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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 FEBRUARY 2023 at 7.00pm in the Town Hall

PRESENT Cllrs Penhale (Mayor), Bailey (Deputy Mayor), Bullen, Conway, Gilbert, Gordon, Green, Harris, Heaton, Hogan, Nancarrow, O'Brien, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
3 x Public

Prayers were read by Reverend Miller
Members received a presentation on the proposed Town Brand from Annette Baskerville - Chair, Launceston Chamber of Commerce and Tash Baskerville - Culture & Place Shaping Lead, Launceston Chamber of Commerce

2302/31 Apologies for absence
Apologies for absence were received from Cllr Sleep

2302/32 Declarations of Interest
Cllr Hogan declared an interest in Agenda Item 13, part 2 – Progress and Information, Town Band and left the meeting and took no part in the debate or voting on this item

2302/33 Public Representation Session
An update was provided regarding the Speedwatch campaign, which is now operating again following a break in December. There is a need for more volunteers to make the campaign a continuing success

2302/34 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 17 January 2022 at 7.00pm
(ii) Minutes of the Extraordinary Meeting of the Council held on Tuesday 31 January 2023 at 7.00pm

2302/35 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 10 January 2023 at 7.00pm
(ii) Planning and Economic Development held on Thursday 12 January 2023 at 7.00pm
(iii) Extraordinary Finance and General Purpose held on Thursday 26 January 2023 at 7.00pm
(iv) Planning and Economic Development held on Thursday 2 February 2023 at 6.00pm
(v) Estates and Properties held on Monday 6 February 2023 at 10.00am

(vi) Finance and General Purpose held on Wednesday 8 February 2023 at 7.00pm

2302/36 **Reports from Cornwall Councillors**

Cornwall Councillor Conway advised that Cornwall Council had approved its budget and also stated that a meeting regarding the proposed Library Hub was scheduled for 23 February and that the leisure was still awaiting the transfer of monies from Cornwall Council

Cllr Gordon asked if there were any dates set for repairs to the wall in Race Hill. **Cllr Conway** advised he was awaiting an update on the matter

Cllr O'Brien stated that temporary barriers were still in place at the Upper Chapel development and this needed to be remedied, as did repairs to the road. **Cllr Conway** advised that this was an area outside of the town parish but he would follow up the points raised

Cllr Heaton said that she was pleased that the Climate Change Planning document had been supported. **Cllr Conway** commented that the document is forward looking and well supported

Cllr Harris raised the issue of car charging points not being readily available for housing tenants and that Cornwall Council did not have a strategy for this. **Cllr Conway** advised of the level of increase in social housing being set at 7% to support tenants

Cllr Tremain stated that the recent meeting to discuss a devolution deal for Cornwall was good and asked for any feedback to date. **Cllr Conway** advised that feedback was due back in approximately two weeks time.

Cllr Soanes asked if the proposed car parking charge increases would affect blue badge holders. **Cllr Conway** said he would follow this matter up and also advised of a car parking consultation due in March

2302/37 **Reports and Questions from Town Councillors**

Cllr Heaton advised that there had been another issue regarding an HGV attempting to access Castle Street, that the local Police Commissioner would be attending a meeting in Bude on 11 March and also gave details of the January meeting of the Patient Participation Group (PPG) and the proposed provision in the town of a clinical psychologist, and that the doctor's surgery is investigating ways to improve links with local pharmacies

Cllr Bailey gave an update regarding the installation of Jubilee benches as well an update on the Chamber of Commerce who will be running an Easter Egg Hunt on 4, 5 and 6 April, and are seeking donations of Easter Eggs to support the event. The Chamber also has some sponsorship spaces left. Cllr Bailey also advised of the Chamber networking events held on the second Wednesday of each month and the forthcoming AGM to be held on 23 March. The Heritage weekend is taking place on 17 and 18 June and the Chamber are working with local town groups and organisations, as well as local businesses.

2302/38 **Report from the Town Mayor**

The Mayor gave a verbal update on his engagements

2302/39 **Report from the Town Clerk**

Members considered Report 03/23 concerning the above (previously circulated)
It was **resolved** that;

i) the update regarding the skate park project be noted

ii) the January RAG report be noted
iii) the details of the presentation to Mr Mark Theisinger by the Mayor and Lord Lieutenant be noted

2302/40 **Mayor and Deputy Mayor Elect 2023/24**
Members considered Notices of Motion received for the above
i) It was **resolved** that Cllr Helen Bailey be elected Mayor of Launceston for 2023-24
ii) It was **resolved** that Cllr Nicola Gilbert be elected Deputy Mayor of Launceston for 2023-24

2302/41 **Council Policies**
Members considered Report 04/23 concerning the above (previously circulated)
It was **resolved** that the Community Engagement Strategy, Complaints procedure, and Customer Service policies be adopted

2302/42 **Council Response to Experimental Traffic Regulation Order**
Members considered Report 05/23 concerning the above (previously circulated)
It was **resolved** that the response from the Library, Arts, Business and Information committee to the Experimental Traffic Regulation Order, that 'It is important for the town to have safe pedestrian areas and the constant illegal use of restricted streets endangered town users. The pavements in this historic town are narrow in a number of areas and the current ETRO has allowed for the safe use of the streets by allowing pedestrians and those with pushchairs, or wheelchairs/mobility scooters to safely use the wider street area when the closures have been in place. The Town Council has a duty of care to residents that this Order provides as the previous system was not enforced and as such endangered pedestrians and non-vehicle users', be recommended for submission to the consultation

2302/43 **Progress and Information**
Members considered Report 06/23 concerning the above (previously circulated)
It was **resolved** that:
i) Cllr Sleep be duly nominated to the vacant post on the Library, Arts, Business and Information committee
ii) that £2000 be provided to the Town Band as funding support towards the cost of refurbishing the band room building and that an interest free loan of £2400 be offered to the Town Band in addition, on the proviso that the loan is paid back in full in the remaining tenure of this Council
iii) the Visitor Information Centre and Library will close on Saturday 6 May for the event of the King's Coronation

2302/44 **Correspondence and Matters to Note**
It was **resolved** to;
i) note the venue usage
ii) note the letter of thanks from the Royal British Legion
iii) note that Mrs Eileen Langdon will be retiring from the Council in March

2302/45 **Urgent Items**
The Clerk reminded Members that the Children's St Piran's Day Event was being held on Friday 3 March

Date of the next meeting of the Council
The next Full Council meeting will be on Tuesday 21 March 2023 at 7pm

The meeting ended at 8.43pm

Signed .... Date ....

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 23 February 2023 at 7.00pm
The Guildhall, Launceston Town Hall

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

2303/52 Apologies
Apologies for absence were received from Cllr Green

2303/53 Declarations of Interest
The were no declarations of interest

2303/54 Public Representation
There were no representations made

2303/55 Minutes of the last meetings
The minutes of the meeting held on 2 February 2023 were signed as a correct record

2303/56 Current Planning Applications for comment

Application	PA23/00678
Proposal	Extension to dwelling.
Location	Hele Mount Wise Launceston Cornwall
Decision	Support

Application	PA23/01166
Proposal	Application for Non-Material Amendment to PA22/02459 for a two-storey extension and external decking area with canopy on the front elevation., namely 1) Omission of 1st floor extension; 2) Omission of windows located at the ground floor extension wall; 3) Advertising boards in lieu of 3 window openings; 4) Addition of canopy over the Entrance and Exit doors; 5) Revised Exit door size and type.
Location	Philip Warren And Son Limited 3 - 4 Dunheved Court Pennygillam Way Pennygillam Industrial Estate Launceston Cornwall
Decision	Support

2303/57 Planning Decisions to Note
It was **resolved** to note the applications

Application	PA22/10670
Location	Land South Of The Ranch Chapel Launceston Cornwall
Proposal	Application for Outline Planning Permission with some matters reserved for the construction of three dwellings namely access only
Decision	APPROVED
Town Council	Support

Application	PA22/10873

Location	27 St Thomas Road Launceston Cornwall PL15 8BU
Proposal	Change existing conservatory to timber frame extension, remodelling and
Decision	APPROVED
Town Council	Support

Application	PA22/06686 APPROVED
Location	Land South Of Manaton Dunheved Road Launceston Cornwall PL15 9JE
Proposal	Construction of 7no. detached dwellings with associated infrastructure and landscaping.
Decision	APPROVED
Town Council	The Town Council support this application and request that Cornwall Council considers the public consultation responses as part of the decision process

2303/58 **Government consultations on planning changes - Cornwall Council proposed response**

Members considered Report 06/23 concerning the above (previously circulated)
It was **resolved** that the committee supports the recommendations of Cornwall Council in their response to the consultation

2303/59 **Proposed Base Installation – Hurdon Farm, Dutson Road**

It was **resolved** to support the proposal

2303/60 **Correspondence and Items to Note**

It was **agreed** that Cllr Harris submit a response for the CALC community housing information event

Next Meeting

The next meeting of the committee will be held on Thursday 16 March 2023

The meeting closed at 7.13pm

Signed.. Date..

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 1 MARCH 2023 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

PRESENT Cllrs Penhale (Mayor), Bailey (Deputy Mayor and Chairman), Bullen, Conway, Hogan, O'Brien, Soanes and Young
In attendance: Cllr Gilbert
Christopher Drake – Town Clerk

2303/01 **Apologies for absence**
There were no apologies for absence

2303/02 **Declarations of Interest**
There were no declarations of interest

2303/03 **Public Representation Session**
There were no members of the public present

2303/04 **Minutes of the last meeting**
The minutes of the meeting of February 8 2023 were signed as a correct record.

2303/05 **Finance**

a) It was resolved to approve the payment listings for February2023.
b) It was resolved to carry forward the balance sheet for January 2023 to the next meeting
c) It was resolved to carry forward the income and expenditure account to January 2023 to the next meeting.
d) Councillor Young will carry out the payment checks for the period March and April

2303/06 **Exceptional Grants**
It was **resolved** that a grant of £250 from the Youth Council, be awarded to each of the following organisations;

i) Launceston Youth Music theatre
ii) Planet and People CIC

2303/07 **Direct Debit and standing Order Payments**
It was **resolved** to approve the payments made by Direct Debit and Standing Order

2303/08 **Segregation of Duties**
It was **resolved** to note the Segregation of Duties

2303/09 **Asset Register**
It was **resolved** to approve the Asset Register, subject to the amendment that the Green Room is no longer leased to LADS

2303/10 **Financial Regulations**
It was **resolved** to approve the Financial Regulations

2303/11 **Management and Safe Keeping of Money Policy**
It was **resolved** to approve the Management and Safe Keeping of Money Policy

2303/12 **Statement of Internal Control**
It was **resolved** to approve the Statement of Internal Control

2303/13 **Investment Strategy**
It was **resolved** to approve the Investment Strategy

2303/14 **HSBC Branch Closure**
The Clerk provided a verbal update regarding the Town Council completing a request for the provision of a higher daily coinage level from the Post Office when the local HSBC branch closes, as well as advising that officers would take details to a future Council meeting to consider the use of a debit card and/or pre-paid debit card to facilitate purchases

2303/15 **Urgent Items**
There were no urgent items.

The meeting closed at 7.18 pm.

Signed ………………………………………………………… Date …………………………………

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Minutes of The Library, Arts, Business and Information Services Committee meeting held on Tuesday 7 March 2023 at 7.00 pm in The Ambulance Hall

Present: Cllrs: Penhale (Mayor), Gilbert (Chair), Gordon, Soanes (replaced Cllr Bailey)
In attendance: Cllr Heaton
Ewan Murray (VIC Manager)

2303/16 Apologies for Absence
Apologies were received from Cllr Bailey

2303/17 Declarations of Interest
There were no declarations of interest

2303/18 Public Representation Session
There were no representations made

2303/19 Minutes of Previous Meetings
The minutes of the meeting held on 10 January 2023 were agreed and signed as a correct record.
Proposed: Cllr Gordon
Seconded: Cllr Penhale
Carried:

2303/20 Financial Report
It was **noted** that:
i. the VIC was on budget for the current financial year
ii. to save printing costs, councillors should refer to F&GP paperwork previously submitted by the RFO

2303/21 Report from VIC Manager
It was **resolved** to:
i. note the report
i. note the likely installation of the new photo machine should be within 6 weeks

2303/22 Update of Broader LABI Activities
It was **noted**:
i. to accept the written reports from the library and the town hall events
ii. councillors wished to express thanks to staff at the library and those working on town hall events for the wide range of events offered
iii. the chairman wished to express thanks for the St Piran's Parade and the related event in the town hall on Sunday 5 March 2023

2303/23 **VIC Saturday opening hours**

It was **resolved** that:

i. the VIC Saturday opening times should remain on current hours, with a review point at the end of the summer season
ii. officers should investigate a more responsive alarm system in the VIC

Proposed: Cllr Gordon
Seconded: Cllr Soanes
Carried:

2303/24 **Exclusion of Members of the Press and Public**

It was **resolved** that members of the press and public are excluded for agenda item 11

2303/25 **Ticket and booking office**

It was **resolved** that the VIC should amend its booking procedures and review the new system in 12 months

Proposed: Cllr Gordon
Seconded: Cllr Soanes
Carried:

2303/12 **Items to Note and any Urgent Matters**

It was agreed the noticeboard for the next councillor surgery should contain information on:

i. the leisure centre
ii. What's On in the Town Hall
iii. the recent St Piran's celebrations

2303/26 **Date of Next Meeting**

The next meeting will be held on Tuesday 2 May 2023 at 7:00pm

The meeting closed at 7.37pm

Signed :   Date:

07/23

Agenda item: 10

Committee: Full Council

Date: Tuesday 21 March 2023

Subject: Town Clerk Report

Summary: To consider various updates regarding the work of the Council

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Recommendations.

The Council is recommended to:

1) **Note the update regarding the skate park project**
2) **Note the March RAG report**

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1 Skate park project

1.1 Following the successful Community Infrastructure Levy Fund application bid, the Town Council has now published the required tender documentation on the Government contract finder website. Quotations for the project must be received by noon on Friday 14 April and the evaluation process will begin on Monday 17 April for the successful bidder to be awarded the contract by Friday 21 April.

1.2 The tender identifies the following deliverables of this project;

a. To undertake an assessment of the unused former tennis courts site at Coronation Park, Launceston and design a street style skate park facility on site.

b. To undertake concept design meetings with residents, skate enthusiasts, schools and youth groups to ensure full consideration of user needs and input following an agreed methodology, recording and collating responses to produce a summary document of findings.

c. To undertake and complete any necessary planning permissions with the local planning authority

1.3 To date, three companies have expressed an interest, with one planning a site visit (to be confirmed) on Thursday 23 March

2 RAG Report

2.1 Attached as an Appendix is the RAG Report for March 2023. As noted at January Council, further to the recommendations of the Estates and Properties committee, four projects have been agreed as priority works for the Council and those are highlighted in blue on the report. The majority of the priority projects involve high level repair/maintenance or construction and the RAG reports will be used to highlight the ongoing works of the projects and updates on timescales, as these may be prolonged. It is pertinent to note that due to proposed changes in regards to the library hub, Town Council officers may be required to undertake more work on this project and this may need to be highlighted as a priority project.

Contact officer: Christopher Drake – Town Clerk
Date: 13 March 2023

Appendix 1

PROJECTS	PERSON/S RESPONSIBLE		NOTES
Town Hall changing room refurbishment	Estates Mgr		Architects have visited the site and quotations have been received
Town Hall stage accessibility	Estates Mgr		This work is being reviewed as part of the changing room refurbishment
Ambulance Hall redisigned for new Council offices	Town Clerk		This project has been temporarily suspended whilst officers seek alternative options for future office accommodation
First Aid organsiation relocated from Ambulance Hall garage area	Town Clerk		Letter sent to LGPS advising of need to re-locate
Green Room garage cleared	Estates Mgr		
Green Room building future use	Council		In the short term the upper floor will be cleared and used as an office/welfare area for the stewards team, as well as providing proper storage space for tech equipment. The garage area will be used to stock Council gazebos
Library team relocate to new Hub	Library Mgr /Town Clerk		Clerk working with CC on proposed library site
Car park machines updated	RFO/ F+GP committee		
Electric charging points installed	Estates Mgr		Works agreed and awaiting start date. Company has advised of an estimated 6 month lead time on project

STATUS
ONGOING
COMPLETED
TBC
RESOLVED PRIORITY PROJECTS

Car park refurbished and new signage erected	Estates Mgr		PCA who are conducting the Car Park Survey visited the site on 14 March. Initial indications are the structure is of a sound nature. There are however areas that need addressing A report will be prepared , with the proposal that a separate visit by a steel specialist be undertaken to calculate capacity on these at present. The end product will be a schedule of works which PCA are confident can be done on a phased approach
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works started on site, with scaffolding erected and works to windows and roof ongoing
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Site now cleared and new equipment quotes being sourced
New cemetery land acquistion			
Conversion of new land at St Thomas as rest garden	Town Clerk		
Installation of live streaming equipment at Town Hall	Town Clerk/RFO		.
Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr		Transfer tbc April 2023. HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr		Transfer tbc April 2023. HoT received from Cornwall Council in December

Design and build of new grounds compound	Estates Mgr		Site visits have been held and a quotation for works requested
Welcome Back Fund works	RFO/VIC Mgr/ Town Clerk		
Town Vitality Fund works	RFO/VIC Mgr		Consultants for the Safer Greener Streets project have been commissioned and officers and members of the Town Plan Group have held initial introductory meetings. A draft report was prepared for September 2022. Presentation to LABI committee and Full Council in November
Quality Gold Accreditation	Town Clerk		Council policy documents being updated and agreed by Council as part of the process. Second tranche of policies at March 23 Council
Tree planting scheme at Coronation Park and Town Council sites	Town Clerk/ Estates team		Sakura blossom trees planted and tree planting for Passmore Edwards Centenary taking place on 24 March
Employment evaluation	Town Clerk/ Council		
Site clearance at Stourscombe	Estates Mgr		
New town bypass to be investigated	Town Clerk		West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA
Rail link with Okehampton and/or Tavistock	Town Clerk		West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA. Officers have also requested meetings with OKErail

Solar panels to be explored on all Council owned buildings	Town Clerk		Email sent to CC planning dept. Response advises that cost implication for site vists. Council has resolved not to undertake any further works and written to complain about excessive costs of consultation process
Repairs to Town Hall/Clocktower due to water ingress	Town Clerk/ Estates Mgr		

Agenda item: **11**

Committee: **Full Council**

Date: **Tuesday 21 March 2023**

Subject: **Town Council Policies**

Summary: **To agree the attached policies**

Recommendations.

The Council is recommended to agree the attached policies for adoption

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1 Background Information

1.1 It was resolved at January Council that as part of the Town Council's work for Gold accreditation under the Local Council Award Scheme, all policies be reviewed and/or updated.

1.2 In line with other accredited Council's, it was resolved that at the Annual Meeting of Council in May, a new Policy Committee be agreed that will be in place to regularly review policies on a rolling timetable and recommend them for approval by Full Council as required. To expedite some of this work, it was further agreed that a working party be set up in the meantime so as work can be undertaken between now and the Annual Meeting in May. The first three policies were approved at the February meeting of Council. The policies for ratification this month are those approved by the Finance and general Purposes committee, to ensure that they are in place for the forthcoming internal audit. The following policies require agreement:

- Financial Regulations
- Management & Safe Keeping of Money Policy
- Statement of Internal Control
- Investment Strategy

Contact officer: Christopher Drake – Town Clerk
Date: 13 March 2023

Launceston Town Council

Financial Regulations

2023

Approved by
Finance and General Purposes on: *Date:*
Minute Reference: *Number:*

Review Date: March 2024

Prepared By: Helen Gribble
Responsible Finance Officer

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Support Services Manager has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its four-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council, not later than the end of October each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee.

3.3. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £25,000;
- a duly delegated committee of the council for items over £3000 to £24,999; or

- the Town Clerk or the Responsible Financial Officer, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk or the Responsible Financial Officer, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £2,000 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and General Purposes committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council's Finance and General Purposes committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance and General Purposes committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of the Finance and General Purposes, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes committee.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes committee; or

c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by one member of the council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and General Purposes committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and PAYE, VAT and water), and any National Non-Domestic Rates and suppliers may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. All suppliers who are paid by BAC's must be dealt with in accordance with Appendix 1 Payment Protocols.

6.12. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.13. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.14. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site. Items stored on "the cloud" are deemed to satisfy the terms of this regulation.

6.15. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.16. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.18. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.19. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.20. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.

6.21. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk or the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £50 at the Town Hall, the Library and the Visitors Information Centre for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or the RFO in the presence of the chair of Finance and one other member of the Finance and General Purposes committee, if the chair is unavailable another member of Finance and General Purposes will be present.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 19(d) and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £2,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

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[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[3] Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)
[3] Based on NALC's Model Standing Order 18d ©NALC 2018

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £100.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the Town Clerk shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The Town Clerk shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The Town Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

APPENDIX 1

ONLINE PAYMENT PROCEDURES AND PROTOCOLS

PRINCIPLES OF PAYMENT

All supplier of goods/services to the Council (other than those requiring regular payment e.g. the Utilities for which the use of Standing Orders maybe more appropriate) will be reimbursed utilising the online BACS system.

In accord with the legislation governing the manner in which a Council deals with its finances all transactions will only be actioned by the Responsible Finance Officer or Town Clerk and must be authorised by two members of the Council who have been specifically authorised by the full Council to do so. Those authorised to this role are as below:-

ONLINE SIGNATORIES

Chairman of Finance and General Purposes Committee

3 other members of the Finance and General Purposes Committee

SETTING UP NEW SUPPLIERS

A supplier may be only be added to the online payment list by either the Responsible Finance Officer or Town Clerk. The supplies bank details will be added to Sage and the payment method set to BACS. A printout from the Sage will be taken and saved as a PDF in a specified location on the Council server (LTC Network/Accounts/Suppliers Records). These bank details will be verified by a member of the Finance and General Purposes committee when they conduct the monthly Councillor check of payments and they will sign the New Supplier form which will be filed that months payments.

At the same time the officer adding the supplier to the list will also add the suppliers details to the online supplier payments spreadsheet as set out below (to be saved on the Councils server in the above location.)

Date Added	Supplier Name	Suppliers Bank Details		Added to Online Banking by	Authorised by and date	Details of Alteration Required	Alteration to online bank details made by and date	Alteration Authorised by	Supplier Removed from Online banking by/date
		Sort Code	Acc No						

MONTHLY PAYMENTS

The Council will make its payments according to the following schedule:-

Payment Processing Date – 3rd Wednesday of the month

The payment list will be created using Sage in the current format. This list will then be circulated by email to all members of the Finance and General Purposes Committee 48 hours prior to the date/time scheduled for payment.

The list should be reviewed and any queries raised with the originating officer by responding to the original email using the "reply to all" option; this allowing all members to be aware of the queries being raised and the responses to them from either the Town Clerk or the Responsible Finance Officer.

For non computer users the list of proposed payments will be available for inspection at the Town Council offices 48 hours prior to the payment date and time.

At the payment date and time all payments which have not been withheld for payment following the email correspondence will automatically be processed/authorised by the Town Clerk or Responsible Finance Officer. That person will send an email to the Councillors with authority to approve the payment. The Councillor(s) who authorise the payment(s) should, by using the original email and the "reply to all" function notify those involved that the payments have been authorised.

Any payments to be made to individual Councillors who are an online signatory must not be approved/authorised by that individual and this should be noted in the responding email so that another Councillor may authorise this individual payment.

A full list of payments will presented at the next Finance and General Purposes meeting i.e. February payments will be presented at the March meeting.

ONE-OFF PAYMENTS

Any one-off payments that need to made in the period between payment dates will be paid and authorised as above and will then form the part of the following months payments main list.

Launceston Town Council

Management & Safe Keeping of Money Policy

2023

Approved by	
Finance and General Purposes on:	*Date*
Minute Reference:	*Number*
Adopted at Full Council on:	*Date*
Minute Reference:	*Number*
Review Date:	March 2024
Prepared By:	Helen Gribble Responsible Finance Officer

1. **Introduction**

   The management and safekeeping of cash is of prime importance to Launceston Town Council (LTC). It is essential that all LTC staff adhere to the Cash Policy in place to reduce the risk of misappropriation of funds to LTC and to protect all staff dealing with cash as part of their duties. Failure to adhere to the Procedures is a serious matter and will be dealt with in line with LTC's Disciplinary Policy.

   This procedure document applies to all locations owned and managed by LTC where cash is handled.

2. **Payments received by Cheque**

   All cheques should be made payable to 'Launceston Town Council'.

   Cheques received at the Town Council Offices should be receipted using the duplicate receipt book and purpose and details of the transaction must be clearly written on the receipt to allow for accurate appropriation and cross referencing of income.

   Cheques received at the Tourist Information Centre and Launceston Library should be receipted through the till and a note of the purpose and details of the transaction must be noted on the cheque and placed in the till.

3. **Payments received in Cash**

   Cash received at the Town Council Offices must be receipted in the duplicate receipt book and a copy given to the customer if present. The purpose and details of the transaction must be clearly written on the receipt to allow for accurate appropriation of income.

   Cash received at the Tourist Information Centre and Launceston Library must be receipted and recorded in the appropriate manner through the till.

4. **Insurance and safe keeping**

   Insurance: The Cash in Safe Limit is £2,000. The limit during Business Hours/Transit is also £2,000. In the absence of a safe, the cash limit on the TIC and Launceston Library outside business hours is £250.

   The only safe to be used is the Town Hall safe (Muniment Room) which has a maximum insurance value of £2,000. This value should not be exceeded and no other safes can be used for the storage of cash.

5. **Banking**

   At the Town Hall money should be banked daily following the emptying of the car park machines.

   At the Tourist Information Centre money should be banked on a weekly basis, unless the insurance limits are met, when it should be transferred to the Muniment Room and banked as soon as possible.

At Launceston Library money should be banked on a monthly basis, unless insurance limits are met, when it should be transferred to the Muniment Room and banked as soon as possible.

If the balance of cash held at the Tourist Information Centre and Launceston Library exceeds £250 the money should be banked that day or stored in the Town Council's safe until such time that it can be banked.

Cash to the value of £250 can be taken to the bank in a nondescript bag by one person. Should the person be challenged and threatened for the money, the money should be handed over and no risk to the person taken.

Cash to a value over £250 to £2,000 should be taken to the bank by 2 members of staff. No risk to the staff should be taken if they were to be challenged and threatened for the money.

Cash to a value over £2,000 should be divided to amounts lower than £1,000 and taken to the bank in tranches and at irregular intervals.

If a large amount of cash cannot be banked on a specific day that cash should be stored in the Town Council's safe until such time as it is possible to bank the money.

6. Petty Cash

Petty cash floats are held at the Town Hall, the Tourist Information Centre and Launceston Library.

At each location the cash box is stored in a secure and discrete location and can only be accessed by authorised individuals for incidental day to day expenditure.

Maximum Cash Float - £50 at the Town Hall, Tourist Information Centre and Launceston Library.

Launceston Town Council

Statement of Internal Control

2023

Approved by

Adopted at Full Council on:	*Date*
Minute Reference:	*Number*
Policy Review Date:	March 2024
Prepared By:	Helen Gribble Responsible Finance Officer

Contents

STATEMENT ON INTERNAL CONTROL

FOR THE YEAR ENDING 31 MARCH 2023

1. SCOPE OF RESPONSIBILITY

Launceston Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2023, and accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman, who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council regularly reviews its obligations and objectives, and approves budgets for the following year at its December meeting. The December meeting of the Council approves the level of precept for the following financial year.

The Finance & General Purposes Committee monitors progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters.

The full Council meets 11 times each year and monitors progress against its aims and objectives at each meeting by receiving committee minutes and relevant reports from members of the Council and the Town Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and manager. The Council has appointed a separate officer to act as the Responsible Financial Officer who advises on financial related issues and is responsible for the administration of the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and polices are adhered to.

Payments:

Members of the Finance & General Purposes Committee authorise every payment. All payments are reported to the Full Council. The RFO is responsible for checking the legality of each payment and that payments are within the powers of the Council prior to presentation to the Finance and General Purposes Committee.

Risk Assessments / Risk Management:
The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:
The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:
The Council's External Auditors, BDO LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS
The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- the Full Council;
- the Clerk to the Council and Responsible Financial Officer are responsible for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. An Audit Certificate is issued.
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES
No significant internal control issues were identified during the 2022-2023 financial year.
Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted.

Launceston Town Council

Investment Strategy

2023

Approved by

Adopted at Full Council on:	*Date*
Minute Reference:	*Number*
Review Date:	March 2024
Prepared By:	Helen Gribble Responsible Finance Officer

Contents

1. Introduction

1.1 Launceston Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

1.2 This Strategy complies with the revised requirements set out in the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing on 1 April 2018 and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

2. Objectives

2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard

a) to such guidance as the Secretary of State may issue, and
b) to such other guidance as the Secretary of State may by regulations specify.

2.2 The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sum invested from loss
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed.
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.

2.3 All investments will be made in Sterling.

2.4 Although the Department for Communities and Local Government allow a local authority to make loans to local enterprises, charities etc, they may not be seen as prudent. Therefore, the Council will consider any such requests on a case by case basis.

2.5 If external investment managers are used, they will be contractually required to comply with the policy.

3. Specified Investments

3.1 Specified investments are those offering high security and high liquidity. All investments will be in sterling and for no more than one year.

3.2 Such short-term investments made with the UK Government or a local authority or town and parish council will automatically be Specified Investments, as will those bodies or investment schemes of "high credit quality" i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent[1].

3.4 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with UK banks, UK building societies, UK local authorities or UK public authorities.
- CCLA Property Fund, but no more than 10% of reserves will be invested, for no longer than five years.
- The debt management agency of HM Government.

3.5 Launceston Town Council currently holds investments with Lloyds Bank (Business Account - instant access), HSBC UK (Deposit – instant access), Cornwall Council (Deposit – 24 hours notice) and CCLA Investment Management Limited (Deposit – 1 months notice).

4. Non-specified Investments

4.1 These are investments that have greater potential risk – examples include investment in the money market, subordinated bonds from banks, permanent interest-beating shares from building societies and corporate stocks and shares.

4.2 Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. Liquidity of Investments

5.1 Subject to retaining no less than three months' average working capital requirement in current and deposit accounts giving immediate access, the Responsible Finance Officer will determine the amounts and maximum period for which such funds may be prudently invested, in accordance with paragraph 3 above, so as not to compromise liquidity.

5.2 The placement of surplus funds shall be delegated to the Responsible Financial Officer.

6. Long Term Investments

6.1 Long term investments are defined in the Guidance note as greater than 12 months and it requires that, should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums.

6.2 The Council currently holds one long term investment with Launceston Development Trust to the value of £5,000.

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[1] A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor'; Moody's Investors Service Ltd; Finch Rating Ltd.

6.3 The Council does not envisage any further long term investments being made during the financial year 2022/23.

7. External Borrowing

6.1 No borrowing approval is required for temporary loans or borrowing by way of an overdraft. Approval must be given by the Department for Communities and Local Government to borrow to fund capital expenditure.

6.2 The Town Council's current external borrowing position as at 31 March 2023 will be £907,639. This loan was taken out through the Public Works Loan Board to finance the extensive repair and refurbishment of the Town Hall.

8. End of Year Report

8.1 Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purposes Committee.

9. Review and Amendment of Regulations

9.1 The Strategy will be reviewed annually prior to the start of the financial year by the Finance and General Purposes Committee and approved by Full Council.

9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10. Alternative Formats

10.1 If you require this document in another format please contact the Council on 01566 773693 or email admin@launceston-tc.gov.uk.

11. Freedom of Information

11.1 In accordance with the Freedom of Information Act 2000, this document will be published on the Council's Website www.launceston-tc.gov.uk and is also available by contacting Launceston Town Council, The Town Hall, Western Road, Launceston, Cornwall, PL15 7AR. Telephone: 01566 773693 or email admin@launceston-tc.gov.uk

Information Classification: PUBLIC

AGENDA ITEM 12

CORNWALL COUNCIL
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Launceston Town Council
The Town Hall
Western Road
Launceston
Cornwall
PL15 7AR

01 MAR 2023

Your ref:
My ref: 2023 Parking Order
Date: 24th February 2023

Dear Launceston Town Council

2023 Off-Street Parking Order

Cornwall Council is proposing to make a new Off-Street Parking Order, and in doing so make some alterations to car park operations and charges. Attached is the formal notice which sets out the proposed changes.

You can read more about the proposals on our website
www.cornwall.gov.uk/TrafficConsult

If you have any comments to make on the proposals, The Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996 require them to be submitted within 21 days of the publication of the proposals, I would be grateful to receive them no later than:

23rd March 2023

To respond to this proposal, you can either:

1. Visit our website - **www.cornwall.gov.uk/TrafficConsult** once registered you will be able to submit your response.
2. Email Parking Services on **parking@cornwall.gov.uk**, quoting the above title and indicating your support or objection to the proposals.
3. Respond in writing using the attached Response Form, indicating your support or objection to the proposals and return it to the address shown at the foot of the form.

If you wish to discuss any aspect of this, please contact me.
Yours faithfully

Zoe Hall
Strategic Parking Manager
Environment and Connectivity Service
Email: parking@cornwall.gov.uk

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CORNWALL COUNCIL

The Cornwall Council (Off Street Parking Places) Order 2023

Notice is hereby given that Cornwall Council proposes to make a new Order under Section 35(1) of the Road Traffic Regulation Act 1984, in accordance with Schedule 9 of the Act.

The proposed Order will revoke and replace The Cornwall Council (Off Street Parking Places) Order 2020 (as amended), whilst also making the following amendments:

1. Vary the parking charges in all Cornwall Council chargeable car parks to introduce tariff banding simplifying parking charges across the county
2. The following car parks will be revoked from the Order:
   - Dobwalls
   - Pendennis Point, Falmouth
   - Freathy
   - Towan Headland, Newquay
3. Amendments made to the definition of Motor home/ Camper within the order.

This Notice is intended to provide an indication of the Order's provisions. A copy of the draft Order may be inspected at any Cornwall Council One Stop Shop (check locally for opening times) using the public access computers. Copies may also be viewed at – **www.cornwall.gov.uk/TrafficConsult**

Representations (objection or support) to the proposed Order should be in writing and received by **23rd March 2023** - addressed to: **Parking Services, PO Box 664, Truro, Cornwall, TR1 9DH**, to **parking@cornwall.gov.uk** or via the above website.

NAME OF PARKING PLACE	POSITION IN WHICH A VEHICLE MAY WAIT	PERMITTED CLASS OF VEHICLE	NORMAL DAYS OF OPERATION	NORMAL HOURS OF OPERATION	MAXIMUM PERIOD OF WAITING	SUMMER SCALE OF CHARGES (Inclusive of VAT) 1 APRIL - 31 OCTOBER (Unless Specified)	WINTER SCALE OF CHARGES (Inclusive of VAT) 1 NOVEMBER - 31 MARCH (Unless Specified)	SEASON TICKETS, MULTI-PURCHASE SESSIONS & PERMIT CHARGES (Inclusive of VAT)
Tyacke Road, Helston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**All Days** (0900 - 1600) Up to 30 minutes - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 30 minutes - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00 (1600 - 0900) No charge	**Season Tickets** £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 - Annual **Multi-purchase Sessions** £3.00 per 24 hour Session Minimum purchase £25.00 **Rover Ticket Accepted**
Castle Street, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	3 hours with no return within 3 hours	**All Days** (0900 - 1600) Up to 30 minutes - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 30 minutes - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 (1600 - 0900) No charge	**Not Applicable**
Cattle Market (Long Stay), Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**All Days** (0900 - 1600) Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 3 to 4 hours - £2.50 24 hours - £3.50 Weekly - £8.25 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 3 to 4 hours - £2.50 24 hours - £3.50 Weekly - £8.25 (1600 - 0900) No charge	**Season Tickets** £33.25 - 1 Month £100.00 - 3 Months £200.00 - 6 Months £400.00 - Annual **Multi-purchase Sessions** £1.75 per 24 hour Session Minimum purchase £25.00 **Rover Ticket Accepted**
Cattle Market (Short Stay), Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles Coaches	All Days	All Hours	3 hours with no return within 3 hours Coaches - 24 hours	**All Days** (0900 - 1600) Up to 30 minutes - £0.50 Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 Coaches & Commercial Vehicles Per hour - £1.80 24 hours - £11.50 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 30 minutes - £0.50 Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 Coaches & Commercial Vehicles Per hour - £1.80 24 hours - £11.50 (1600 - 0900) No charge	**Coach Rover Accepted**
Duke Street, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**Not Applicable**	**Not Applicable**	**Season Tickets** £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 - Annual
Fair Park Close (Race Hill), Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**Not Applicable**	**Not Applicable**	**Season Tickets** £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 - Annual

NAME OF PARKING PLACE	POSITION IN WHICH A VEHICLE MAY WAIT	PERMITTED CLASS OF VEHICLE	NORMAL DAYS OF OPERATION	NORMAL HOURS OF OPERATION	MAXIMUM PERIOD OF WAITING	SUMMER SCALE OF CHARGES (Inclusive of VAT) 1 APRIL - 31 OCTOBER (Unless Specified)	WINTER SCALE OF CHARGES (Inclusive of VAT) 1 NOVEMBER - 31 MARCH (Unless Specified)	SEASON TICKETS, MULTI-PURCHASE SESSIONS & PERMIT CHARGES (Inclusive of VAT)
Pannier Market, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	3 hours with no return within 3 hours	**All Days** (0900 - 1600) Up to 30 minutes - £0.50 Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 30 minutes - £0.50 Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 (1600 - 0900) No charge	**Not Applicable**
Tower Street, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**Not Applicable**	**Not Applicable**	**Season Tickets** £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 - Annual
Walk House, Launceston	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**All Days** (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00 (1600 - 0900) No charge	**Season Tickets** £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 - Annual **Multi-purchase Sessions** £3.00 per 24 hour Session Minimum purchase £25.00 **Rover Ticket Accepted**
Lelant Saltings Park & Ride	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles Motor homes/Campers - Prohibited between 2300 - 0800	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**All Days** (0900 - 1600) Up to 30 minutes - £0.50 Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 3 to 4 hours - £2.50 24 hours - £3.50 Weekly - £8.75 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 30 minutes - £0.50 Up to 1 hour - £0.90 1 to 2 hours - £1.50 2 to 3 hours - £2.00 3 to 4 hours - £2.50 24 hours - £3.50 Weekly - £8.75 (1600 - 0900) No charge	**Season Tickets** £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 - Annual **Multi-purchase Sessions** £1.75 per 24 hour Session Minimum purchase £25.00 **Rover Ticket Accepted**
Cannon Terrace, Liskeard	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**Not Applicable**	**Not Applicable**	**Permits issued by Cornwall Council Housing Department**
Cattle Market, Liskeard	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council	Motor cars Invalid carriages Motor cycles	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	**All Days** (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00 (1600 - 0900) No charge	**All Days** (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00 (1600 - 0900) No charge	**Season Tickets** £33.25 - 1 Month £100.00 - 3 Months £200.00 - 6 Months £400.00 - Annual **Multi-purchase Sessions** £3.00 per 24 hour Session Minimum purchase £25.00 **Reserved Permits** 1 registration number - £386.69 2 registration numbers - £435.02 5 registration numbers - £483.36 No registration numbers - £521.80

Venue Booking Usage Statistics from 17/02/2023 to 15/03/2023

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	3	34
External Hires	3	2.25
Guildhall	14	53.25
Kitchen Bar and Reception Area	21	117
Main Hall	31	152.5
Otho Peter Suite 01	9	29
Otho Peter Suite 02	3	6
Otho Peter Suite Both Rooms	8	46.75
Town Square	5	18
Total	97	

Town Square	Bookings Count	Hours Booked
Town Square	5	18
Total	5	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Garage)	1	1
Ambulance Hall (Main Hall)	32	142.5
Ambulance Hall (Meeting Room)	1	1.75
Total	34	