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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 26 APRIL 2022 at 7.00pm in the Town Hall

- PRESENT** Cllrs Penhale (Town Mayor), Bailey (Deputy Mayor), Bullen, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Nancarrow, Nolan, O'Brien, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x Public
- 2204/21 Apologies for absence**
Apologies for absence were received from Cllr Green
- 2204/22 Declarations of Interest**
There were no declarations of interest
- 2204/23 Public Representation Session**
Q1) A member of the public raised the issue of pigeons nesting in the town and potential health concerns this raises. They also spoke about the need for more town information signage to be displayed, especially for visitors
- 2204/24 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 15 March 2022 at 7.30pm
- 2204/25 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 Tuesday 15 March 2022 at 7.00pm
(ii) Estates and Properties held on Monday 4 April 2022 at 10.00am
(iii) Library, Arts, Business and Information held on Tuesday 5 April 2022 at 5.15pm
(iv) Planning and Economic Development held on Thursday 7 April 2022 at 7.00pm
- 2204/26 Reports from Cornwall Councillors**
Cornwall Cllr Conway gave thanks to St Austell Brewery and the contractors involved in ensuring the works to the White Horse public house were completed as quickly as they were. He also advised that the bridges project at Newport was close to completion. Cllr Conway concluded by advising of the forthcoming Traffic Orders to support the town centre pedestrianisation as well as reminding councillors of the forthcoming meeting with the Cornwall Council Portfolio Holder for Economy

Cllr Bailey said that the meeting with the portfolio holder was being held at short notice which made it difficult to collate ideas for discussion prior to the meeting

Cllr Heaton thanked Cornwall Cllrs for their work in resolving issues regarding the works at the White Horse, but advised that on occasion responses to concerns were not responded to by Cornwall Council

2204/27

Reports and Questions from Town Councillors

Cllr Heaton gave an update on the recent C.A.P meeting and also spoke about meeting with the surgery Practice Manager and advised a working party had been set up to review website services and updating the directory. Work was ongoing to explore the possibility of hybrid meetings as well as looking at improvements to services and a presentation to the Community Network Panel had been agreed. Cllr Heaton also advised that the surgery had more staff manning phones in the morning and that the NICE board meeting was exploring integrated care systems, but was challenged by a lack of staffing resources mainly due to a lack of local housing availability. It was established that Cornwall Council and the NHS are looking at solutions to the housing issue. Cllr Heaton spoke about the issues of public transport links that affected the town and concluded by thanking the Council for supporting local groups at the recent grant fund awards evening

Cllr Bailey advised that following the recent Chamber of Commerce AGM, a new committee had been elected, and spoke about the forthcoming Artisan Market in the town centre and updated the Council of the ongoing grounds works at Stourscombe

Cllr Gordon stated that tenders for the future operation of the Leisure Centre had been issued and that these were due for submission in June

Cllr Conway said that approximately 10-15 houses were proposed to be built for key workers at part of Race Hill car park and also raised concerns regarding public transport links and fares and asked for this to be an agenda item at Council

Cllr Soanes asked for an update in regards to works required at the entrance to Launceston Castle. The Clerk advised that chippings had been laid at the site and that discussions were ongoing with Cornwall Highways

2204/28

Report from the Town Mayor

The Mayor's report was noted

2204/29

Report from the Town Clerk

It was **resolved** that;

- i) the report be noted
- ii) the Visitor Information Centre and the Library open as per usual working hours on Saturday 4 June
- iii) the Clerk explore the possibility of working with local business in regards to a windows scheme at vacant shop premises in the town centre
- iv) a Freedom of the Town scheme not be considered but that the Town Council continues to support the Armed Forces Day event

2204/30

Mayor and Deputy Mayor elect 2022-23

Members considered Notices of Motion received for the above

- i) It was **resolved** that Cllr Leighton Penhale be elected Mayor of Launceston for 2022-23
- ii) It was **resolved** that Cllr Helen Bailey be elected Deputy Mayor of Launceston for 2022-23

2204/31

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the letter of thanks from Launceston Male Voice Choir for grant funding

- iii) note and agree the request to install a plaque at both the Town Hall and Lawrence House in commemoration of the Turner Prize award winning artist Grenville Davey
- iv) note the letter of thanks from Werrington Cricket Club for grant funding
- v) note the details of the launch event of Homes for Cornwall on Monday 16 May

2204/32

Urgent Items

There were no items for consideration

2204/33

Exclusion of members of the press and public

It was resolved that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following item as it may involve the likely disclosure of confidential information

2204/34

Lawrence House Lease

The actions regarding the ongoing lease at Lawrence House were **agreed unanimously**

Date of the next meeting of the Council

The next Full Council meeting will be the Annual Meeting of Council on Tuesday 24 May 2022 at 7pm

The meeting ended at 8.35pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Tuesday 26 April 2022 at 6.00pm
The Guildhall, Launceston Town Hall

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

2204/14 Apologies
Apologies for absence were received from Cllrs Green and Harris

2204/15 Declarations of Interest
Cllr Bailey declared an interest in planning application PA22/02562 – Oakdene, 19 Snowdrop Crescent, Launceston, Cornwall and took no part in the debate or voting on this item

2204/16 Public Representation
There were no representations made

2204/17 Minutes of the last meetings
The minutes of the meeting held on 7 April 2022 were signed as a correct record

2204/18 Current Planning Applications for comment

Application	PA21/11439
Proposal	Listed Building Consent for rebuilding of eastern hip end chimney to lower height.
Location	1 Exeter Street Launceston PL15 9EQ
Decision	Support

Application	PA21/12709
Proposal	Removal of existing tennis court to create new access road and parking spaces
Location	St Joseph's School 15 St Stephens Hill St Stephens Launceston
Decision	Support

Application	PA22/02562
Proposal	Works to trees subject to a tree preservation order: removal of boughs from a large oak.
Location	Oakdene 19 Snowdrop Crescent Launceston Cornwall
Decision	The Town Council objects to this application as there is no tree officer report detailing the types of work required or highlighting the need for the works

Cllr Bailey left the meeting during the discussion of the above item

Application	PA22/02618
Proposal	Conversion of the existing dilapidated building into a two-bedroom house.
Location	5 Madford Lane Launceston Cornwall PL15 9EB
Decision	Support

Application Proposal	PA22/02741 Change of use from a piano and music shop to a church based charity for worship service on Sundays together with community and church based activities for children, teenagers and adults at various times and days during the week
Location	Southern Court Newport Industrial Estate Launceston Cornwall
Decision	The Town Council does not support this application as details of the operating hours are required as well as on how the proposal will achieve employment opportunities
Application Proposal	PA22/02992 Proposed extension and alteration of an existing storage building
Location	Cornwall Carpets and Flooring Quarry Crescent Penryn Industrial Estate Launceston
Decision	Support
Application Proposal	PA22/03098 Works to trees subject to a Tree Preservation Order (TPO), works include T1 Oak, to deadwood whole tree as over neighbouring property and public road, also remove lowest limb over neighbouring property's drive and to reduce by 2 metres away from property
Location	12 Meadowside Launceston Cornwall PL15 7DJ
Decision	Support
Application Proposal	PA22/03497 Construction of conservatory to East elevation
Location	49 Broad Park Launceston Cornwall PL15 8DT
Decision	Support

2204/19

Planning Decisions to Note

It was **resolved** to note the applications

Application Location Proposal	PA21/12511 31 St Stephens Hill St Stephens Launceston PL15 BHP 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.
Decision Town Council	APPROVED Support
Application Location Proposal	PA21/11103 Riverford House St Stephens Hill St Stephens Launceston Cornwall Ground Floor and First Floor extension to the rear of property and internal re-modelling.
Decision	REFUSED - The proposed scheme by reason of its siting, mass and height of the proposed extension would have an overbearing/dominant effect and give rise to overshadowing and loss of light to the amenity and habitable rooms to the neighbouring dwelling 3 St Stephens Hill, impacting on the occupants' enjoyment of their property and amenity areas. The scheme would conflict with Policy 12 of the Cornwall Local Plan Strategic Policies 2010-2030, and paragraph 130 of the National Planning Policy Framework 2021, which seek, amongst other matters, to ensure new development does not adversely affect the amenity of neighbouring properties.
Town Council	Support

Application	PA22/01069
Location	Firebrand Brewing Ltd Unit 2 Southgate Technology Park Quarry Crescent Pennygillam Industrial Estate
Proposal	Proposal for external seating for use in association with the brewery
Decision	REFUSED - The introduction of an area of external seating for use in association with the brewery located in an industrial estate setting is considered to conflict with the primary use of the industrial estate and is not considered to safeguard or protect the primary industrial use of the surrounding area on the Pennygillam Industrial Estate. Furthermore, the proposal would introduce a use that would be incompatible with the typical activities that occur on an established industrial estate, potentially placing patrons at risk from such activities. The proposed development is considered contrary to Policies 4, 5, 12 and 16 of the Cornwall Local Plan Strategic Policies 2010 - 2030 (adopted November 2016) and Policy LAU-E4 Pennygillam Industrial Estate of the Cornwall site allocations development plan document (adopted November 2019).
Town Council	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	PA22/01962
Location	The Old Police Station 32 Westgate Street Launceston Cornwall PL15
Proposal	Proposed change of use of the building from an assembly use (Class D2) to a dwellinghouse (Class C3)
Decision	APPROVED
Town Council	Support
Application	PA21/10828
Location	5 Exeter Street Launceston PL15 9EQ
Decision	APPROVED
Town Council	The Town Council supports this application but requests that consideration be given to the proposed panelling on the east side of the building as it is not in keeping with the surrounding area
Application	PA22/01391
Location	43 St Johns Road Launceston Cornwall PL15 7DD
Proposal	Proposed extension to dwelling
Decision	APPROVED
Town Council	Support

2204/20

Correspondence and Items to Note

- i) it was noted that details for a planning application relating to Tindle House had not been received. It was **agreed** that the Clerk would email details to all members for a decision and that this would be forwarded to Cornwall Planning for consideration at the earliest opportunity
- ii) the Chairman advised of an email received in regards to the current planning application at Launceston College and for the request of a meeting with the applicant

Next Meeting

The next meeting of the committee will be on Tuesday 17 May 2022

The meeting closed at 6.30pm

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

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 4 MAY 2022 at 7.00pm in the Otho Peter Room, Launceston Town Hall

- PRESENT** Cllrs, Bailey (Deputy Mayor), Bullen, Conway, Gordon, Hogan, O'Brien, Soanes, and Young
In attendance: Cllrs Tremain and Heaton
Christopher Drake – Town Clerk
Helen Gribble – RFO
Martin Cornish – Estates and Properties Manager
Ewan Murray – VIC Manager
- 2205/01 Apologies for absence**
Apologies were received from Cllr Nolan who was substituted by Cllr Gordon
- 2205/02 Declarations of Interest**
Councillors were reminded that if a councillor 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.
- 2205/03 Public Representation Session**
There were no members of the public present
- 2205/04 Minutes of the last meeting**
The minutes of the meeting of 8 March 2022 were signed as a correct record.
- 2205/05 Exclusion of members of the press and public**
It was resolved that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items as it may involve the likely disclosure of confidential information
- 2205/06 Adjournment of Meeting**
It was resolved to adjourn the meeting to allow councillors the opportunity to score the received tenders in regards to the Safer Green Streets bid as per the agreed tender process
- *The meeting adjourned at 7.18pm***
- *Cllr O'Brien left the meeting at 7.35pm during the period of adjournment and took no part in the debate or vote on any further items on the agenda***
- *The meeting re-convened at 8.14pm***
- 2205/07 Safer Green Streets Tenders**
It was resolved to;
- note that the tender bid with the highest score using the scoring matrix was McGregor-Coxall
 - that the works contract be awarded to McGregor-Coxall

2205/08

Lawrence House Museum Renovation Tenders

It was **resolved** that the tender received from Scott and Co be accepted and officers work with the committee Chairman to agree funding for the project, with details to be brought back to the committee for agreement

2205/09

Urgent Items

There were no matters for consideration

The meeting closed at 9.15 pm.

Signed Date



**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 10 May 2022 at 5.15pm in the Guildhall**

Present: Cllrs: Penhale (Mayor), Gilbert (Chairman), Gordon,
In attendance: Cllr Soanes substituted for Cllr Nolan
Cllr Heaton substituted for Cllr Bailey
Ewan Murray – Visitor Information Manager (Clerk to the Committee – non-voting)

2205/10 Apologies for Absence

Apologies were received from Cllrs Bailey (Deputy Mayor), Nolan and Nancarrow

2205/11 Declarations of Interest

There were no declarations of interest

2205/12 Public Representation Session

No representations were made

2205/13 Minutes of Previous Meetings

The minutes of the meeting held on 5 April 2022 were agreed and signed as a correct record.

2205/14 Manager's Report

It was resolved to note the report

2205/15 Market Update

The manager of the VIC updated the committee on the progress of the new Saturday Markets

2205/16 Update on the Town Vitality Fund

- I. The committee received an update on the Town Vitality Fund Safer Greener Streets Project
- II. The manager of the VIC circulated a short briefing paper on the Levelling Up Fund and The Shared Prosperity Fund. This paper will be circulated to all councillors

2205/17 Items to Note and any Urgent Matters

No items were noted

2205/18 Date of Next Meeting

Date to be decided following the next full council meeting

The meeting closed at 6:30 p.m.

Signed :

Date:



Launceston Town Council Terms of Reference 2022

Approved by Full Council on:

Date 24 May 2022

Minute Reference:

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 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, We Love the Tamar Valley, English Heritage -
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the VIC 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 VIC.
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 VIC
6. To produce the Town Guide
7. To promote Launceston to coach operators and other groups throughout the south west.
8. To continue to develop internet marketing strategies including social media
9. To promote 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
13. 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
14. 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

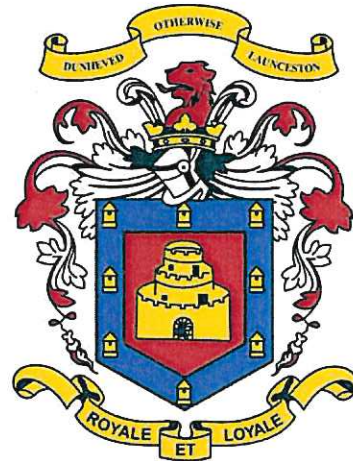
COMMITTEE MEMBERSHIP 2022-23

The Mayor Cllr and Deputy Mayor are ex-officio members of all committees
(2021/22 membership shown in red)

Finance and General Purposes	Planning & Economic Development
Paula Bullen	Nicola Gilbert
John Conway	Davey Green
Ian Nolan	Dave Gordon
Brian Hogan	John Harris
Paul O'Brien	John Heaton
Bonnie Soanes	Jane Nancarrow
Margaret Young	Rob Tremain

Library, Arts, Business, Information	Estates and Properties (plus Chairman of F+GP)
Nicola Gilbert	Nicola Gilbert
Dave Gordon	Dave Gordon
Jane Nancarrow	John Harris
Ian Nolan	Brian Hogan
	Ian Nolan
	Margaret Young

Staffing	
Planning Chairman	
Estates Chairman	
F+GP Chairman	



Launceston Town Council

Standing Orders

2022

Approved by Full Council on:

Date 24 May 2022

Minute Reference:

Number

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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 (as amended) 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 of the meeting.
- j Subject to standing order 1(k), 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 no right of reply 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 either at the end of debate on the first amendment or 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. to exercise a right of reply.
- p During the debate on 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 or legal 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), 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 be 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) 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 **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**
- d **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.**
- ⊗
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), 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.
- i 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.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k 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.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **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.**
- o **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 (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **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) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **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.**

t 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 who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **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.**

- v **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) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 - and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x 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 other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), 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;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- 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 councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 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 decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) 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 there is one, 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 annual 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 shall 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 annual 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 shall 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 (if there is one) of the Council at the annual meeting, the business 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. 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;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - 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 other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all

insurable 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 policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, 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 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 shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by the quorum number of members of the committee [or the sub-committee], a quorum number of members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-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, 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) has been disposed of, no similar motion may be moved for 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 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 exercisable 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 for which it is tabled 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), 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) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer 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 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- 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 other 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 or legal requirements);
 - xvii. to adjourn the meeting; or
 - xviii. to close the meeting.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

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

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

- 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).
- 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 (xxx) held on [date] in respect of (xxx) 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 **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following 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

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of conduct complaints

- a Upon notification by the District or Unitary 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, report this to the Council.
- b Where the notification in standing order 15(a) 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).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary 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 or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (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) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence 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 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).

17. Responsible financial officer

- a The Council shall appoint 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".
- 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 (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) 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 (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability 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 apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the 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. whether contracts with an estimated value below **£40,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £40,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved**

suppliers (framework agreement).

- 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant**

procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing committee is subject to standing order 11.
- b The chairman of the Staffing committee or in his absence, the vice-chairman shall upon a resolution 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 Council's most senior member of staff shall contact the chairman of Staffing committee or in his absence, the vice-chairman 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 as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- 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. Responsibilities to provide information

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. 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.

24. Execution and sealing of legal deeds

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), 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.**

25. Communicating with district and county or unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. Standing orders generally

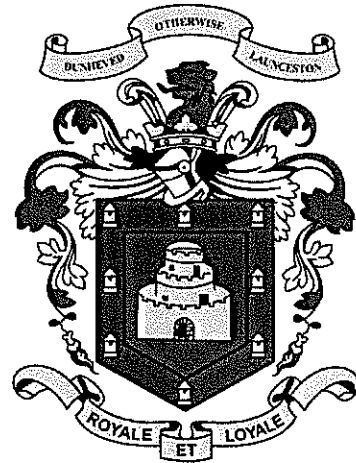
- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a motion to Full Council
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

OUTSIDE BODY MEMBERSHIP 2022-23
(current representatives shown in red)

Eventide Trust 1	Mayor
Eventide Trust 2	Deputy Mayor
Twinning Association	Cllr Gilbert
CALC 1	Cllr O'Brien
CALC2	Cllr Harris
Launceston Sports	Cllr Green
Launceston in Bloom	Cllr Young
Police Liaison 1	Cllr Heaton
Police Liaison 2	Cllr Harris
Launceston Chamber of Commerce	Cllr Bailey
Friends of Launceston Priory	Cllr Tremain
Launceston Town Youth Council	Cllr Young
Launceston Community Network Panel	Cllr O'Brien
Town CCTV committee 1	Cllr Nolan
Town CCTV committee 2	Cllr Harris
FLIC	Cllr Young
Charles Causley Festival 1	Cllr Tremain
Charles Causley Festival 2	Cllr Heaton
Coronation Park Trust 1	Cllr Gilbert
Coronation Park Trust 2	Cllr Gordon
Coronation Park Trust 3	Cllr Soanes
Launceston Municipal Charities 1	Cllr Tremain

OUTSIDE BODY MEMBERSHIP 2022-23
(current representatives shown in red)

Launceston Municipal Charities 2	Cllr Young
Street Pastors	Cllr Harris
Little Red Bus	To be agreed
Orchard Youth Project	Cllr Harris
Emergency Plan 1	Cllr Gordon
Emergency Plan 2	Cllr Bailey
Emergency Plan 3	Cllr O'Brien
Emergency Plan 4	Cllr Penhale
Launceston Loyalty 1	Cllr Bailey
Launceston Loyalty 2	Cllr Gilbert
Lanstephan Play Area	Cllr Harris
Town Band	Cllr Penhale
Plastic Free Launceston	Cllr Heaton
Launceston PPG	Cllr Bailey
Launceston Town Planning Group	Cllr Gordon
Launceston Town Planning Group	Cllr Gilbert



Launceston Town Council Fixed Asset Register 2022

Approved by
Finance and General Purposes on:
Minute Reference:

Date 8 March 2022
Number 2203/20

Adopted at Full Council on:
Minute Reference:

Date
Number

Review Date:

March 2023

Prepared By:

Helen Gribble
Responsible Finance Officer

Launceston Town

Council Asset Register to March 2022

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Launceston Town Council Asset Register to March 2022

Land Management

NAME	Address	Land Reg no/ Listing	Property Owned by Town Council	Insurance Valuation/ Cost	Income per Annum	Grid Reference
Town Hall	Western Road	GII	Public hall Internal Floor Area: 20m x 12m	£6,843,342	£30,000	SX 33029 84459
Guildhall	Town Hall		Council Chamber Internal Floor Area: 9m x 4.5m	Inc. in Town Hall	Inc. in Town Hall	SX 33029 84476
Otho Peter Suite	Town Hall		Public room Internal Floor Area; 8m x 4.5m	Inc. in Town Hall	Inc. in Town Hall	SX 33037 84477
Green Room	Town Hall		Leased to LADS	Inc. in Town Hall	£450	SX 33020 84449
Band Room	Madford Lane	CL209357	Leased to Town Band	£230,738	£10	SX 33213 84468
Car Park	Westgate Street		Public car park Car park spaces: 128 (2 disabled)	£2,909,448	£120,000	SX 33068 84446
Southgate Arch	Southgate Street	GI/SAM CL60577	Medieval gateway Leased to Charles Causley Trust	£2,544,219	Nil	SX 33246 84530
Launceston Cemetery	Pennygillam		Public burial ground	£27,235	£4,000	SX 32058 83887
Dockacre Cemetery	Dockacre Road		Closed burial ground	£1	Nil	SX 33229 84792
King George V Field	Priory Road	CL161491	Recreation ground play equipment	£1 £23,694	Nil	SX 32818 84917
Rest Garden	St. Thomas Road		Recreation area	£1	Nil	SX 32871 85086
Newport Roundhouse & Car Park	Westbridge Road	GII	Ancient monument and parking for 5 cars	£133,428	Nil	SX 32820 85167
War Memorial	Town Square		Memorial	£574,768	Nil	SX 33159 84561
Priory Ruins	St.Thomas' Churchyard	SAM	Archaeological site	£1	Nil	SX 32818 85030
Public Toilets	Newport Square	CL187487	Toilet block	£101,520	Nil	SX 32826 85160
Coach park	Westgate Street	CL233175	Parking for 3 coaches	£80,000 (cost £10k)	Nil	SX 33023 84402
Grammers Park	Upper Chapel	CL841222	Recreation Ground Play area	£1 £49,439	Nil Nil	SX 32327 83888

Launceston Town Council Asset Register to March 2022

NAME	Address	Land Reg no/ Listing	Property Owned by Town Council	Insurance Valuation/ Cost	Income per Annum	Grid Reference
Grammers Park	Upper Chapel	CL841222	Allotments	£1	£1,000	SX 32264 83970
Allotment Gardens	Dutson		Allotments	£1	£600	SX 33198 85260
Allotment Gardens	Kensey View		Allotments (Rented from Mr Cole)	n/a	£600	SX 33748 84473
Windmill Wood	Windmill Hill		Community Woodland	£1	Nil	SX 33202 83934
Lawrence House	Castle Street	GII* CL81143	Museum (National Trust)	n/a	Income to Museum (charity)	SX 33053 84732
Walk House toilets	Tower Street		Toilet Block - transferred from Cornwall Council	n/a	Nil	SX 33215 84769
Race Hill toilets	Race Hill Car park		Toilet block - transferred from Cornwall Council	n/a	Nil	SX 33320 84481
Lanstephan Play Area	St Mary Road, Lanstephan		Play Area - transferred from Cornwall Council	£40,000	Nil	SX 33056 85496
Ambulance Hall	Westgate Street PL15 7AE		Public Hall Internal Floor Area: 9.1m x 10.2 m Meeting room Internal Floor Area: 7.4 x 5.9m	£350,000	£10,000	SX 32995 84420

Photographic reference for listed buildings reference is included on www.imagesofengland.org.uk

The Town Council took legal advice on registering unregistered property. The recommendation was not to incur the costs of registration as the Council will be able to prove ownership through Statutory Declaration if necessary.

Launceston Town Council Asset Register to March 2022

Town Hall/Guildhall/Conference Room and Ambulance Hall

Item	Brand	Ref (TH)	Qty	Date Purchased	Purchase cost	Present value
Paintings & Clock			12	u/k	u/k	£140,245
Plastic Chairs			150	u/k	u/k	£150
Tables			15	u/k	u/k	£150
Urn	Cygnat		1	u/k	u/k	£50
Town Hall clock			1	u/k	u/k	£300
Civic Regalia: 2 maces Cigarette box Salver Chains of office						£312,500
Casio 620 piano	Casio		1	Dec 2010	£885	
Tables and Chairs	Burgess		320 + modular	Jan 2011	£30,000	
Kitchen equipment			misc	Jan 2011	£25,000	
Cutlery, china etc			180 sets	Jan 2011	£5,000	
Kitchen Equipment	Chef Set	2	Misc	21/04/11	£459	
Projector	Sanyo PLV-Z800	16	1	30/05/11	£1,090	
White Round Table Cloths	Homeleigh	5	20	03/10/11	£240	
Rectangular Table	Burgess	6	4	11/10/11	£1,425	
Coffee Machine	Vitale	7	1	19/10/11	£1,249	
Projector Screen	Celexon	8	1	29/11/11	£217	
S/Steel table 1800mm with upstand	Cornish Catering Supplies	1	1	10/05/12	£538	
Hiball 10oz toughened glass	Cornish Catering Supplies	9	144	18/05/12	£66	
Champagne Glasses	Cornish Catering Supplies	10	144	18/07/12	£120	
Top Table Cloth & Skirting		11	1	20/08/12	£43	
Water Jugs		12	6	30/09/12	£52	
Serving dishes	Nisbets	13	36	05/12/12	£172	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (TH)	Qty	Date Purchased	Purchase cost	Present value
Water Boiler	Buffalo		1	05/12/12	£80	
Airpots 3L		14	4	16/01/13	£86	
18ct Bespoke Jubilee Link	Thomas Fattorini Ltd	15	1	24/01/13	£1,165	
Henry Vacuum	Henry		1	30/01/13	£96	
Floor Projector Screen	Duronic	17	1	15/01/13	£95	
Trestle tables	Ningbo		4	12/07/13	£124	
Town Criers Hat		20	1	09/09/13	£308	
White Tablecloths		21	26	16/10/13	£568	
Town Criers Robe		19	1	18/11/13	£1,210	
Display Unit			1	07/01/14	£450	
Handheld Wireless System		22	1	23/04/14	£122	
Microphone Stands	Music Store	23	4	30/04/14	£83	
Wood Lectern	Quinta	24	1	06/05/14	£155	
Portable PA Unit with Wireless microphones		25		06/06/14	£340	
Commercial Microwave	Caterlite	26		21/04/15	£100	
Glass Washer	Classeq	27	1	29/04/15	£817	
Frame for Charles Causley Portrait		28		06/07/15	£7,259	
Autofill Boiler	Burco	29		15/09/15	£208	
6000 Ansi Lumens Projector		30		23/12/15	£3,555	
Henry Hoover	Henry	31	1	29/04/16	£120	
Tablecloths		32		30/08/16	£300	
Optoma W319UST Projector	Optoma	33	1	13/10/16	£643	
Mobile Executive Easel		34	1	31/10/16	£130	
Personnel Platform	Genie	35	1	12/05/17	£7690	
Countertop Autofill	Burco	36	1	11/05/17	£263	
Hi-fi System (AH)	Panasonic	37	1	05/07/17	£125	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (TH)	Qty	Date Purchased	Purchase cost	Present value
CCTV (Town Hall)		38		01/08/17	£1,000	
Blu Ray player 7.1AV receiver (AH)		39		01/10/17	£1,680	
Vacuum	Henry	40	1	30/10/17	£100	
Folding Tables	Contour	41		13/12/17	£1,284	
Balance of Light & Sound		42		30/11/17	£5,400	
Mobilift Cx		43	1	17/07/18	£7,350	
Folding Display Boards	Panelwarehouse	44	1	09/10/18	£108	
Projection Screen Tensioned 650x406cm	Major Pro C	45	1	20/09/18	£3,743	
Freezer 365ltr s/no CD6138247632	Polar	46	1	01/04/19	£500	
Optoma W320UST Projector	Optoma		1	12/02/19	£998	
Automatic Hand Sanitiser dispensing Station	More Creative		2 1 – TH 1 – AH	06/07/20	£358	
Automatic Hand Sanitiser dispensing Station	More Creative	46A	2	22/09/20	£358	
Notice Board & Toilet Sign	More Creative	47	3	15/06/2021	£1,112	
Habitat 2 Seater Faux Leather Sofa	Argos	48	1	15/06/2021	£163	
Boiler (AH)	DB Heating Ltd	49 & 52	1	09/09/2021	£6,322	
Pavement Swinger Sign	More Creative	50	1	07/09/2021	£153	
Intercom System	First Choice PC's	51	1	31/10/2021	£900	
CCTV and Cables (Car Park)	First Choice PCs	53	1	30/07/2021	£525	

All oil paintings can be identified by reference to The Public Catalogue Foundation catalogue 'Paintings in Public Ownership – Cornwall and the Isles of Scilly' published in 2007

The location of all the above assets are at the Town Hall Complex apart from those which have (AH) as part of the item description and these are held at the Ambulance Hall.

Launceston Town Council Asset Register to March 2022

Office Equipment

Item	Brand	Ref (A)	Qty	Date Purchased	Purchase cost	Present value
Computers	Acer		5			
Monitors	Hanns.G		5			
Printer	HP		1			
Filing cabinets	Bisley		5			
Filing cupboards	Bisley		3			
Printer/scanner	Kyocera		1	leased		
Guillotine	Rapier		1			
Desks	Viking		5			
Computer desks	Viking		3			
Coin counting machine	DeLaRue		1	1998	£2,000	£50
Laminating machine			1	Feb 2011	£190	
Computer & screen	Brother	1	1	30/06/11	£415	
Sage 50 Accounts	Sage	2	1	30/11/11	£1,265	Disposed of April 19
Under Desk Drawers	Office Furniture	3	1	24/05/12	£119	
Computer & Screen	First Choice	7	1	26/07/12	£389	
Foot Stool	Office Furniture	5	1	12/10/12	£26	
Solar Panel End Desk	Office Furniture	6	1	17/10/12	£172	
Computer Peripherals		8	1	01/01/13	£542	
Acer Computer		9	1	01/05/13	£312	
Pedestal Fan		10	2	18/07/13	£116	
2-Drawer Cabinet		11	1	23/04/14	£109	
Desk screens		12	2	03/03/15	£137	
Shredder	Fellowes	13	1	06/03/15	£143	
Camera		14	2	01/07/16	£210	
Dell Vostro Laptop	Dell	17	1	02/08/16	£613	
Office Chair		15	1	07/12/16	£165	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (A)	Qty	Date Purchased	Purchase cost	Present value
Key Safe		15	1	07/12/16	£99	
Office Chair		16	4	16/12/16	£640	
Uninterruptable Power Supply (UPS)				31/01/18	£299	
Chillblast Micro System	Intel	18	1	31/07/18	£200	
P540UA 15.6" Laptop	ASUS	19	1	31/07/19	£427	
Office Chair – Blue		20	1	05/09/19	£126	
3 Drawer Solar Desk High Pedestal		21	1	05/09/19	£191	
Desktop PC & Monitor 8GB Ram Windows 10	Zoostorm	22	1	01/12/19	£337	
Cast Acrylic 5mm clear screen (Covid)	More Creative	L4A	2	06/07/20	£338	
Ergo-Tek Mesh Manager Chair	Ergo-Tek	22B	1	22/10/20	£146	
Desk and Drawers	Westcare	23	1	04/08/2021	£220	
Sytas Office Ergonomic Mesh Chair	Amazon	24	1	08/09/2021	£107	
Computer Monitor	LG	25	2	31/08/2021	£260	
Monitor 8GB Ram Windows 10	Lenova ThinkCentre	25	1	31/08/2021	£295	
Bookcase with 4 shelves	Westcare	26	1	21/09/2021	£280	
27" Monitor	LG	27	1	30/06/2021	£122	

All the above items are located within the Town Council offices with the Town Hall Complex.

Insured value for Town Hall/Guildhall/Conference Room, Ambulance Hall AND Office Equipment
£141,270

Launceston Town Council Asset Register to March 2022

Tourist Information Centre

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Mini Fridge	Chili	1	1	09/08/11	£66	
2-Drawer Filing Cabinet		2	1	07/02/12	£100	
Slatwall Leaflet Holder		3	18	14/06/12	£114	
Desk High Bookcases	Solar Plus	4	1	03/07/12	£65	
XEA307 Cash Register	Sharp	5	1	09/08/12	£450	
Computer equipment		6		01/01/13	£100	
Henry Red Hoover		7		30/01/13	£115	
Pull up Banner		8	2	09/12/13	£420	
Monitor – Vodcast		9	1	10/12/13	£202	
Folding plastic tables (Market)		10	16	16/05/14	£554	
Weights (Market)		11	20	16/05/14	£3770	
Gazebos (Market)		12	12	22/07/14	£4,127	
Long Goods Platform Truck (Market)		13	2	30/10/14	£683	
Gazebos (Market)		14	6	03/10/14	£1,650	
Weights (Market)		14	6	03/10/14	£225	
Gazebos (Market)		15	10	05/11/14	£2,367	
Folding Tables (Market)		16	13	30/01/15	£447	
Kodak Photo Machine	Kodak	17	1	05/10/16	£300	
Brother MFC-9340CDW Printer	Brother	18	1	30/11/16	£339	
High Back Office chairs		18A	2	18/04/17	£320	
Chillblast Micro System	First Choice PC's	18B		31/01/18	£250	
Gazebo Replacements Canopy -Green 3mx3m & Wheeled bag 3mx3m	Canopro Elite	19	1	03/04/19	£3,300	
Photo Printer	Kodak	20	1	14/05/19	£3,495	
Automatic Hand Sanitiser dispensing Station	More Creative		1	06/07/20	£179	
Sony ID Photo System			1	01/10/20	£700	
Chroma Belt Barrier			10	23/06/20	£450	

**Launceston Town
Council Asset Register to March 2022**

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Cast Acrylic 5mm Clear Screen (Covid)	More Creative	L4A	1	06/07/20	£169	

Insured value for Tourist Information Centre is £5,495

All the above items are located within the Tourist Information Centre, White Hart Arcade, Launceston or within the Car Park lock ups.

Launceston Town Council Asset Register to March 2022

Library

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Light Ball Upright Vacuum	Dyson	1	1	08/05/19	£167	
Wooden Bookcase (3 shelves)		1	1	01/05/20	NIL (transfer value)	
Large Fixed to the Wall Wooden Desk		1	1	01/05/20	NIL (transfer value)	
Low Wooden Coffee Table		1	1	01/05/20	NIL (transfer value)	
Computer/Tower/Monitor		1	1	01/05/20	NIL (transfer value)	
Chairs (2 orange, 1 grey, 1 typist)		1	4	01/05/20	NIL (transfer value)	
Heater (metal)		1	1	01/05/20	NIL (transfer value)	
Fans		1	2	01/05/20	NIL (transfer value)	
Wall Mounted Clock		1	1	01/05/20	NIL (transfer value)	
3 Drawer Cabinet (metal)		1	1	01/05/20	NIL (transfer value)	
MFD Printer/Photocopier		1	1	01/05/20	NIL (transfer value)	
Cabinet 10 Drawer (narrow metal)		1	1	01/05/20	NIL (transfer value)	
2 Drawer Unit (small under table – wooden)		1	1	01/05/20	NIL (transfer value)	
Tills		1	2	01/05/20	NIL (transfer value)	
2 Door Wooden Units		1	2	01/05/20	NIL (transfer value)	
Key Safes (Wall-mounted – Library)		1	3	01/05/20	NIL (transfer value)	
Key Safes (Wall-mounted – Registrars)		1	1	01/05/20	NIL (transfer value)	
Watercolour of Couch Adams House		1	1	01/05/20	NIL (transfer value)	
Large 6 Seater Table (beech veneer)		1	1	01/05/20	NIL (transfer value)	
Street Map of Launceston (First Addition)	Mr Fenn	1	1	01/05/20	NIL (transfer value)	
Grey Chairs		1	3	01/05/20	NIL (transfer value)	
Red Metal Trolley (leaflets & magazines)		1	1	01/05/20	NIL (transfer value)	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Large 2 Bay Bookcase		1	1	01/05/20	NIL (transfer value)	
Large 3 Bay Bookcase		1	1	01/05/20	NIL (transfer value)	
Low Wooden Display Unit		1	1	01/05/20	NIL (transfer value)	
8 Large Drawer Weeden Plan Chest		1	1	01/05/20	NIL (transfer value)	
Large Round Low Coffee Reading Table		1	1	01/05/20	NIL (transfer value)	
Microfilm Reader		1	1	01/05/20	NIL (transfer value)	
Children's Stools		1	6	01/05/20	NIL (transfer value)	
Microfische Reader		1	1	01/05/20	NIL (transfer value)	
Tables		1	5	01/05/20	NIL (transfer value)	
Narrow Metal Drawer Units		1	3	01/05/20	NIL (transfer value)	
Glass Display Unit – Lockable 7ft		1	1	01/05/20	NIL (transfer value)	
Wooden Bookcase (4 shelves)		1	2	01/05/20	NIL (transfer value)	
Blue Fabric Chairs		1	7	01/05/20	NIL (transfer value)	
Leather Style Padded Seat Chair		1	8	01/05/20	NIL (transfer value)	
5 Metal Shelves (each x6 bays)		1	6	01/05/20	NIL (transfer value)	
Fixed to Wall Nappy Changing Unit		1	1	01/05/20	NIL (transfer value)	
Toilet		1	1	01/05/20	NIL (transfer value)	
Hand Basin		1	1	01/05/20	NIL (transfer value)	
Waste Disposal Bin		1	1	01/05/20	NIL (transfer value)	
Nappy Bin		1	1	01/05/20	NIL (transfer value)	
Metal Cabinet		1	1	01/05/20	NIL (transfer value)	
Wall Cupboard (built into wall)		2	1	01/05/20	NIL (transfer value)	
Metal Book Bays (wall mounted)		2	8	01/05/20	NIL (transfer value)	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Book Return Trolley		2	1	01/05/20	NIL (transfer value)	
Double Sided Wooden Shelving Units on Wheels		2	23	01/05/20	NIL (transfer value)	
Computer Sand		2	1	01/05/20	NIL (transfer value)	
PC/Tower and Monitor		2	1	01/05/20	NIL (transfer value)	
Large Marble Bust of Couch Adams		2	1	01/05/20	NIL (transfer value)	
Smaller Double Sided Wooden Book Trolley		2	1	01/05/20	NIL (transfer value)	
Orange Padded Chairs		2	4	01/05/20	NIL (transfer value)	
Leather Type Bucket Chairs		2	2	01/05/20	NIL (transfer value)	
Kinder Boxes		2	3	01/05/20	NIL (transfer value)	
Wooden Bookshelves JNR		2	7	01/05/20	NIL (transfer value)	
Dress Up Clothes Hanger Mirror Unit		2	1	01/05/20	NIL (transfer value)	
Blue Fabric Chairs		2	2	01/05/20	NIL (transfer value)	
2 Twirl CD Display Units (4 shelves)		2	4	01/05/20	NIL (transfer value)	
Narrow Front on book display units 4 shelves		2	4	01/05/20	NIL (transfer value)	
Large Wooden Enquiry Desk		2	1	01/05/20	NIL (transfer value)	
Typist Style Chairs		2	2	01/05/20	NIL (transfer value)	
Black Bin Unit		2	1	01/05/20	NIL (transfer value)	
Large Pod Style Units		2	1	01/05/20	NIL (transfer value)	
Small Topped Display Table (2x3ft)		2	1	01/05/20	NIL (transfer value)	
Cushioned Armchair		2	2	01/05/20	NIL (transfer value)	
6 Sided Carousel Display Unit		2	1	01/05/20	NIL (transfer value)	
Small Table		2	1	01/05/20	NIL (transfer value)	
Self Service Kiosk		2	2	01/05/20	NIL (transfer value)	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Book Trolley		2	2	01/05/20	NIL (transfer value)	
Double Sided 4 Shelf Wheeled Book Unit		2	1	01/05/20	NIL (transfer value)	
Watercolour – Small Cottage from Twinning Association		2	1	01/05/20	NIL (transfer value)	
Black Metal Post Box		2	1	01/05/20	NIL (transfer value)	
Computers/Hard-Drives with Monitors		2	6	01/05/20	NIL (transfer value)	
Desk Tables		2	6	01/05/20	NIL (transfer value)	
Plastic Seat Computer Chairs		2	6	01/05/20	NIL (transfer value)	
Ricoh Photocopier		2	1	01/05/20	NIL (transfer value)	
Cardboard Paper Recycling Bin		2	1	01/05/20	NIL (transfer value)	
Folding Table		2	1	01/05/20	NIL (transfer value)	
Table		2	1	01/05/20	NIL (transfer value)	
PC/Tower and Monitor		2	1	01/05/20	NIL (transfer value)	
Room Divider		2	1	01/05/20	NIL (transfer value)	
Double Sided Shelving Unit on Wheels		2	1	01/05/20	NIL (transfer value)	
Storage Unit		2	1	01/05/20	NIL (transfer value)	
Low Red Children's Metal Tables (collapsible legs)		2	2	01/05/20	NIL (transfer value)	
Under stair Cleaners Cupboard with Equipment		2	1	01/05/20	NIL (transfer value)	
Low Red Benches		2	4	01/05/20	NIL (transfer value)	
Brown Plastic Chairs		2	4	01/05/20	NIL (transfer value)	
Tall Typist Chair		2	1	01/05/20	NIL (transfer value)	
Bucket Style Chairs		2	1	01/05/20	NIL (transfer value)	
Table		2	1	01/05/20	NIL (transfer value)	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
Microwave		3	1	01/05/20	NIL (transfer value)	
3 Shelves (wall mounted)		3	1	01/05/20	NIL (transfer value)	
Kettle		3	1	01/05/20	NIL (transfer value)	
4 Door Wall Unit		3	1	01/05/20	NIL (transfer value)	
Kitchen Sink Unit (4 sliding doors)		3	1	01/05/20	NIL (transfer value)	
Fridge		3	1	01/05/20	NIL (transfer value)	
CCTV Equipment and Monitor		3	1	01/05/20	NIL (transfer value)	
Small Wooden Under Desk Unit (3 drawer)		3	1	01/05/20	NIL (transfer value)	
Guillotine		3	1	01/05/20	NIL (transfer value)	
Staff Toilet with Handbasin		3	1	01/05/20	NIL (transfer value)	
4 Drawer Metal Cabinet		3	1	01/05/20	NIL (transfer value)	
Square Metal Trolley		3	1	01/05/20	NIL (transfer value)	
Large Pink Confidential Waster Paper Bin		3	1	01/05/20	NIL (transfer value)	
COMMS ICT Cabinet		3	1	01/05/20	NIL (transfer value)	
Safe		3	1	01/05/20	NIL (transfer value)	
Ladders		3	2	01/05/20	NIL (transfer value)	
Vacuum Cleaner		3	1	01/05/20	NIL (transfer value)	
Fan Portable Heaters		3	5	01/05/20	NIL (transfer value)	
Tall Narrow Metal Locker Cabinet		3	1	01/05/20	NIL (transfer value)	
Office Chairs		3	4	01/05/20	NIL (transfer value)	
Typist Style Chair		3	1	01/05/20	NIL (transfer value)	
Large Metal White Storage/Cupboards (7ft)		3	2	01/05/20	NIL (transfer value)	
Low Metal Cabinet		3	1	01/05/20	NIL (transfer value)	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (T)	Qty	Date Purchased	Purchase cost	Present value
3 Drawer Under Desk Units		3	4	01/05/20	NIL (transfer value)	
Fax/Printer		3	1	01/05/20	NIL (transfer value)	
MFD Copier/Printer		3	1	01/05/20	NIL (transfer value)	
Metal Tall Unit/Cabinet (dark green)		3	1	01/05/20	NIL (transfer value)	
Safe		3	1	01/05/20	NIL (transfer value)	
Desk		3	1	01/05/20	NIL (transfer value)	
Side Tables		3	2	01/05/20	NIL (transfer value)	
Water Tower		3	1	01/05/20	NIL (transfer value)	
Chairs		3	4	01/05/20	NIL (transfer value)	
Wooden 3 Door Unit		3	1	01/05/20	NIL (transfer value)	
Wooden 2 Door Unit		3	1	01/05/20	NIL (transfer value)	
Large Watercolour	Greeves	4	1	01/05/20	NIL (transfer value)	
Antique Clock	Symons	4	1	01/05/20	NIL (transfer value)	
Barometer		4	1	01/05/20	NIL (transfer value)	
Dyson Hoover		4	1	08/05/2019	£167	
Asus p540ua 15.6" LAPTOP	Asus	4	1	31/07/2019	£427	
Automatic Hand Sanitiser dispensing Station	More Creative	L4A	2	06/07/20	£358	
Cast Acrylic 5mm Clear screen	More Creative	L4A	3	06/07/20	£507	
Henry Hoover	Orchard Electrical Ltd	5	1	30/04/2021	£117	

Insured value for Launceston Library £10,114

All the above items are located within the Library, Launceston.

Launceston Town Council Asset Register to March 2022

Lawrence House Museum

Item	Brand	Ref	Qty	Date Purchased	Purchase cost	Present value
Victorian carver chair	In museum		1	u/k	u/k	£250
Chippendale style chair	In museum		1	u/k	u/k	£250
Operators Chair	Atlas	1	1	25/01/13	£59	
Planchest		2	1	30/01/13	£1,342	
White Goods		3	4	09/05/13	£750	
Trestle Tables		4	4	12/07/13	£148	
Pull up Banner		5	1	09/12/13	£210	
Portable Computer		6	1	09/01/14	£500	
New Lighting		7		13/10/14	£11,838	

Insured value for Lawrence House Museum £100,000

Launceston Town Council Asset Register to March 2022

Lanstephan Play Area

Item	Brand	Ref	Qty	Date Purchased	Purchase cost	Present value
Basket swing		1	1	28/04/17	£8,781	
Path, groundworks, edging		2		05/05/17	£960	
Fencing, gates, skip, site welfare		3		05/05/17	£8,280	
Play Unit	Tekonomical	4	1	28/04/17	£10,985	
Bumble Bee		5		13/11/17	£2837	

Insured value for Playground equipment Lanstephan Play Area £42,823

Launceston Town Council Asset Register to March 2022

Public Facilities

Item	Brand	Ref (P)	Qty	Date Purchased	Purchase cost	Present value	Location
Litter bins			6	2009	£1,089		3 Car park 1 Lanstephan Play 1 Grammers Park 1 Outside Launceston College
Notice Board – double sided oak		1		28/10/11	£1,185		Launceston Town Square
Play Equipment (Grammers Park)		2		20/01/12	£2,277		Grid Reference: SX32327 83888
Keyed Lock Litter Bin	Topsy 2000	6	4	11/12/13	£566		2 Riverside 1 Priory Ruins 1 Link Road
Keyed Lock Litter Bins		7	2	12/09/14	£283		1 Newport Toilets 1 Kings Field
Picnic Table		8		13/09/14	£143		1 Kings Field
Cemetery Noticeboard		11		27/01/15	£805		
WW1 & WW2 Seats		12	2	27/08/15	£1,354		
Poppy Display Case		13		08/09/15	£190		
High Security Litter Bins		13A	2	5/4/14	£405		
Coach Park signage		13B		22/09/17	£1,179		
Coach park signs		13C		24/01/18	£230		
Handwasher	Thrill Automatic	15	1	23/10/18	£5,024		
Forgotten Solider Silhouette	Royal British Legion	14	7	19/09/18	£1,050		
Handwashers & Wall Panels - Toilets	Thrill Automatic	16	6	24/04/19	£13,833		

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (P)	Qty	Date Purchased	Purchase cost	Present value	Location
Heated Defib Lockable Cabinet		17	1	08/07/19	£333		
Hikvision 2TB Network video recorder 8 channels. 1 ANPR night vision camera, 4 x 5MP high definition turret cameras with EXIR night vision.		17A	1	31/12/20	£3,119		Car Park
Christmas Sleigh		17B	1	09/06/20	£1,100		Ambulance Hall Garage
Road Closure Signs	More Creative	18	4	19/10/2021	£293		Town Square
Gala Shade Pro 50 Gazebo	Gala Shade Pro 50	19	5	30/11/2021	£5,516		Town Square
Sanitiser Unit	More Creative	20	1	15/06/2021	£184		Town Square
Town Signage and Sanitisers	More Creative	21	16	1/06/2021	£9,537		Town Square/Car Parks

Launceston Town Council Asset Register to March 2022

Grounds Maintenance

Item	Brand	Ref (G)	Qty	Date Purchased	Purchase cost	Present value
Blower	Ipo Mac		1			
Chainsaw	Husqvana		1	2008		
Water pump	Honda		1	1982		
Generator	Honda		1	2003		
Truck	Peugeot	28	1	13/02/19	£7,075	
Strimmer	Stihl	1	1	12/08/11	£562	
FS130 Brushcutter		2	1	20/09/11	£385	
Mower	Kubota	3	1	17/07/12	£7,250	
Strimmer	Stihl		1	12/08/12	£562	
Ramp		5	1	07/09/12	£546	
Ramp		6	1	04/03/13	£546	
Palm Sander	Metabo	4	1	22/11/12	£40	
Chisel Set	Marples	7	1	12/02/13	£50	
18 Volt Combi Drill	Makita	8	1	18/04/13	£275	
Container Store	Wernick	9	1	22/04/13	£1,385	
Strimmer Harness	Stihl	10	1	14/05/13	£579	
Lawn Mower	Rover 20 Pro	11	1	14/08/13	£521	
Multifold 12' Ramp		13		19/02/14	£1,100	
Partner Van (Vehicles)		14		12/09/14	£10,100	
Climbing Equipment for tree felling					£1,153	
Chainsaw T540 14"	Husqvana				£465	
25CC Split shaft Power Unit	Husqvarna	16	1	25-Mar-15	£282	
Pole Pruner Attachment		16	1	25-Mar-15	£212	
Trimmer Head and Guard		16	1	25-Mar-15	£71	
545RX 45cc Commercial Brushcutter	Husqvana	16	1	25-Mar-15	£508	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (G)	Qty	Date Purchased	Purchase cost	Present value
Mid-size Power Unit	Toro	16	1	25-Mar-15	£4,000	
36" Rear Discharge Cutterdeck		16	1	25-Mar-15	£600	
Dual Wheel Hubs		16	1	25-Mar-15	£300	
Storage Bin for Flammables		17		12-Mar-15	£138	
L/Reach H/Trimmer		18		29/04/15	£146	
Combi 18V Drill	Hitachi	19		30/06/15	£144	
Frontline Classic UK Sprayers		20	2	07/03/16	£640	
18v 6-Piece Kit	Dewalt	21	1	03/03/16	£625	
18v Multi-Tool – Bare	Dewalt	21	1	03/03/16	£108	
Ifor Williams GD105 Trailer	Ifor Williams	22	1	01/04/16	£2,450	
Petrol Brushcutter	Stihl	23	1	01/05/16	£530	
Petrol Brushcutter	Stihl	24	1	15/06/16	£530	
Porta Cabins		25	3	01/08/16	£9,160	
Recirculating Toilet		26	1	14/10/16	£610	
18v Li-Ion Xr Twin Pack	Dewalt	27	1	03/11/16	£133	
High tip road mower	Iseki	28	1	02/05/17	£13,500	
Petrol Chainsaw	Stihl	28A	1	31/10/17	£154	
Pressure Washer	RE 119	29	1	17/05/18	£225	
Petrol Blower s/no 185-108-947	Stihl	30	1	06/09/18	£200	
Petrol Hedge trimmer s/no 814-836-700	Stihl	30	1	06/09/18	£172	
Brushcutter FS94RC-E s/no: 516716514	Stihl	31	1	01/04/19	£260	
Commercial Mower s/no: 403230528	Toro 22280	32	1	20/05/19	£815	
Grandstand 36" Deck s/no: 405099552	Toro	33	1	10/06/19	£7,240	
Blower BG86C-E s/no: 186683195	Stihl	34	1	10/09/19	£210	

Launceston Town Council Asset Register to March 2022

Item	Brand	Ref (G)	Qty	Date Purchased	Purchase cost	Present value
Toro Hoverpro 550 53cm Hover Mower Serial No: 406882236	Toro		1	13/02/20	£530	
Back Pack Brushcutter FR131T Serial No 516395830	Stihl		1	04/03/20	£530	
Stihl FS410 Strimmer	Stihl		1	21/10/20	£565	
Stihl HT133 Pole Pruner	Stihl		1	29/03/21	£600	
Stihl HL94C-E Long Reach Hedgetrimmer	Stihl	35	1	31/10/2021	£568	
Stihl BG86C-E Leaf Blower	Stihl	36	1	14/01/2022	£248	
Mobility Kit with Thermal Lance Backpack	Kersten Ripagreen	37	2	11/02/2022	£4,200	

Total insurance £27,991

Launceston Town
Council Asset Register to March 2022

Long Term Investments

Item	Brand	Ref (P)	Qty	Date Purchased	Purchase cost	Present value
Launceston Development Trust			1	2018	5,000	

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



Launceston Town
 Council
 The Town Hall
 Launceston
 Cornwall PL157AR

CALENDAR OF FULL COUNCIL AND COMMITTEE MEETINGS 2022-2023

All meetings take place at 7pm unless otherwise indicated

Monday	6 June 2022	Estates and Properties (10.00am)
Thursday	9 June 2022	Planning and Economic Development
Monday	21 June 2022	Full Council
Thursday	30 June 2022	Planning and Economic Development
Tuesday	5 July 2022	Library, Arts, Business + Information (5.15pm)
Wednesday	6 July 2022	Finance & General Purposes
Tuesday	19 July 2022	Full Council
Thursday	21 July 2022	Planning and Economic Development
Monday	4 August 2022	Estates and Properties (10.00am)
Thursday	11 August 2022	Planning and Economic Development
Thursday	1 September 2022	Planning and Economic Development
Tuesday	6 September 2022	Library, Arts, Business + Information (5.15pm)
Wednesday	7 September 2022	Finance & General Purposes
Tuesday	20 September 2022	Full Council
Thursday	22 September 2022	Planning and Economic Development
Monday	3 October 2022	Estates and Properties (10.00am)
Tuesday	18 October 2022	Full Council
Tuesday	18 October 2022	Meeting of Council as Trustee of Launceston Municipal Charities (after Full Council)
Thursday	13 October 2022	Planning and Economic Development
Tuesday	1 November 2022	Library, Arts, Business + Information (5.15pm)
Wednesday	2 November 2022	Finance & General Purposes
Thursday	3 November 2022	Planning and Economic Development
Tuesday	15 November 2022	Full Council
Tuesday	15 November 2022	AGM of Council as Trustee of Lawrence House Museum (after Full Council)
Thursday	24 November 2022	Planning and Economic Development
Monday	5 December 2022	Estates and Properties (10.00am)
Wednesday	7 December 2022	Finance & General Purposes
Tuesday	20 December 2022	Full Council
Thursday	15 December 2022	Planning and Economic Development

Tuesday	10 January 2023	Library, Arts, Business + Information (5.15pm)
Thursday	12 January 2023	Planning and Economic Development
Tuesday	17 January 2023	Full Council
Wednesday	1 February 2023	Finance & General Purposes
Thursday	2 February 2023	Planning and Economic Development
Monday	6 February 2023	Estates and Properties (10.00am)
Tuesday	21 February 2023	Full Council
Tuesday	21 February 2023	Annual Meeting of the Council as the Burial Authority (after Full Council)
Thursday	23 February 2023	Planning and Economic Development
Wednesday	1 March 2023	Finance & General Purposes
Tuesday	7 March 2023	Library, Arts, Business + Information (5.15pm)
Thursday	16 March 2023	Planning and Economic Development
Tuesday	21 March 2023	Full Council
Monday	3 April 2023	Estates and Properties (10.00am)
Thursday	6 April 2023	Planning and Economic Development
Wednesday	14 April 2023	Annual Town Meeting (6.30pm)
Tuesday	18 April 2023	Full Council
Thursday	27 April 2023	Planning and Economic Development
<i>Good Friday 7 April, Easter Monday 10 April</i>		
Tuesday	2 May 2023	Library, Arts, Business + Information (5.15pm)
Wednesday	4 May 2023	Finance & General Purposes
Thursday	11 May 2023	Annual Meeting of Launceston Town Council (2.00pm)
Tuesday	16 May 2023	Annual Meeting of Launceston Town Council (7pm)
Thursday	18 May 2023	Planning and Economic Development
<i>Bank Holiday 1 May and 29 May</i>		
Thursday	8 June 2023	Planning and Economic Development

Members of the public and the press are welcome to attend all Full Council and Committee meetings. Meetings are generally wholly open to the public but there may occasionally be confidential matters to discuss, for example staffing matters, when the public and press will be asked to leave for that section of the meeting. The agendas will make it clear if there are any such items, and they are usually taken at the end of the meeting. If members of the public have specific issues to raise at a meeting it would be appreciated if they could notify the Town Clerk in advance.

Councillor Surgery Dates: As part of a market:

Saturday 11 June 2022
Saturday 9 July 2022
Saturday 13 August 2022
Saturday 10 September 2022
Saturday 1 October 2022
Saturday 12 November 2022
Saturday 3 December 2022
Saturday 14 January 2023
Saturday 11 February 2023
Saturday 11 March 2023
Saturday 9 April 2023



Launceston Community CCTV Project
c/o Launceston Police Station
Moorland Road
Launceston
PL15 7HY

4th May 2022

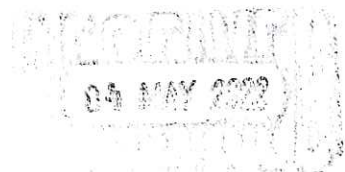
Town Clerk
Launceston Town Council
Town Hall
Western Road
Launceston
PL15 7AR

Dear Mr Drake,

Launceston Community CCTV Project convey to the Mayor and Councillors their sincere thanks for the grant that has been received, which goes towards the upkeep of the CCTV Community Cameras in Launceston and surrounding area.

Yours sincerely

John Ellison,
Chairman Launceston CCTV Community Project.



Hard copy & emailed
Dawn Rogers
Secretary
Launceston Community CCTV Project.

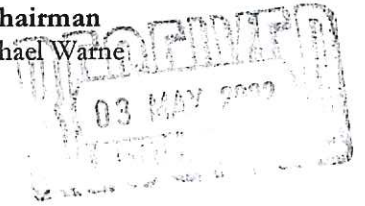


Registered Charity N° 1154682

Musical Director
Jonathan Mann LRAM, ARCO

Treasurer

Chairman
Michael Warne



30 April 2022

The Town Clerk
Launceston Town Council
Town Hall
Western Road
Launceston

Sir,

Town Council Grant 2022

Please be good enough to convey to the Mayor and Councillors the sincere thanks of the membership of Launceston Choral Society for the grant of two hundred and fifty pounds (£250.00) received at a recent meeting for the purpose, safe receipt of which is hereby acknowledged.

The pandemic has caused many unexpected changes to the full functioning of many town organisations. For example, having re-started our rehearsals last autumn, thanks to the council's grant spent on special masks for singing, we recently had to postpone our Easter concert when Covid struck our musical director and several crucial choir members.

We have already used the grant to purchase some new music by popular composer, Sir Karl Jenkins, for performance in our autumn concert this year.

We are therefore grateful to the Council for its continued support in these trying times

Yours faithfully,

ABM-Halls for Hire Usage Statistics Printed at 17/05/22 11:59

From 17/04/2022 to 16/05/2022

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	1	12.00 Hours	
External Hires	3	2.50 Hours	
Guildhall	15	45.00 Hours	
Kitchen Bar and Reception Area	14	69.50 Hours	
Main Hall	32	139.25 Hours	
Otho Peter Suite 01	6	18.50 Hours	
Otho Peter Suite 02	0	0.00 Hours	
Otho Peter Suite Both Rooms	8	35.00 Hours	
Town Square	13	61.00 Hours	
Total	92		

Town Square	Number of Bookings	Time Booked	Value
Town Square	13	61.00 Hours	
Total	13		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	1	1.00 Hours	
Ambulance Hall (MainHall)	24	106.00 Hours	
Ambulance Hall (Meeting Room)	0	0.00 Hours	
Total	25		