

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

MINUTES OF THE ANNUAL MEETING

held on THURSDAY 11 MAY 2023 at 2pm at Launceston Town Hall
and adjourned until TUESDAY 26 MAY 2023 at 7pm in the Guildhall

PRESENT Cllrs, Bailey, Bullen, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Nancarrow, O'Brien, Penhale, Sleep, Soanes, Tremain, Young. Town Clerk (Christopher Drake).

Guests of the Mayor and Council and Town Council staff present on 11 May.

2305/33 Election of the Town Mayor

Cllr Young proposed, and Cllr Gilbert seconded, that Cllr Helen Bailey be elected as Mayor for 2023/2024. This was **unanimously agreed**.

2305/34 Acceptance of Office

Cllr Bailey formally accepted the nomination and signed the Acceptance Book and Declaration

2305/35 Apologies for absence

Cllr Green gave apologies for both parts of the meeting, Cllr O'Brien gave apologies for the first part of the meeting and Cllr Gordon gave apologies for the second part of the meeting

2305/36 Election of the Deputy Town Mayor

Cllr Bailey proposed, and Cllr Gordon seconded, that Cllr Nicola Gilbert be elected as Deputy Mayor for 2023/2024. This was **unanimously agreed**.

2305/37 Acceptance of Office

Cllr Gilbert formally accepted the nomination and signed the Declaration.

2305/38 Adjournment of Meeting

It was **resolved** to adjourn the meeting until Tuesday 16 May at 7pm.

2305/39 Declarations of Interest

Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received

2305/40 Reports from Cornwall Councillors

Cornwall Councillor Conway advised that the safety report concerning the A388 had been published and would be circulated to all councillors for information and that Cornwall Council would be considering the contents of the report in the coming weeks. Cllr Conway also reminded Members of the forthcoming meeting of the Community Area Partnership.

Cllr Soanes entered The Guildhall at 7.03pm during the discussion of the above

2305/41 Reports from Town Councillors

Cllr Heaton spoke about the grants available in regards to computer skills and equipment available for libraries

Cllr Bailey advised of the forthcoming Heritage Weekend on 16 and 17 June

2305/42

Report from the Town Mayor

The former Mayor provided a verbal update of his activities representing the town and the incoming Mayor provided a written report to all Members

2305/43

To confirm the Minutes of the last meeting, previously circulated

It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Council meeting held on Tuesday 18 April 2023

2305/44

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, previously circulated:

- (i) Estates and Properties Committee held on Monday 17 April at 10.00am
- (ii) Planning and Economic Development Committee held on Thursday 27 April at 7.00pm

2305/45

To review and adopt Committee Terms of Reference

It was **resolved** that all Terms of Reference as attached be adopted

2305/46

Standing Committees

It was **resolved** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:

- a) **Finance and General Purposes Committee**
Cllrs Bullen, Conway, Heaton, Hogan, O'Brien, Soanes, Young
- b) **Planning and Economic Development Committee**
Cllrs Green, Gordon, Harris, Nancarrow, Penhale, Sleep, Tremain
- c) **Staffing Committee**
Chairs of the Finance, Planning and Estates committees
- d) **Estates and Properties Committee**
Cllrs Gordon, Harris, Heaton, Hogan, Penhale, Young and Chair of Finance & General Purposes Committee
- e) **Library, Arts, Business and Information Committee**
Cllrs Gordon, Nancarrow, Sleep, Tremain
- f) **Council Policies Committee**
Cllrs Bailey, Bullen, Hogan, Young

2305/47

To review and adopt Standing Orders

It was **resolved** to adopt the Standing Orders

2305/48

Appointments to Organisations

It was **resolved** to make the following appointments:

- a) Twinning Association - Cllr Gilbert
- b) CALC - Cllr O'Brien and Cllr Harris
- c) Launceston Sports – Cllr Green
- d) Launceston In Bloom - Cllr Young
- e) Police Liaison - Cllr Heaton and Cllr Bailey
- f) Launceston Chamber of Commerce – Cllr Sleep

- g) Friends of Launceston Priory – Cllr Tremain
- h) Launceston Town Youth Council – Cllr Young
- i) Community Area Partnership – Cllr O’Brien
- j) Town CCTV Committee – Cllr Heaton and Cllr Harris
- k) FLIC – Cllr Young
- l) Charles Causley Festival – Cllr Nancarrow and Cllr Tremain
- m) Coronation Park Trust – Cllrs Gilbert, Gordon and Soanes
- n) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- o) Street Pastors – Cllr Harris
- p) Little Red Bus – Contact organisation to see if a representative is required
- q) Orchard Youth Project – Cllr Bullen
- r) Emergency Plan – Cllr Gordon, Cllr Bailey, Cllr O’Brien, Cllr Gilbert
- s) Launceston Loyalty Card – Cllr Bailey and Cllr Sleep
- t) Lanstephan Play Area – Cllr Harris
- u) Town Band – Cllr Penhale
- v) Launceston PPG – Cllr Bailey
- w) Launceston Town Planning Group – Cllr Gordon and Cllr Soanes

2305/49 Calendar of Meetings 2023-24

The calendar had been circulated with the agenda and was **resolved** subject to the amendment to correct the date of the Finance and General Purposes meetings to 7 February 2024 and 1 May 2024

2305/50 General Power of Competence

It was **resolved** to confirm that the Town Council was eligible for the General Power of Competence as;

- i) at least two-thirds of the total seats on the council are held by members who stood at the last ordinary election
- ii) the Town Clerk holds the Certificate in Local Council Administration
- iii) the Clerk has passed the Cilca module on the General Power of Competence

2305/51 Correspondence and Matters to Note

It was **resolved** to note the following items of correspondence:

- i) Letters of thanks from grant recipients
- ii) The Town Council venues usage
- iii) Letter of thanks for the invitation to the Mayor Choosing Ceremony from the Mayor of Tavistock

2305/52 Urgent Items

Members were reminded of the leaving lunch for Ms Kate Stark taking place on Friday 19 May at 1pm

2305/53 Exclusion of members of the press and public

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

2305/54 Library Hub

It was **resolved** that;

- i) the Council take a Restrictive Covenant (Breach of Leasehold Covenants) Indemnity insurance policy in regards to the lease for the proposed library building

- ii) the Mayor be authorised to sign relevant contract documents in regards to the proposed library building
- iii) appropriate funds be transferred for the purchase of the proposed library building when required

Date of the next meeting

The next Full Council meeting will be held on Tuesday 20 June 2023

The meeting ended at 8.00pm.

Signed Date