

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

To: All Launceston Town Councillors

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

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 20 December 2022 in The Guildhall, commencing at 7.00pm

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

The agenda for the meeting is set out below.

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

Christopher Drake
Town Clerk

Date of issue: 15 December 2022

AGENDA

1. Apologies for absence

2. Declarations of Interest

Councillors are 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 meeting while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.

3. Public Representation Session

To receive any written representations or previously submitted questions from Members of the public in attendance. (A maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

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

- (i) Minutes of the Meeting of the Council held on Tuesday 15 November 2022 at 7.00pm

5. To receive the minutes of committees and sub-committees previously circulated:

- (i) Finance and General Purposes held on Wednesday 7 December 2022 at 7.00pm

6. Reports from Cornwall Councillors

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

7. Reports and Questions from Town Councillors

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

8. Report from the Town Mayor

To receive the Mayor's Monthly Report

9. Free Car Parking

To consider implementing free parking after 3pm in the Westgate multi-storey car park during January 2023 to support local businesses

10. Grit Bins

To consider requests to install additional grit bins across the Town (report to follow)

11. Correspondence and matters to note

Additional information can be provided at the meeting if required.

- 1 Note the venue usage
- 2 Christmas cards received

12. Urgent Items

To receive any items which the Mayor considers to be urgent (information only)

Date of next Meeting

The next Full Council meeting will be held on Tuesday 17 January 2023 at 7.00pm

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

PRESENT Cllrs Bullen, Conway, Gilbert, Gordon, Green, Harris, Heaton, Hogan, Nancarrow, O'Brien, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
Reverend David Miller
5 x Public

2211/35 Election of Chairman
Cllr Young proposed Cllr Tremain
Cllr Nancarrow seconded the proposal
It was **resolved** that Cllr Tremain would Chair the meeting in the absence of the Mayor and Deputy mayor

Prayers were read by Reverend Miller

A moments reflection was given in memory of past councillor Jim Townsend

2211/36 Apologies for absence
Apologies for absence were received from Councillors Penhale (Town Mayor) and Bailey (Deputy Mayor)

2211/37 Declarations of Interest
There were no declarations of interest

2211/38 Allotment Competition
The Chairman presented awards to the winners of the Allotment Competition
KENSEY - Winner: Mr & Mrs Basford Highly Commended: Ms Jackie Smith
DUTSON - Winner: Mrs Caroline Sochanik Highly Commended: Ms Julie Northey
GRAMMERS PARK- Winner: Miss Jodie Fathers Highly Commended: Mr Alan Knight
OVERALL WINNER: Mr and Mrs Basford

2211/39 Public Representation Session
There were no public questions

2211/40 To confirm and sign the Minutes of the last meeting, previously circulated
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of the Council held on Tuesday 18 October 2022 at 7.00pm

2211/41 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) Library, Arts, Business and Information held on Tuesday 1 November 2022 at 7.00pm
- (ii) Finance and General Purposes held on Wednesday 2 November 2022 at 7.00pm
- (iii) Planning and Economic Development held on Thursday 3 November 2022 at 7.00pm

2211/42

Reports from Cornwall Councillors

Cornwall Councillor Conway advised that lease negotiations in regards to the leisure centre were ongoing but the previous offer has now been rescinded , however Cllr Conway was working with the Leader of Cornwall Council and Scott Mann MP.

Cllr Heaton asked about required resurfacing at Roydon Road, the issues of the new junction at Duke Street and if housing pods, for the homeless, were being utilized and if there was any update regarding the building of key worker housing. **Cllr Conway** advised that he would liaise with Cllr Paynter in regards to Roydon Road, that he was aware that Cornwall Highways continued to review the junction issues at Duke Street, that he would follow up the question regarding the use of housing pods and that there was no formal action to date regarding key worker housing

Cllr Nancarrow stated that the new junction works at Duke Street had not solved the highways issues

Cllr O'Brien asked for the views of Cllr Conway in regards to the new Community Network review. **Cllr Conway** stated that the current areas were unsustainable and were being reviewed to reduce the areas to a total of 12 from the current 19. The proposal for Launceston to be included with Callington appeared to be a good suggestion. **Cllr Tremain** advised that the Council would await the responses of the Network Panels on the proposals.

Cllr Tremain asked if there was any update regarding works at the Link Rd. Cllr Conway advised that there were issues regarding the housing element at this site and conversations were ongoing

2210/21

Reports and Questions from Town Councillors

Cllr Tremain provided a written update on the Cornwall Landscape Character Assessment Consultation

Cllr O'Brien asked for the Town Council's Police Liaison representatives to investigate concerns regarding the police response to a recent incident involving a young female being approached by two older males

Cllr Harris advised that he had attended Planning Refresher training which was very useful and he would send a copy of the presentation slides to Planning Committee members

Cllr Conway thanked Cllr Dave Gordon and the Carnival team for the recent town carnival event

2210/22

Report from the Town Mayor

The Mayor's report was noted

2210/23

Report from the Town Clerk

It was resolved that the RAG update be noted

- 2210/24 Civility and Respect Pledge**
Members considered Report 05/22 concerning the above (previously circulated)
It was **resolved** to agree to sign the civility and respect pledge
- 2210/25 EV Charge Points**
Members considered Report 06/22 concerning the above (previously circulated)
It was **resolved** that the Council agree to the installation of 4no. EV charging points in the multi storey car park, to be supplied, installed and maintained by Char.gy
- 2210/26 External Auditor Report and Certificate 2021/22**
It was **resolved** to note the External Auditor Report and Certificate 2021/22 and for the Council's finance officers to be thanked for their work.
- 2210/27 Causley Trust Update**
It was **resolved** to note the update
- 2210/28 Library support for 'Warmth Banks'**
Members considered Report 07/22 concerning the above (previously circulated)
It was **resolved** to note the update regarding the Council's Library support for the Warmth Bank scheme
- 2210/29 Mayor for Cornwall**
It was **resolved** unanimously that:
i) the Town Council does not support any proposal for a Mayor for Cornwall
ii) if Cornwall Council considers a change in the current governance and the election of a Mayor for Cornwall as part of any devolution deal, a referendum must be provided to allow all residents of Cornwall to vote upon the matter
- *The meeting adjourned at 8.21pm to allow for a comfort break***
The Meeting resumed at 8.29pm
- 2210/30 Councillor Resignation**
It was **resolved** to note the resignation of Ian Nolan and that the Notice of Vacancy is to be advertised from Wednesday 12 October
- 2210/31 Statement of Principles under Gambling Act 2005**
It was **resolved** to note the minor amendments to the document
- 2210/32 Correspondence and Matters to Note**
It was **resolved** to;
i) note the venue usage
ii) note the correspondence regarding the Royal Visit
- 2210/33 Urgent Items**
Cllr Young's request for a Christmas Community Lunch to be held on Tuesday 20 December was agreed in principle
- 2210/34 Exclusion of members of the press and public**
It was **resolved** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for items 21, 22, 23 and 24 as they involve the likely disclosure of confidential information
- 2210/35 Leisure Centre Update**

Cllr Dave Gordon gave an update in regards to the continued and future operation of the leisure centre and it was **resolved unanimously** that

- i) the Town Council would support the proposal to pay for the centre to be operated by the current leisure providers for a further 12 months and provide funding of £25,000
- ii) the Clerk would seek details of funding received by Wadebridge Leisure Centre, paid by Cornwall Council

2210/36

Lawrence House Museum

The update from Cllrs Bullen and Hogan regarding the tenancy of the flat at Lawrence House was noted and it was **resolved** that;

- i) a reference letter for the tenants be provided and signed by the Mayor
- ii) the confidential section of the minutes of the Finance and General Purposes held on Wednesday 7 September 2022 at 7.00pm be noted

2210/37

Library Hub

The letter from Cornwall Council advising that the Exeter Street site proposal for the library is the only offer available to the Town Council and it would not be in a position to support the Town Council in any alternative venture, was noted

2210/38

Staffing Matters

The update from the Clerk was noted

Date of the next meeting of the Council

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

The meeting ended at 9.17pm

Signed Date

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 7 DECEMBER 2022 at 7.00pm in The Guildhall, Launceston Town Hall

- PRESENT** Cllrs, Bailey (Deputy Mayor), Bullen, Conway, Gordon, Heaton, Hogan, O'Brien, Penhale, and Young
In attendance: Helen Gribble – RFO
- 2212/11 Apologies for absence**
Apologies were received from Cllr Soanes (Mayor), who was substituted by Cllr Gordon
- 2212/12 Declarations of Interest**
No declarations of interest were made
- 2212/13 Public Representation Session**
There were no members of the public present
- 2212/14 Minutes of the last meeting**
The minutes of the meeting of 2 November 2022 were signed as a correct record.
- 2212/15 Finance**
a) It was resolved to approve the payment listings for November 2022. Councillor Young randomly selected and checked voucher numbers for October 1232, 1239, 1245, 1259, 1282 and 1299 and for November 1310, Rates, 1319-1323, 1336, 1343 and 1369A
b) It was resolved to approve the balance sheet for October 2022
c) It was resolved to approve the income and expenditure account to October 2022. The RFO updated the committee on the budget position of staff salaries following the recent pay award
d) Councillor Bailey will carry out the payment checks for the December
- 2212/16 Community Infrastructure Levy Funding**
It was **resolved** to earmark the CIL funds of £3,599.99 for the installation of play equipment at Priory Park
- 2212/17 Charges and Fees 2023/24**
It was **resolved** that no changes would be made to the car park, Town Hall, Ambulance Hall, Town Square and external hire charges for the year 2023/24.
It was **resolved** to introduce a charge of £20 (inc. VAT) for the disposal of waste beyond one bag of general waste, one bag of mixed recycling and one bag of glass recycling from April 2023 onwards.
- 2212/18 Variation to Town Hall Conditions of Hire**
It was **resolved** that an additional requirement be added to the Town Hall conditions of hire that require certain Town Hall events to employ a minimum of two door security personnel. The Committee requested that a set of criteria be drawn up by Town Council officers and circulated to the committee for approval prior to implementation.

2212/19

Internal Audit Report

The internal audit report was noted and thanks were passed to the RFO and colleagues for their hard work.

2212/20

Urgent Items

Cllr O'Brien highlighted to the committee a training opportunity in relation to Fixed Penalty Notices. The committee requested that it was looked into sending two members of staff on this course.

Cllr Bailey spoke to committee about the offering free parking in January to support the local shops. The committee have asked that this is added to the December Full Council Agenda.

The RFO informed the committee that the external auditor for the financial year ends from March 2023 to March 2027 has been appointed by Smaller Authorities' Audit Appointments Ltd and Launceston Town Council's auditor will be BDO LLP.

The meeting closed at 7.36 pm.

Signed Date

Mayors Engagements

20 November 2022 – Legal Service at Truro Cathedral attended by the Deputy Mayor on the Mayors behave.

2 December 2022 – Launceston Lights Switch On

4 December 2022 – Town Band Carol Concert in Launceston Town Hall attended by the Deputy Mayor on the Mayors behave.

9 December 2022 – A Causley Christmas at St Thomas's Church

Venue Usage

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0	0
External Hires	7	29
Guildhall	4	10
Kitchen Bar and Reception	21	125
Main Hall	32	173
Otho Peter Suite 01	7	17
Otho Peter Suite 02	1	2
Otho Peter Suite Both Rooms	4	22
Total	76	

Town Square	10	48
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Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Garage)	1	1
Ambulance Hall (Main Hall)	28	101
Ambulance Hall (Meeting Room)	0	0
Total	29	