promote Launceston to coach operatorsse and other groups throughout the south west.
8. To continue to develop internet marketing strategies including social media
9. To promote a ~~monthly~~ regular markets and town events as a means of increasing footfall in the town.
10. To offer a range of cultural and entertainment events at Town Council venues

- 11. To continue to promote the library as a visitor hub providing necessary local services
- 12. To work with English Heritage to expand the use of the Castle Grounds for town events
- 130. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
- 144. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Tourism and Information Services Committee's total budget is permissible

Agenda item: 16

Committee: Full Council

Date: Monday 14 June 2021

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Consider the request to support the 20's Plenty scheme**
- 2) Note that at the time of writing purchase orders were still awaited from GLL for works at Coronation Park**
- 3) Note that quotes are being sought for the provision of new Christmas lights**

1 20's Plenty Scheme

- 1.1 The Government is encouraging local councils to introduce 20 mph schemes into residential streets and other roads where cycle and pedestrian traffic is high, such as around schools, shops and parks but has decided not to introduce a nationwide default limit, but to allow Councils to introduce limits where the communities ask for them.
- 1.2 In the past, Councils wanting to implement 20 mph schemes on groups of roads have had to do so in 'zones' which require traffic calming measures such as speed humps. 20 mph limits without traffic calming were only recommended on individual roads. In 2009 the Government announced plans to enable Councils to relax the criteria. This means that they can be introduced at a lower cost and with less inconvenience to local residents.
- 1.3 The figures compiled by the 20's plenty for us Campaign show that reduced speed limits save lives and reduce costs through reduced police, ambulance and medical needs, as well as the reduced personal costs of less casualties. The costs are recovered in a very short period of time and the Police Commissioner for Devon & Cornwall supports the 20's plenty for Cornwall campaign.
- 1.4 20's plenty for Cornwall is inviting all parish and town Councils in Cornwall to ask Cornwall Council to demand 20 mph limits on those roads within the parish where people and traffic mix and to register with 20's plenty for us to add the community to those who already support the campaign.

2 Coronation Park Grounds Maintenance

- 2.1 Further to a number of requests to Greenwich Leisure Ltd (GLL) for payment of invoices for works to Coronation Park, officers were advised on 7 June that the required Purchase Order number for works undertaken last year, was raised on 5 June and is awaiting approval.

3 Christmas Lights

- 3.1 Further to the expiration of the three year agreement with Blachere for the provision of Christmas lights, officers are seeking quotes for the provision of the supply of new lights. Details of schemes and cost proposals will be brought back to the Council for consideration

From 08/05/2021 to 07/06/2021

Launceston Town Hall	Number of Bookings	Time Booked	
Entire Town Hall	0	0.00 Hours	
External Hires	0	0.00 Hours	
Guildhall	6	17.75 Hours	
Kitchen Bar and Reception Area	5	24.00 Hours	
Main Hall	24	84.50 Hours	
Otho Peter Suite 01	2	12.00 Hours	
Otho Peter Suite 02	1	4.00 Hours	
Otho Peter Suite Both Rooms	7	56.00 Hours	
Town Square	3	9.00 Hours	
Total	48		

Town Square	Number of Bookings	Time Booked	
Town Square	3	9.00 Hours	
Total	3		

Ambulance Hall	Number of Bookings	Time Booked	
Ambulance Hall (Garage)	1	0.25 Hours	
Ambulance Hall (MainHall)	22	95.75 Hours	
Ambulance Hall (Meeting Room)	0	0.00 Hours	
Total	23		