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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 18 APRIL 2023 at 7.00pm in the Town Hall

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

Prayers were read by Reverend Miller

- 2304/16 Apologies for absence**
Apologies for absence were received from Councillors Green and Gilbert
- 2304/17 Declarations of Interest**
There were no declarations of interest
- 2304/18 Public Representation Session**
There were no representations made
- 2304/19 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 21 March 2023 at 7.00pm
(ii) Minutes of the Extraordinary Meeting of the Council held on Thursday 30 March 2023 at 7.00pm
- 2304/20 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub-committees:
(i) Planning and Economic Development held on Thursday 5 April 2023 at 7.00pm
- 2304/21 Reports from Cornwall Councillors**
Cornwall Councillor Conway updated on the Cornwall Council meeting and advised of a motion that had been raised regarding devolution. He also advised that the car park charges consultation had now ended and that he had ensured proper representations were made on behalf of Launceston. Cllr Conway also confirmed that the Mayor for Cornwall proposal was not happening
- Cllr Tremain** spoke about the issue of short term lets and asked for Cornwall Council's views. **Cllr Conway** advised that Cornwall Council had resolved that all second homes face a double rate of Council Tax and that the Council was keen on legislation that will stop short term lets

Cllr O'Brien asked what the results from the vote on a Mayor for Cornwall were. Cllr Conway stated that in the overall public vote, 68% voted against the proposals, where as in a targeted group of selected voters, 64% voted for the proposals

Cllr Soanes asked if Mr Chris Sims had been allocated as the Launceston Community Liaison Officer. Cllr Conway was pleased to announce that this was the case.

2304/22 Reports and Questions from Town Councillors

Cllr Bailey provided an update on the Patient Participation Group meeting held on 17 April and gave details of the Practice Manager's report and the PPG Action Plan

Cllr Heaton spoke about the need to provide all possible feedback on the NHS 111 service

2304/23 Report from the Town Mayor

The Mayor gave a verbal update on his engagements including the tree planting ceremony as part of the Passmore Edwards celebration, and also thanked the Deputy Mayor for attending the Penryn Civic Service

2304/24 Report from the Town Clerk

Members considered the RAG Report for April (previously circulated)
It was **resolved** to note the report

2304/25 Community Area Partnerships

It was **resolved** to note the Community Area Partnerships briefing

2304/26 Cornwall Council Consultation on Public Space Protection Order (Alcohol Consumption)

It was **resolved** that;

- i) Castle Dyke, the multi storey car park, The Roundhouse, Priory Ruins, St Thomas Churchyard, Priors Bridge and the Riverside areas be included as designated spaces
- ii) the Street Pastors organisation be included as part of the consultation

2304/27 Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the upcoming Armed Forces Day event on Friday 2 June
- iii) note the invitation to the Coronation Event at Truro Cathedral

2304/28 Urgent Items

- i) Cllr Bailey advised that the skate park tenders had been received and recorded
- ii) Cllr Penhale thanked councillors for their support during his tenure as Mayor

Date of the next meeting of the Council

The next Full Council meeting will be the Annual Meeting of Council on Tuesday 16 May 2023 at 7pm

The meeting ended at 7.43pm

Signed Date

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Launceston Town Council
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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 17 April 2023
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Penhale (Mayor), Bailey (Deputy Mayor), Gordon (Chairman), Gilbert, Harris, Hogan and Young

In attendance: Cllr Soanes & Cllr Heaton
Martin Cornish (Estates & Properties Manager).

- 2304/08 Apologies for Absence**
There were none
- 2304/09 Declarations of Interest**
There were no declarations of interest
- 2304/10 Public Representation Session**
There were no representations made
- 2304/11 Minutes of the last meeting**
The minutes of the meeting held on Monday 6th February 2023 were signed as a correct record.
- 2304/12 Estates & Properties Manager's Report – February 2023**
It was resolved to;
- i) note the updates regarding works to Lawrence House Museum. The Properties Manager will also look to find a mutually convenient date for the committee to undertake a site visit to Lawrence House prior to the next meeting
 - ii) note that the Properties Manager is to be in receipt of the Car Park report from PCA Consulting in due course and will report back to the committee with subsequent findings.
 - iii) note that repair works to the castellation at the Arch will be undertaken during May
 - iv) note the update regarding the delay in installation of the electric charging points within the Car Park
 - v) note the update regarding the re-opening of the public toilets at Race Hill Car Park

- vi) note the update regarding the impending installation of goalposts at Priory Park. It was also noted to investigate costings for picnic benches to be installed onsite
- vii) note the update regarding the installation of the defibrillator on the Stourscombe Estate
- viii) note the update regarding the works at the Town Hall

2304/13

Coach Park

It was **resolved** that Lanson in Bloom be taken up on their offer of a planting scheme at the Coach Park. It was also **resolved** that the Properties Manager cost for a clean down of the walls and a solution found to redirect rainwater goods from staining the wall in future.

2304/14

Town Hall

It was **resolved** that the EICR works be undertaken at the Town Hall. This will be taken out of general reserves. Due to the specialist nature of the works, only one quote could be obtained

2304/15

Lawrence House Museum

It was **resolved** to move artefacts within the Museum flat to an offsite storage facility. The removal is to be undertaken by an external contractor.

Date of the next meeting

The next meeting date will be agreed at the Annual Meeting of Council in May

The meeting closed at 10.51am

Signed.....

Date.....

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Launceston Town Council
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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 27 April 2023 at 7.00pm
The Guildhall, Launceston Town Hall

- Present** Cllrs, Penhale (Mayor), Gilbert, Gordon, Green, Harris, Heaton, Nancarrow and Tremain
In attendance: Cllr Soanes
Cllr O'Brien
Christopher Drake (Town Clerk)
- 2304/29 Apologies**
Apologies for absence were received from Cllr Bailey (Deputy Mayor)
- 2304/30 Declarations of Interest**
There were no declarations of interest
- 2304/31 Public Representation**
There were no representations made
- 2304/32 Minutes of the last meetings**
The minutes of the meeting held on 5 April 2023 were signed as a correct record
- 2304/33 Current Planning Applications for comment**
- | | |
|-------------|---|
| Application | PA23/01659 |
| Proposal | Creation of one off-road parking space with electric vehicle charging point and dropped kerb. |
| Location | 5 St Stephens Hill St Stephens Launceston Cornwall |
| Decision | Support |
| Application | PA23/01660 |
| Proposal | Listed Building Consent for creation of one off-road parking space with electric vehicle charging point and dropped kerb. |
| Location | 5 St Stephens Hill St Stephens Launceston Cornwall |
| Decision | Support |
| Application | PA23/02682 |
| Proposal | Single storey extension |
| Location | 4 Wheatfield Close Launceston Cornwall PL15 9GY |
| Decision | Support |
| Application | PA23/02996 |
| Proposal | Non-material amendment in relation to decision notice PA20/02822 dated 17/07/2020 for minor change to roof height from 7.69m to 7.91m |
| Location | Site of Construction of Launceston Primary Academy Hay Common Launceston |
| Applicant | Kier Construction Ltd (on behalf of DfE) |
| Decision | Support |

2304/34

Planning Decisions to Note

It was **resolved** to note the applications

Application	PA23/01510
Location	1 Treloar Terrace Wooda Lane St Stephens Launceston Cornwall PL15 8HX
Proposal	Works to a tree in a Conservation Area for Silver Birch (T1) - reduce limb overhanging property by 3 metres, reduce remaining stem by 2 metres, and crown lift.
Decision	Decided not to make a TPO
Town Council	The Town Council request a tree officer report so as a sympathetic reduction and shaping of the tree can be agreed

2304/35

Solar Panels

Members considered a report from Cllr O'Brien (previously circulated)

It was **resolved** to arrange a meeting with Cornwall Council Planning department to agree a process on the way forward to ensuring that all new build properties, to include both private and business dwellings, are required to fit solar panels

2304/36

Correspondence and Items to Note

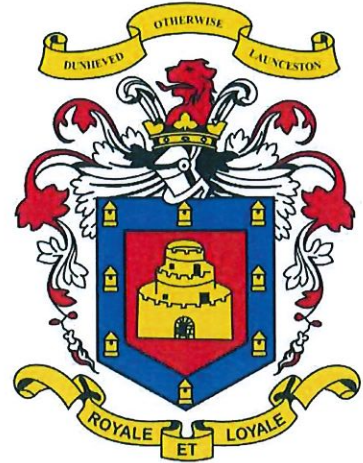
- i) the Chairman updated members in regards to the newly laid road surface at Roydon Road in regards to a complaint that the join with the existing surface at Roydon Lane required work
- ii) the Chairman updated members following a meeting with the developers for a prospective site at Stourscombe Farm, that would include a new road to replace the existing narrow lane, as well as the possibility of an acquisition of land for a new cemetery site

Next Meeting

The next meeting of the committee will be held on Thursday 18 May 2023

The meeting closed at 7.33pm

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



Launceston Town Council

Terms of Reference

2023

Approved by Full Council on:

Revised 15 November 2022

Minute Reference:

Revised Minute Reference:

Number 2211/50

Introduction

Launceston Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following :

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for full council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees, sub committees and any other group established to undertake work on behalf of the council in an advisory capacity.

Launceston Town Council has the General Power of Competence as a power of first resort. Where the council becomes ineligible, it will refer to the powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Committees

The Terms of Reference of all committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of the appropriate committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Launceston
8. The Minutes of all Committee Meetings will contain all recommendations it wishes to make to the full Council. These will be clearly set out so that members can fully understand the implications of their acceptance/rejection of them when they are moved at a meeting of the full Council.
9. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
10. Public participation
 - a. There will be, during each committee meeting, a 15 minute public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
 - c. There will be no public participation at meetings of the Staffing Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Town of Launceston
12. Where a committee resolves to exclude the press and public from all or part of the a meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.

13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or sub committee as non voting members. Appointed members will be required to abide by the Council's Code of Conduct.
14. All members will attend training relevant to the work of the committee as identified by the Town Clerk in conjunction with the Chairman of the appropriate Committee; such training to be provided at the expense of the Council.

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee or working party that sub-committee or working party will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

Estates & Properties Committee (ES & P)

Composition:	Six elected members, plus Mayor, Deputy Mayor and Chair of F & GP (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Meetings:	Town Hall
Timing:	Bi-monthly
Venue:	Town Hall albeit regular site inspections will be required
Reports to:	Full Council
Administration:	Town Council – the Estates and Property Manager will act as Clerk to the Committee (non-voting)
Remit :	Town Hall and all other premises or properties owned or administered by the Council. All land owned or administered by the Council, whether used as allotments or for recreational purposes.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the F & GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior and structural fabric of all Council buildings/structures

7. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of any bus shelters owned or administered within the area of Launceston
9. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F & GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
11. All aspects of Health and Safety.
12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
18. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Estates & Property Committee's total budget is permissible

Finance and General Purposes Committee (F & GP)

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum:	Five members
Timing:	Bi-monthly but with the ability to schedule additional meetings if deemed necessary.
Reports to:	Full Council
Administration:	Town Council – The Responsible Finance Officer will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
7. To agree virements between approved budget headings
8. To make recommendations to the Council on the use of financial reserves
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year
10. To consider grants to local organisations in accordance with the Council's adopted grants policy

11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
14. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
15. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
16. To make recommendations to the Council for the use of its powers to promote a lottery
17. To make recommendations to the Council for the use of its powers to accept gifts, including land
18. To make recommendations to the Council regarding the future provision of civic regalia
19. To agree the use by any other organisation of the Town Crest
20. To review the Financial Regulations on a regular basis and make recommendations to the Council
21. To make recommendations to the Council regarding the review of existing policy matters
22. The delegated power to keep all procedures under active review
23. The delegated power to maintain the Council's eligibility for the General Power of Competence.
24. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
25. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the F & GP Committee's total budget is permissible.
26. The negotiation of tenders which do not fall within the terms of reference of any other committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
27. Making recommendations to the Council on all matters not within existing policy
28. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

29. The consideration of recommendations of sub- committees, working groups etc under the control of the F & GP Committee
30. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
31. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press releases
32. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other committee referred either by the Council or the Town Clerk.

Planning and Economic Development Committee

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Timing:	Every three weeks – to accord with the schedule of time afforded to a local Council to respond to issues raised by Cornwall Council
Reports to:	Town Council

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. Full delegated authority to make responses on behalf of Launceston Town Council to all applications for development in and outside the Launceston Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council.
3. To consider any request for pre application discussions with any developer and make a response on behalf of the council
4. To review council planning policy and procedure make recommendations to council to ensure that the council is able to meet any additional requirements of the planning process.
5. To respond to consultation documents regarding tree preservation and other matters regarding general land development
6. To consider all appeals against planning refusal by Cornwall Council within Launceston Town Council area and with an ability to submit comments to the Planning Inspectorate
7. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council
8. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee

9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with the Chamber of Commerce and other relevant bodies with similar interests, including other Town Councils, their committees and sub-committees, and consideration of their recommendations
11. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
12. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Planning & Economic Development Committee's total budget is permissible.

Staffing Committee

Composition:	Chairman of Finance, Planning and Estates committee (voting) Mayor and Deputy Mayor (ex officio, voting)
Chairmanship:	Chair and Vice Chair to be the Mayor and Deputy Mayor respectively
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but <u>must</u> leave the room whenever the press and public are excluded. There will be no public participation at the meetings of the committee
Extra Terms:	A member will not be eligible for nomination to the committee – or if already a member must step down - if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months.
Meetings:	As and when required
Quorum :	Three members

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The overall performance of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.

8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the General Data Protection Regulation 2018 and the Code of Conduct
11. To deal with all matters relating to councillor/staff conduct
12. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of the Committee.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.
13. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
14. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Launceston Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
15. All aspects of Health and Safety that fall within the remit of the committee.
16. To prepare and submit to the F & GP Committee budget proposals in respect of salaries and training for all staff not later than 30 November each year
17. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget is permissible.

Library, Arts, Business and and Information Services Committee

Composition:	Four elected members (voting). Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded. Representatives of Chamber of Commerce, We Love the Tamar Valley, English Heritage -
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the VIC Manager will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

To consider such matters as may be delegated by the Council from time to time.

1. To promote and offer a range of community, business, information and visitor services through the library and the Visitor Information Centre
2. To promote Launceston as a destination of choice for tourists, visitors and travel organisations
3. To develop a comprehensive range of marketing strategies which promote and underpin the work of the council
4. To coordinate and cooperate with businesses, the maintained and third sector organisations, to support town events and infrastructure developments
5. To facilitate and promote local art and cultural events and offer a broad range of entertainment at Town Council venues
6. To promote regular markets and town events to increase footfall to the town
7. To consider and submit to the F & GP Committee annual estimates of income and capital and revenue expenditure
8. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The

committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Library, Arts, Business and Information Services Committee's total budget is permissible.

Key Relationships:

Launceston Town Council

Cornwall Council

Launceston Library

Launceston Visitor Information Centre

Launceston Chamber of Commerce

Lawrence House Museum

Coronation Park Trust

The Causley Trust

Launceston Town Plan Group

English Heritage

Visit Tamar Valley

Visit Cornwall

COMMITTEE MEMBERSHIP 2023-24

The Mayor Cllr and Deputy Mayor are ex-officio members of all committees

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

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

Staffing	
Planning Chairman	
Estates Chairman	
F+GP Chairman	



Launceston Town Council

Standing Orders

2023

Approved by Full Council on:

Date

Minute Reference:

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply, not exceeding 3 minutes, at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final

substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- rights present and voting.
-
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
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- x A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or working parties as may be necessary, and shall determine their terms of reference. The council may dissolve a committee.
 Each committee or working party:
 - i. shall determine the number and time of the ordinary meetings up until the date of the next annual meeting of full council;
 - ii. shall determine the number and time of its meetings;
 - iii. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - iv. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - v. shall, after it has appointed the members of the committee or working group, appoint the chairman;
 - vi. shall determine the place and notice requirements for a meeting of the committee or working group;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall be considered quorate as per the agreed terms of reference
- e The quorum for any committee shall be at least half plus one.

- f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk
- g The Town Mayor and Deputy Town Mayor shall be ex officio voting members of every committee.
- h The Town Mayor and Deputy Town Mayor will be the Chairman and Vice Chairman of the Staffing Committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman (the Town Mayor) and Vice-Chairman (the Deputy Town Mayor) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the

election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. The Council may resolve to defer to a specified later date the provisions of this paragraph and those up to and including sub section xix.
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

- k i A councillor may seek an answer to a question concerning any business of the Council provided five clear days notice has been given to the Proper Officer.
- ii Questions not related to items of business on the agenda for a meeting shall

only be asked during the part of the meeting set aside for such questions.

- iii Every question shall be put and answered without discussion.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time, giving proper notice.
- d If the chairman of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by the quorum number of members of the committee, a quorum number of members of the committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes, and any receiving no votes, shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to record and accept apologies for absence
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;

- v. to refer a motion to a particular committee or sub-committee;
- vi. to appoint a person to preside at a meeting;
- vii. to change the order of business on the agenda;
- viii. to proceed to the next business on the agenda;
- ix. to require a written report;
- x. to appoint a committee or sub-committee and their members;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvii. to adjourn the meeting; or
- xviii. to close a meeting.

11. Handling confidential or sensitive information

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

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Inspection of Documents

Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of the meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

13. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or it is otherwise appropriate to grant a dispensation.**
- i All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- j All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office and must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can

be held virtually

- k A Councillor must not accept any gifts or hospitality offered or received in connection with their official duties as a member worth more than £50. Any such gifts offered or receive in connection with a Councillors official duties as a member and the source of the gift or hospitality must be recorded in a register of interests maintained by the Proper Officer.
- l A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council/Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d The council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of

Conduct.

Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.

Dispensations

- a The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.
- b This policy shall apply to all meetings of the Council, its committees and sub-committees.
- c No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

15. Code of conduct complaints

- a Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by Cornwall Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is

absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council or committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and General Data Protection Regulation 2018, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the Planning Committee;
- xv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair of the Planning and Economic Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Economic Development committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also standing order 23).

17. Responsible Financial Officer

- a The council shall appoint the appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for

- the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £40,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19 (f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's

- written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- g
 - i Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - ii The Council's financial regulations shall be reviewed once a year.
 - iii The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
 - h
 - i The Council shall approve written estimates for the coming financial year at its meeting in December.
 - ii Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11 above.
- b The chairman of the Staffing Committee or in his absence, the vice-chairman, shall conduct a review of the performance and annual appraisal of the work of the Town

Clerk. The reviews and appraisals of all staff members shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

- c Subject to the council's policy regarding the handling of grievance matters, the Town Clerk shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Town Clerk.

21. Requests for information

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

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

22. Responsibilities Under Data Protection Legislation

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

The Council shall maintain a written record of its processing activities.

- e **Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.**

23. Relations with the press/media

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

24. Execution and sealing of legal documents

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

- a **A legal deed shall not be executed on behalf of the council unless authorised by a resolution.**
- b **Subject to standing order 23(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

25. Communicating with Cornwall Councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the Launceston ward councillors of Cornwall Council.

26. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall, when inspecting any land and/or premises which the council has a right or duty to inspect issue any orders, instructions or directions.

27. Canvassing of, and recommendations by, Councillors

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a motion to Full Council.
- c The Proper Officer shall provide a copy of the Council's Standing Orders and any related policy to a councillor as soon as possible after they have delivered their acceptance of office form
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

OUTSIDE BODY MEMBERSHIP 2023-24

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

OUTSIDE BODY MEMBERSHIP 2023-24

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

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



Launceston Town
 Council
 The Town Hall
 Launceston
 Cornwall PL157AR

CALENDAR OF FULL COUNCIL AND COMMITTEE MEETINGS 2023-2024

All meetings take place at 7pm unless otherwise indicated

Monday	5 June 2023	Estates and Properties (10.00am)
Thursday	8 June 2023	Planning and Economic Development
Thursday	20 June 2023	Full Council
Thursday	29 June 2023	Planning and Economic Development
Tuesday	4 July 2023	Library, Arts, Business + Information
Wednesday	5 July 2023	Finance & General Purposes
Tuesday	18 July 2023	Full Council
Thursday	20 July 2023	Planning and Economic Development
Monday	7 August 2023	Estates and Properties (10.00am)
Thursday	10 August 2023	Planning and Economic Development
Thursday	31 August 2023	Planning and Economic Development
Tuesday	5 September 2023	Library, Arts, Business + Information
Wednesday	6 September 2023	Finance & General Purposes
Tuesday	19 September 2023	Full Council
Thursday	21 September 2023	Planning and Economic Development
Monday	2 October 2023	Estates and Properties (10.00am)
Thursday	12 October 2023	Planning and Economic Development
Tuesday	17 October 2023	Full Council
Tuesday	17 October 2023	Meeting of Council as Trustee of Launceston Municipal Charities (after Full Council)
Wednesday	1 November 2023	Finance & General Purposes
Thursday	2 November 2023	Planning and Economic Development
Tuesday	7 November 2023	Library, Arts, Business + Information
Tuesday	21 November 2023	Full Council
Tuesday	21 November 2023	AGM of Council as Trustee of Lawrence House Museum (after Full Council)
Thursday	23 November 2023	Planning and Economic Development
Monday	4 December 2023	Estates and Properties (10.00am)
Wednesday	6 December 2023	Finance & General Purposes
Thursday	14 December 2023	Planning and Economic Development
Tuesday	19 December 2023	Full Council

Tuesday	9 January 2024	Library, Arts, Business + Information
Thursday	11 January 2024	Planning and Economic Development
Tuesday	16 January 2024	Full Council
Thursday	1 February 2024	Planning and Economic Development
Monday	5 February 2024	Estates and Properties (10.00am)
Wednesday	6 February 2024	Finance & General Purposes
Tuesday	20 February 2024	Full Council
Tuesday	20 February 2024	Annual Meeting of the Council as the Burial Authority (after Full Council)
Thursday	22 February 2024	Planning and Economic Development
Tuesday	5 March 2024	Library, Arts, Business + Information
Wednesday	6 March 2024	Finance & General Purposes
Thursday	14 March 2024	Planning and Economic Development
Tuesday	19 March 2024	Full Council
Monday	2 April 2024	Estates and Properties (10.00am)
Thursday	4 April 2024	Planning and Economic Development
Wednesday	10 April 2024	Annual Town Meeting (6.30pm)
Tuesday	16 April 2024	Full Council
Thursday	25 April 2024	Planning and Economic Development
<i>Good Friday 29 March, Easter Monday 1 April</i>		
Wednesday	2 May 2024	Finance & General Purposes
Tuesday	7 May 2024	Library, Arts, Business + Information
Thursday	16 May 2024	Annual Meeting of Launceston Town Council (2.00pm)
Tuesday	21 May 2024	Annual Meeting of Launceston Town Council (7pm)
Thursday	23 May 2024	Planning and Economic Development
<i>Bank Holiday 6 May and 27 May</i>		
Thursday	13 June 2024	Planning and Economic Development

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

Councillor Surgery Dates

Saturday 10 June 2023
Saturday 8 July 2023
Saturday 12 August 2023
Saturday 9 September 2023
Saturday 7 October 2023
Saturday 11 November 2023
Saturday 9 December 2023
Saturday 13 January 2024
Saturday 10 February 2024
Saturday 9 March 2024
Saturday 13 April 2024

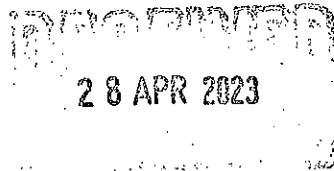


Coronation Park, Launceston, Cornwall PL15 9DQ

Telephone 01566 7799557

20th April 2023

Chris Drake
Town Clerk
Launceston Town Council
Western Road
Launceston
Cornwall



Dear Mr Drake

I am writing to thank the Town Council for their support of the Leisure Centre with the £25000.00 donation.

The loss of this facility would be unthinkable and setting up the Community Interest Group will ensure the town will have a pool and leisure centre for future generations.

Yours sincerely

Michael W Davey

LAUNCESTON
CHORAL SOCIETY

Registered Charity N° 1154682

Musical Director
Jonathan Mann LRAM, ARCO

Treasurer
Mrs Cherry Warne
South Trelawny,
Roydon Road, Launceston
PL15 8DW

☎: 01566 772701

Email:
cheerywatsonovna@btinternet.com



18th April 2023

The Mayor & Councillors,
Launceston Town Council,
The Town Hall,
Western Road,
Launceston

On behalf of the members of Launceston Choral Society, I would like to thank the Council for its generous grant of £250.00 safe receipt of which I hereby acknowledge. The Society is most grateful for the Council's continued support in these difficult financial times. As with many organisations in the town, it has been quite difficult getting back to "normal" after the pandemic but I am pleased to report we are getting there. Thank you again for your generosity

Usage Statistics

From 17/04/2023 to 16/05/2023

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	3	26
External Hires	8	5
Guildhall	19	66.5
Kitchen Bar and Reception Area	28	200
Main Hall	30	144.5
Otho Peter Suite 01	15	113.5
Otho Peter Suite 02	9	21.25
Otho Peter Suite Both Rooms	4	19.5
Town Square	4	12
Total	120	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (MainHall)	38	161.25
Ambulance Hall (Meeting Room)	0	0
Total	38	