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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All members of Launceston Town Council

Cc Cornwall Councillors, Honoured Burgesses, Chairman of the Chamber of Commerce, Mayor's Chaplain, Press

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Thursday 19 May 2022 at 2.00pm at Launceston Town Hall and adjourned to Tuesday 24 May 2022 at 7pm in the Guildhall.

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

Christopher Drake
Town Clerk

13 May 2022

AGENDA

1. **Apologies for Absence**
2. **Election of the Town Mayor**
To confirm the election of Cllr Penhale as Town Mayor
3. **To receive the Mayor's Acceptance of Office**
4. **Election of the Deputy Mayor**
To confirm the election of Cllr Bailey as Deputy Town Mayor
5. **To receive the Deputy Mayor's Acceptance of Office**
6. **Adjournment of Meeting**
To resolve to adjourn the Annual Meeting until Tuesday 24 May at 7pm
7. **Declarations of Interest**
Members are reminded that all Interests must be declared before the item to be discussed
8. **Reports from Cornwall Councillors**
To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular
9. **Reports from Councillors**
To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council
10. **Report from the Town Mayor**
To receive the Town Mayor's report

- 11. To confirm and sign the minutes of the last meeting previously circulated**
To confirm and sign the minutes of the meeting held on Tuesday 26 April at 7.00pm
- 12. To receive and adopt the minutes of committees and sub-committees previously circulated**
 - i) Planning and Economic Development Committee held on Tuesday 26 April at 6.00pm
 - ii) Finance and General Purposes Committee held on Wednesday 4 May at 7.00pm
 - iii) Library, Arts, Business and Information Committee held on Tuesday 10 May at 5.15pm
- 13. To review and adopt Committee Terms of Reference (copy attached)**
- 14. To appoint Standing Committees**
To appoint the appropriate number of Members to the Council's committees as per the individual Committee Terms of Reference
The Mayor and Deputy Mayor are ex officio voting members of all committees

a) Finance & General Purposes Committee	No of Members - 7
b) Planning & Economic Development Committee	No of Members - 7
c) Estates and Properties Committee	No of Members - 6
d) Staffing Committee	No of Members - 3
e) Library, Arts, Business and Information Services Committee	No of Members - 4
- 15. To review and adopt Standing Orders (copy attached)**
- 16. To appoint representatives to the following organisations**
 - a) Eventide Trust - The Mayor and Deputy Mayor
 - b) Twinning Association (1)
 - c) CALC (2)
 - d) Launceston Sports (1)
 - e) Launceston In Bloom (1)
 - f) Police Liaison (2)
 - g) Launceston Chamber of Commerce (1)
 - h) Friends of Launceston Priory (1)
 - i) Launceston Town Youth Council (1)
 - j) Launceston Community Network Panel (1)
 - k) CCTV Committee (2)
 - l) FLIC (1)
 - m) Charles Causley Festival (2)
 - n) Coronation Park Trust – (3)
 - o) Launceston Municipal Charities – Cllr Tremain, Cllr Young
 - p) Street Pastors (1)
 - q) Little Red Bus (1)
 - r) Orchard Youth Project (1)
 - s) Lanstephan Play Area (1)
 - t) Emergency Plan – Cllr O'Brien, Cllr Gordon, Cllr Bailey, Cllr Penhale
 - u) Launceston Loyalty (2)
 - v) Lanstephan Play Area (1)
 - w) Town Band (1)
 - x) Plastic Free Launceston (1)
 - y) Launceston PPG (1)
 - z) Launceston Town Plan Group (2)
 - aa) Any other organisation requiring representation
- 17. To review the inventory of Town Council land and assets (copy attached)**
- 18. Calendar of Meetings for 2022/2023**
To receive the calendar of meetings for 2022/2023 (attached)

19. General Power of Competence

To confirm that Launceston Town Council

- (a) has at least 2/3 of members elected (11)
- (b) that the Clerk holds the Certificate in Local Council Administration (CILCA), and
- (c) the Clerk has passed the Cilca module on the General Power of Competence and therefore having met the eligibility criteria to resolve to adopt the General Power of Competence

20. Community Infrastructure Levy

To agree;

- a) the project and submission of an Expression of Interest by the Council to bid for Community Infrastructure Levy (CIL) funding. The closing date for applications is 23 June 2022
- b) that the received CIL funds of £2816 be earmarked for the installation of play equipment at Priory Park

21. Correspondence and matters to note

Copies of all correspondence will be available for inspection at the meeting, if required

- a) Letters of thanks from grants recipients
- b) Town Council venue usage

22. Urgent Items

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

23. Exclusion of members of the press and public

To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information

24. Council Events

To note the updates in regards to future Council events

25. Date of Next Meeting

The next meeting will be held on Tuesday 21 June 2022