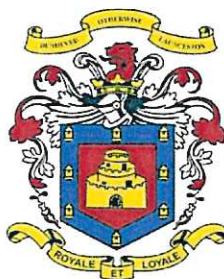


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 15 FEBRUARY 2022 at 7.00pm in the Town Hall

- PRESENT** Cllrs Penhale (Town Mayor), Bailey (Deputy Mayor), Conway, Gilbert, Green, Harris, Heaton, Hogan, Nancarrow, Nolan, O'Brien, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x public
- 2202/26 Apologies for absence**
Apologies for absence were received from Cllrs Gordon and Bullen
- 2202/27 Declarations of Interest**
There were no declarations of interest
- 2202/28 Public Representation Session**
There were no matters raised
- 2202/29 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of the Council held on Tuesday 18 January 2022 at 7.00pm subject to the amendment to resolution 2201/13 that in addition to being included as part of senior officer interviews, cllrs be in attendance at other interviews in the absence of the Town Clerk
- 2202/30 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub-committees:
(i) Planning and Economic Development held on Thursday 3 February 2022 at 7.00pm
(ii) Estates and Properties held on Monday 7 February 2022 at 10.00am
- 2202/31 Reports from Cornwall Councillors**
Cornwall Cllr Conway gave an update on budget setting and advised that a 2.99% increase was proposed. He also spoke about the St Thomas and Newport bridge works and stated that the leisure centre consultations were still ongoing
- 2202/32 Reports and Questions from Town Councillors**
Cllr Bailey gave an update from the Chamber of Commerce, including the works undertaken as part of the Welcome Back Fund, such as town events, working with consultants Arcadis, a town App and the purchase of events structures/gazebos. The update also included details of the Launceston Cultural Partnership, a Town Brand, as well as feedback on the Christmas 2021 event. Future events include an Easter Egg Scavenger Hunt, Queen's Platinum Jubilee Celebrations, and the Launceston Heritage Weekend.

Cllr Young gave an update regarding In Bloom and advised that red, white and blue flowers had been ordered for planting, that a total of 90 hanging baskets were erected throughout the town and that businesses were asked for a donation of £15 towards each basket. The St Thomas road planting had been well received.

Cllr Heaton advised that highways issues on the A30 were ongoing and thanked Cllr Adrian Parsons for his work on the matter. Cllr Heaton also advised that she was now a member of the NE Cornwall Integrated Care Board, and also stated that local residents had raised a query in regards to the visibility splay following the works to pavements at St Stephens Hill/Duke Street. **Cllr Nancarrow** stated that some residents had spoken in favour of the works. **Cllr Conway** thanked Cllr Parson for his works in regards to highways matters

2202/33

Report from the Town Mayor

The Mayor had not made any visits since the last meeting of Council

2202/34

Report from the Town Clerk

It was resolved to note the report

2202/35

Lawrence House Museum

It was resolved that;

- i) the postholders of the position/s of Town Clerk and Responsible Finance Officer serve as Secretary and Treasurer respectively for the Town Council in its role as Trustee of Lawrence House.
- ii) as per the agreement held with the National Trust this will be in regards to the maintenance and repair of the building, to include the grounds and gardens and all fixed items. The building contents, staffing and day to day operation of the Lawrence House Museum will be the responsibility of the Trustees, in their capacity within the Lawrence House Trustee Museum Management and Liaison committee
- iii) a general maintenance programme, as advised by the contracted project manager for works, be agreed by Council
- iv) the costs of gas heating installation in the basement be explored and agreed at Council

2202/36

Community Asset Proposal

It was resolved unanimously that Madford House be listed as an Asset of Community Value

2202/37

Platinum Jubilee

It was resolved unanimously that the following be undertaken as part of the Queen's Platinum Jubilee celebrations

- i) a town window challenge competition organised by the VIC
- ii) a childrens pyjama party in the Town Hall - Friday 3 June
- iii) a Mayor's Ball in the Town Hall – Saturday 4 June
- iv) a formal Civic Service and parade, followed by refreshments at the Town Hall – Sunday 5 June
- v) a party in the town square
- vi) a proposed park run
- vii) a litter pick prior to all events
- viii) red, white and blue bunting to be erected
- ix) jubilee mugs to be ordered for sale
- x) a tree planting scheme
- xi) memorial benches to be purchased with proceeds from events

2202/38

Correspondence and Matters to Note

It was **resolved** to note the venue usage

2202/39

Urgent Items

Cllr Tremain advised of works ongoing at Tesco, in regards to a proposed Timpson's pod, without agreed planning permissions.

Cllr Penhale spoke about the concerns regarding crime within the town and invited the Police to attend a future meeting. **Cllr Tremain** advised that the Street Pastors had raised concerns in regards to issues.

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 15 March 2022 at 7pm

The meeting ended at 7.58pm

Signed Date

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 24 February 2022 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs, Penhale (Mayor), Bailey (Deputy Mayor), Gordon, Green, Harris, Heaton, Nancarrow and Tremain (Chairman)
In attendance: Cllr Soanes
Christopher Drake (Town Clerk)

2202/46 Apologies
Apologies for absence were received from Cllr Gilbert

2202/47 Declarations of Interest
Cllr Bailey declared an interest in planning application PA22/00533 – Land at Hay Common, South of Hay Parc, Long Field Road and took no part in the debate or voting on this application

2202/48 Public Representation
There were no representations made

2202/49 Minutes of the last meetings
The minutes of the meeting held on 3 February 2022 were signed as a correct record

2202/50 Current Planning Applications for comment

Application PA21/12511
Proposal Demolition of a lean-to to be replaced with a new orangery, a kitchen extension, a larger replacement dormer window similar to previous design, relocation of the front door, a first floor extension, the removal of a lean-to garage and outbuilding, as well as other alterations and landscaping work.

Location 31 St Stephens Hill St Stephens Launceston PL15 8HP
Decision Support

Application PA22/00533
Proposal Non Material Amendment in respect of Application No. PA17/02564 dated 12th April 2018 namely, amend porch style to Plots 197-202, 204-205 and 207-214 from single pitch porch to match that already installed and agreed on Plots 216-222 of a flat porch.

Location Land At Hay Common South Of Hay Parc Long Field Road Launceston Cornwall
Applicant Hay Common Developments Ltd
Decision Support

Cllr Bailey left the meeting and took no part in the debate or voting on the above application

Application PA22/01025

Proposal	Works to trees subject to a Tree Preservation Order (TPO), works include (T11) sweet chestnut reduce crown from 20m to 15m, reduce 2 limbs and remove any dead wood branches.
Location	The Beeches Off Windmill Hill Windmill Hill Launceston Cornwall
Decision	Support
Application	PA22/01069
Proposal	Proposal for external seating for use in association with the brewery
Location	Firebrand Brewing Ltd Unit 2 Southgate Technology Park Quarry Crescent
Decision	The Town Council object to this application as it is seeking a change of use from a brewery to a public house. The site is within an industrial park and is not a retail environment
Application	PA22/01414
Proposal	Works to trees in a conservation area, works to include the reduction of 25% in height of three previously reduced elms, back to the previous reduction points.
Location	White Horse Inn 14 Newport Square Launceston Cornwall PL15 8EL
Decision	Support

2202/51

Planning Decisions to Note

It was **resolved** to note the applications

Application	PA21/11832
Location	38 Dunheved Road Launceston PL15 9JQ
Proposal	Proposed double garage with ensuite shower to master bedroom
Decision	APPROVED
Town Council	Support
Application	PA21/12315
Location	136 Kensey Valley Meadow Launceston Cornwall PL15 9TS
Proposal	Works to three trees; T1 Hornbeam, crown lift by 2-3m due to overhang, T2 Hornbeam, crown lift by 2-3m due to overhang, T3 Hornbeam, crown lift by 2-3m due to overhang
Decision	APPROVED
Town Council	Support

2202/52

Correspondence and Items to Note

- i) the update regarding planning application PA22/0383 – 30 St Stephens Hill was noted
- ii) the St Thomas bridge works update was noted
- iii) it was noted that an update from Cornwall Council regarding the works at Tesco in regards to a Timpsons pod, was still awaited
- iv) an update regarding the ongoing works at Kensey Valley was noted

Next Meeting

The next meeting of the committee will be agreed, so as members can attend the forthcoming meeting of the Community Network Panel scheduled for Thursday 17 March

The meeting closed at 7.17pm

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



**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 1 March 2022 at 5.15pm in the Otho Peter Suite**

- Present:** Cllrs: Penhale (Mayor), Bailey (Deputy Mayor) Gilbert (Chairman), Gordon, Nancarrow and Nolan
In attendance: Cllr Soanes
Cllr Heaton
Andi Snook – Library Service Manager
Christopher Drake – Town Clerk
- 2203/01 Apologies for Absence**
There were no apologies for absence
- 2203/02 Declarations of Interest**
There were no declarations of interest
- 2203/03 Public Representation Session**
No representations were made
- 2203/04 Minutes of Previous Meetings**
i) The minutes of the meeting held on 8 February 2022 were agreed and signed as a correct record.
- 2203/05 Financial Report**
It was **resolved** to note the report
- 2203/06 Manager's Report**
It was **resolved** to note the report
- 2203/07 Market Recruitment Update**
It was resolved that;
i) the advertisement for gazebo erectors be re-run with more simplified language
ii) the market continue to operate as a service provision for the town
iii) current market users be asked if they will attend a market having to erect their own gazebo and the numbers in response be considered to agree if an April market be held
iv) costs for a commercial market operator be explored
- 2203/08 Update on Broader LABI Activities**
The Library Service Manager provided an update on the works at the library, including signposting, social prescribing and noted a return of youth groups using the service. Work was ongoing with Lawrence House Museum to explore the sharing of displays and it was noted that the library is operating as a hub environment
- 2203/09 Income generation**
It was **resolved** that the Council explores further income streams, to include housing, and the use of the current childrens centre or other sites which may have the potential for use
- 2203/10 Items to Note and any Urgent Matters**
It was **noted** that the local schools St Piran's Day event was taking place on Friday 4 March

2203/11

Date of Next Meeting

Tuesday 5 April 2022 at 5.15pm

The meeting closed at 6:13 p.m.

Signed :

Date:

Mayor's Communications – March 2022

February Teams meetings Leisure Centre

February 17th Mayors of Cornwall Zoom

February 17th Place Architects Sustainability Symposium.

March 4th St Piran's event.

March 5th Charles Causley events

March 6th Charles Causley event.

March 14th St Joseph's with Cllr Caroline Mott Mayor of West Devon Borough Council.

TOWN CLERK'S REPORT – MARCH 2022

Job Evaluation

Louise Harrison, who will be undertaking the Council's job evaluation on behalf of the Local Government Resource Centre (LGRC) has advised that she wishes to begin the interview process of the evaluation, in week commencing 28 March. The Clerk will liaise with all concerned parties to agree the requirements.

Sakura Tree Planting

Further to the previous update, it was not possible to arrange for all necessary dignitaries to attend a tree planting ceremony in conjunction with St Piran's Day celebrations. Therefore the Clerk will re-send invitations and work with the Mayor and Park Trustees to arrange and confirm a new date

RAG Reports

Attached to this report are the blank RAG reports, listing project works agreed or currently being worked upon. The report will be updated as works are undertaken and details will be taken back to pertinent committees for updates and any required financial considerations and brought back to Council on a regular basis to provide an overview of works and progress

Future Market Operation

Following the resolution of the LABI committee, the six vacancies that form the set-up team have been re-advertised and officers are also exploring the costs of an outside provider operating the market. Updates and details will be considered by the committee and reported back to Council

SLCC Practitioner's Conference and Clerk meetings

The Clerk attended the recent three-day virtual SLCC Practitioner's Conference,

The Cornwall SLCC branch meeting is now scheduled for Wednesday 30 March and the joint Devon and Cornwall branch has been scheduled for Wednesday 6 July

Request for memorial bench

Mrs Gillian Taplin has asked if she can place a memorial bench in Priory Park to remember her late husband. The Council is recommended to agree to the request, in recognition of the work that her husband, Mr Tony Taplin undertook in service to the town

Annual Town Meeting

The Annual Town meeting will be held on Wednesday 13 April. The event allows electors to hear about the work of the Council and ask questions about town related matters. It is also the night when recipients of the Council's grant scheme are invited to collect their grant award.

The Council prepares an Annual Report which is published and distributed on the night and the Mayor and committee chairs are requested to prepare a report on their work throughout the past year. Completed reports are requested by Friday 8 April

Confirm Bank Account Closure

The Council has an open Imprest account with HSBC bank, that was used for when officers paid salaries, prior to the current system of having councillors authorise payments. This account is now empty and unused. The Council's Financial Regulations 5.1 state that banking arrangements may not be delegated to a committee and Full Council is requested to resolve the closure.

PROJECTS	PERSON/S RESPONSIBLE	STATUS	NOTES
Town Hall changing room refurbishment	Estates Mgr		
Town Hall stage accessibility	Estates Mgr		
Ambulance Hall redesigned for new Council offices	Town Clerk		
First Aid organisation relocated from Ambulance Hall garage area	Town Clerk		
Green Room garage cleared	Estates Mgr		
Green Room building use TBA	Council		
Library team relocate to new Hub	Library Mgr/Town Clerk		
Car park machines updated	RFO/F+GP committee		
Electric charging points installed	Estates Mgr		
Car park refurbished and new signage erected	Estates Mgr		

STATUS
ONGOING
COMPLETED
TBC

Lawrence House repairs	Town Clerk/Council		
Lawrence House maintenance programme	Estates Mgr		
Priory Park play equipment installation project	Town Clerk/RFO/Estates Mgr		
New cemetery land acquisition	Council/Town Clerk		
Conversion of new land at St Thomas as rest garden	Town Clerk		
Installation of live streaming equipment at Town Hall	Town Clerk/RFO		
Adoption of new nature are at Ridgegrove	Town Clerk/Estates Mgr		Transfer tbc April 2023
Adoption of new nature are at Windmill Hill	Town Clerk/Estates Mgr		Transfer tbc April 2023
Design and build of new grounds compound	Estates Mgr		
Welcomd Back Fund works	RFO/VIC Mgr/Town Clerk		All works to be booked by March 2022 with road closure works due to be completed in June 2022

STATUS
ONGOING
COMPLETED
TBC

STATUS
ONGOING
COMPLETED
TBC

Town Vitality Fund works	RFO/VIC Mgr		
Quality Gold Accreditation	Town Clerk		
Tree planting scheme at Coronation Park and Town Council sites	Town Clerk/Estates team		
Employment evaluation	Town Clerk/Council		Interviews due to commence w/c 28 March
Site clearance at Stourscombe	Estates Mgr		



Lawrence House Museum

(Registered Charity No 276656)

9 Castle Street, Launceston PL15 8BA

Curator Dr Damon Dennis 01566 773277

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www.lawrencehousemuseum.org.uk



LAWRENCE HOUSE MUSEUM MANAGEMENT AND LIAISON COMMITTEE MINUTES OF THE MEETING AT 7pm ON 20 JANUARY 2022 VIA ZOOM

PRESENT: Cllr Trustee Margaret Young (Chair)
Cllr Trustees Helen Bailey, Paula Bullen, Dave Gordon, Joan Heaton, Brian Hogan,
Ian Nolan, Leighton Penhale, Rob Tremain
Lay Trustees Verity Anthony and David Scott
Launceston Town Council (LTC) Property Manager Martin Cornish
Curator Damon Dennis
Treasurer Emma Gilbert
Secretary Lesley Barker

APOLOGIES: Lay Trustee Peter Herring

1 **CHAIRMAN'S WELCOME:** Chair Margaret Young welcomed everyone to the meeting.

2 **MINUTES OF THE MEETING ON 9 DECEMBER 2021, PREVIOUSLY CIRCULATED**
The minutes were agreed with a correction recording the presence of Verity Anthony.

3 **PROGRESS UPDATES – ACTION POINTS FROM LAST MEETING**

Martin Cornish reported as follows.

- Handrail: Martin was waiting for an installation date for the handrail for the garden steps, which he now expected to be within one month.
- Heating system: Martin would clarify the tender closing date for the new heating system with Chris Drake.
- External and internal work: Martin was due to meet Project Manager Chris Hunter the following day and would report back re the current position. Work on the trees was in hand and a bat survey was scheduled for February 4th. The Curator asked that he be furnished with a schedule for all the work to be carried out so that timely arrangements could be made to move and protect the collection as necessary: Martin confirmed that this would be made available.

Martin's replies to the meeting's concerns re further issues with the building were as follows.

- Relevant consents to punch any necessary holes in the walls: Chris Hunter has this in hand.
- Steeplejacks: will not be returning as scaffolding will be used.
- Start date: depends on successful tender but the Museum will not be open this year.
- Security alarm: permanently off after complaints from nearby residents. Is the fire alarm also off? How does all this affect the building insurance? – the insurer should be contacted.

4 POP-UP MUSEUM

The Committee agreed that the Pop-up had been very well received and commented especially on the wonderful Victorian Christmas exhibition which must have taken a considerable amount of hard work. It was most regrettable that the Pop-up had been forced to close early before Christmas because of the rise in Covid cases.

The Curator stated that the first exhibition for three months after reopening on February 22nd would be Paintings of Cornwall followed by Buildings of Launceston, to include a map produced by Arthur Wills giving potted histories of the important buildings in the town. He was asked whether anything was planned to coincide with the Causley Festival but there had been no approach from the Causley Trust. He had however been asked to put on a 2-day exhibition to publicise a new book on Charles Causley but had refused as it would not be practicable to take down and re-mount our own exhibition for such a short interruption. David Scott offered the use of No 11a as the pop-up would by then have moved to the larger No13. Margaret undertook to liaise with the Causley Trust.

David Scott is now able to open the Merchant's House for tours. Many of the volunteers are keen to see round this historic building and Margaret suggested laying on a tea for them as a thank you for their support. She and Damon agreed to liaise on this.

The Curator had obtained funding to install a contactless donation box which will be simple to use and will not require any input from the stewards. Although the funding deadline will not be met, he is in negotiation with Cultivator for an extension which he expected to be granted.

5 NEW WEBSITE

The Curator stated that the new website was online and ready to receive donations, FLHM membership applications and publication sales. He would be handing over to Emma the paypal account set up for donations.

It is hoped to put the Museum collection online at a future date.

Damon was thanked for his hard work in getting the website up and running.

6 FINANCES

The Museum accounts for 2020/2021 were still not available. Helen Bailey undertook to resolve this issue with Helen Gribble and let everyone have a copy. This is now becoming urgent as they are needed to apply for re-accreditation (see 7 below).

The Treasurer reported on the current financial position and outstanding issues but at present there was not much activity on the account.

7 RE-ACCREDITATION

The Museum's application for Arts Council re-accreditation is due for submission by 31 March 2022. This is in hand but the 2020/21 accounts are needed for submission. The application is being updated but It is difficult to put forward specific proposals when plans for the Museum's future have not been finalised.



Lawrence House Museum

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8 FUTURE PLANS

The Curator stated that the volunteers are concerned that there seems to be no definitive programme for the future of the Museum building and that there is no sign of longstanding issues such as the utility bills being resolved. Margaret's explanation concerning the building was that because public money is involved certain procedures have to be followed before work can be commissioned, which introduces delays. Rob Tremain emphasised that this Committee is determined to preserve and improve the Museum. He and Margaret will be going through the National Trust lease and will report back to the Committee. Brian Hogan proposed, and Margaret agreed, that a meeting of the Town Council as Trustees of the Museum be held in the near future to keep them in the picture.

Secretary's note: the Trustees will be required within the next few weeks to approve the updated policies to be submitted for re-accreditation so it would be opportune to include this on the agenda of the same meeting.

9 DATE OF NEXT MEETING: the next meeting was fixed for Thursday 21 April 2022 at 7pm on Zoom.

Cc Town Clerk for circulation to full Council

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken	
Damage to public seating and risk to third party as a consequence of a damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular inspections carried out by a member of the Council's maintenance team	
Damage to bus shelters and risk to third party as a consequence of a damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters Council has an agreement with Fernbank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Damage to litter bins and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to litter bins Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	
Damage to fixtures and fittings of public toilets and risk to third party as a consequence of damage	High	Public Liability Insurance Ongoing maintenance of fixtures and fittings Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Daily inspections carried out by the Council's maintenance team	
Damage to play equipment and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to play equipment Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Weekly, Quarterly and Annual Inspections of Play areas carried out by competent persons	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Protection of Council properties, furniture and equipment	Medium	Insurance Cover obtained	Annual check on insurance values (T Clerk)	
		Up to date Asset Register	Asset Register (Year end) and annual asset check carried out.	
		Regular Maintenance of equipment	Use of qualified technicians	
		Annual Portable Appliance Testing. Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing.	Use of reputable insurance provider	
		Early warning smoke detection system installed in the municipal buildings		
		Security marking on equipment kept up to date		

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of buildings Town Hall Ambulance Hall Visitor Information Centre Southgate Arch	Low	Fire alarm installed Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored locations External contractor emergency call out	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training undertaken and reviewed External contractor ensures emergency contacts advised to attend in the event of alarm activation	
Protection of Civic Insignia	Medium	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (T Clerk) Mayor is aware that Civic Insignia must be kept under secure conditions	
Insolvency of insurance company Reduction of available companies to insure Council	Low	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	Medium

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Legal liability as a consequence of asset ownership	Low	Public Liability Insurance Professional advice available if required from Council's solicitor, CALC, NALC, SLCC	Annual check on level of cover in place (T Clerk)	
Personal Accident to Members and Officers	Low	Employer's Liability cover Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training. Trained first aiders and first aid kits	Annual check on level of cover in place (T Clerk) Regular refresher training	
Health of Members and Officers	Low	Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in Town Hall, Ambulance Hall, Southgate Arch and Information Centre	
Assault to Members and Officers	Low	Employer's Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (T Clerk)	
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (T Clerk)	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of officers working alone in building	Medium	Use of digital CCTV in Town Hall	Staff meetings to review and staff appraisals Weekly alarm checks	
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team.	Where possible an officer is not left alone to exit building	
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Low	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members	Internal audit check Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Loss of cash through theft or dishonesty	High	Fidelity Guarantee Premises are secure – access to Secure storage of cash Money is regularly banked Petty Cash is kept to a minimum Segregation of duties between receipting, recording and banking of cash and cheques	Fidelity Insurance reviewed and increased appropriately annually (T Clerk) Internal procedures reviewed by officers and segregation of duties reviewed annual by Finance and General Purposes committee	
Loss of Investments	High	Deposits spread between four separate organisations No stocks and shares investments	Finance and General Purposes committee regularly reviews the consolidated bank reconciliation	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Keeping proper financial records in accordance with statutory requirements	Low	Use of accounts package by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Finance and General Purposes committee Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit Officer and Member training	
Ensuring all requirements met under employment law and Inland Revenue regulations and Salaries in accordance with adopted scales	Low	Use of payroll system with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit	
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts Ellis Whittam for advice on personnel management	Robust policies and procedures. Staff appraisal process.	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's and Cloud based system in operation Daily backups undertaken Town Clerk holds delegated powers for emergency purchasing in accordance with the Councils Standing Orders	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	
Banking Arrangements	Medium	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations.	Bi Monthly internal checks carried out by two Members of the Council Annual Internal and External Audit	
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring all requirements are met under Customs and Excise regulations	Low	Accounts software calculates VAT and produces VAT claim form	VAT return total compared to VAT control account to ensure totals match	
Ensuring adequacy of annual precept within sound budgeting arrangements	Low	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation. Approval of budget by Full Council.	Regular budget monitoring report to Finance and General Purposes Committee	
Ensuring all business activities are within legal powers applicable to local councils	Low	All activity and payments resolved and minuted at Full Council or relevant Committee. Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate. Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks. Reporting of matters to the Finance and General Purposes Committee Councillor and staff training	Standing Orders and Financial Regulations Internal Audit External Audit	
Complying with restrictions on borrowing	Low	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Low	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	
Breach of Confidentiality	Medium	Registration under the Data Protection Act Registration with an external adviser confidential data Details included in Contracts of Employment Where necessary confidential matters considered without Public or Press involvements Passwords on computer systems stored in restricted server file	Town Clerk maintains up to date registration entry Regular Members and Officer training Redaction of shared documents as necessary	
Proper, timely and accurate reporting of Council business in minutes	Low	All items resolved and numbered with a master copy maintained in a safe Minutes circulated	Minutes approved and signed at next meeting of Council or Committee Internal Audit check	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure to respond to electors wishing to exercise their rights of inspection	Medium	Minutes published on Council website Financial Information published on Website Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Electors informed of Council's complaints procedure Council compliance with the Transparency Code – section of website set up dedicated to this matter	Low

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Document control -- correspondence, postage, storage and filing, etc	Medium	Filing systems maintained in lockable cabinets Record of postages maintained Regular review of need to retain documents and other records Any deeds or other legal documents stored in fire proof safe Remote backup to cloud undertaken daily.	Quarterly internal checks carried out by officers	
Provision of amenities/facilities for occasional use by third parties and community groups	Low	Booking Application Forms in place for use/hire of facilities by third parties and community groups Health and Safety Issues highlighted to hirers and contractors	Review of systems by Estates and Properties Committee	

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

March 2021

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Changes to legislation and procedures	Medium	Provide effective training for Staff and Councillors Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils Standing Orders, policies and procedures reviewed regularly	Provide adequate budget for staff and Councillor training Annual Review of Internal Controls carried out by Finance and General Purposes committee	
Loss of Officers due to sudden departure or long term illness	Medium	Staff trained in different duties. Production of detailed instructions for key tasks e.g. salaries, posting payments. SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.	Appraisals system Staffing report presented to the Staffing Committee	
Supplies and Services provided to the Council	Medium	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover Ensure Contractors have appropriate Health and Safety policy	Contract compliance monitoring Sight of insurance certificate before award of contract	

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

March 2022

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Project Management	Medium	Identify staff responsible for specific projects Enable staff to seek professional guidance from preferred contractors locally. Report project progress to the Finance and General Purposes Committee	All schemes considered by Council and/or relevant committee and regular updates of active schemes reviewed by Council	
Breakdown/ Accidents with Council Vehicle	Low	Annual service and MOT of vehicles. Vehicle routinely inspected by the town grounds maintenance team with any faults recorded and immediately reported to the Properties Manager. Only Members and Officers of the Council with a valid driving license are permitted to drive the vehicle.	A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.	

LAUNCESTON TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by members of the Launceston Town Council Management team.

Key to risk level employed

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

Signed:		Date:	March 2022
Subject to review, monitoring and revision by: T Clerk	In the event of a service delivery failure	Every:	Year

Organisation name: Launceston Town Council.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major epidemic.	All staff, operatives & service delivery.	Immunisation, testing, isolation	Respond in accordance with national guidelines.	Emergency	NHS Central government.	In the event
Major natural disaster.	All staff, operatives & service delivery.	Respond in accordance with national guidelines.		Emergency	Central government.	In the event
War.	All staff, operatives & service delivery.	Respond in accordance with national guidelines		Emergency	Central government.	In the event
Extreme weather conditions.	All staff, operatives & service delivery.	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Town Clerk	In the event
Social unrest or rioting.	All staff, operatives & service delivery.	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	In the event
Radical political change.	Service delivery.	Respond in accordance with the Council's direction.	Council need to have a plan in place.	High	Town Clerk	In the event
Loss of power Loss of heating/water	All staff and customers	Assess need to close and signpost to another building	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Estates and Properties Mgr	In the event

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Town Hall and Council offices						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	Town Clerk	In the event
Fire in Municipal Building	<i>All staff, operatives & service delivery.</i> <i>Town Council Art Collection</i> <i>Cornwall Council Book Stock</i> <i>Museum Collection</i>	Weekly fire drills and evacuation procedure ensures safety of personnel - Employees have phone communications. - Emergency services – fire relayed information on the traffic management plan and the event management plan - No smoking permitted - Emergency exits identified and kept clear. - Fire-fighting equipment available.	Library close branch and signpost to nearest branch	Emergency	Town Clerk, Estates Mgr, Curator, Library Mgr	Ongoing
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months	Medium	Estates Mgr	Dec 2021
Screens – eye sight damage	All team members Continually looking at a monitor	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests	Low	T Clerk	
IT – back problems	All team members Poor posture from being seated for long periods	Use of appropriate seating and regular breaks	Ensure seating in good order	Medium	T Clerk	
Museum Exhibitions Risk						
Public Entry Injury to the public through open exhibition space when installing	Employees/volunteers Members of the public	- Signs around space to warn members of public of any hazards - Verbal direction from staff to visitors - Objects to be placed around the edge of the rooms to prevent trip hazards - Any tools/artworks are to be monitored at all times by at least one member of staff	No workshops or events to be scheduled during installation weeks	Low Exhibition team is trained and experienced	Curator	
Use of ladders and	Employees/volunteers	Ladders erected properly – please		Low	Curator and/or Estates Mgr	

- Physical injury		• Adequate staffing i.e. 2 members of staff to use steer ladder			
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Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
		Ladders to be climbed up on the inside and never the outside				
Movement of large structures - Physical injury	Employees / volunteers	Movement of large structures/artworks to be scheduled in advance	- Movement to be handled by experienced staff with object handling skills. - Inspection of structure/fixings to be completed before installation. - Heavy objects to be lifted by a team of experienced staff with a safe weight distribution guide of 7-10kg for each person - Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks	Low Exhibition team is trained and experienced	Curator or Estates Mgr	
Object handling	Employees/volunteers Lenders	- Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks - All artworks to be condition checked and quarantined if necessary before handling		Low Exhibition team is trained and experienced	Curator or Estates Mgr	
Museum Collection Risk						
Disposal/Sale of Art Gallery Collections	Collection's Accreditation status LTC reputational risk Art Collection through dispersal	Museum abides by the Museum Association code of ethics Ensure all Town Councillors are aware of the significance of the collection	Maximising access to the collection Public support and pride in the collection	Low (but impact High)	Curator	
Outdated/tired displays	Loss of visitors Reputational risk	Rotate exhibitions on a regular, planned basis Formulate an exciting and attractive programme of exhibitions	Keep visitors aware of the offer	Low (but high impact)	Curator	
Lack of space for stored collections	Puts contemporary and future collecting at jeopardy Bequests and gifts may have to be refused	Evaluate all new acquisitions to ensure adequate storage (and environmental conditions) available.		High	Curator	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Theft	LTC financially and reputationally	Volunteers/contractors/visitors aware of all visitors and contractor in the building		Low	All staff	
Damage to wall works	Condition of Collection Financial implication	Extra care to be taken when carrying large objects (and tables) through corridors or in areas where wall works are hung		Medium	All staff	
Cultural and Information Services Systems, staff and generally						
Websites poorly maintained Social media poorly maintained	LTC reputation	Appoint social media colleagues		Low	T Clerk	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Server fails	Data	Regular server back ups		Low	RFO	
Failure to comply with GDPR	LTC reputationally	All personal information held on Excel databases to be amalgamated into one encrypted Access database		High	T Clerk	
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	- Training undertaken by Front of House staff - Diplomatic approach	Inform police if required / CCTV	Medium	All staff	
Visitors needs not understood/recognised	All staff, volunteers and members of the public	- Staff training – we are just people serving people - Monitor social media for adverse comment		Medium (impact high)	T Clerk	
Staff succession not managed	All employees	- All staff have job descriptions - Roles are regularly reviewed and staff are aware of one another's roles - Issues raised at regular staff meetings - Annual appraisals - Volunteer support		Low (impact high)	T clerk	
Safe-guarding incident	All employees, volunteers members of the public	- Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed - Ensure all DBS checks are regularly reviewed - Ensure all staff know what to do in the event of a safe-guarding incident	Inform police / social services	Low (impact high)	VIC Mgr	

ABM-Halls for Hire Usage Statistics Printed at 10/03/22 12:30

From 14/02/2022 to 13/03/2022

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	2	22.00 Hours	
External Hires	3	16.00 Hours	
Guildhall	4	10.00 Hours	
Kitchen Bar and Reception Area	12	73.00 Hours	
Main Hall	31	130.75 Hours	
Otho Peter Suite 01	7	26.50 Hours	
Otho Peter Suite 02	1	8.00 Hours	
Otho Peter Suite Both Rooms	4	13.75 Hours	
Town Square	8	43.00 Hours	
Total	72		

Town Square	Number of Bookings	Time Booked	Value
Town Square	8	43.00 Hours	
Total	8		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	0	0.00 Hours	
Ambulance Hall (MainHall)	40	149.25 Hours	
Ambulance Hall (Meeting Room)	1	3.25 Hours	
Total	41		