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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

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

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 20 June 2023 in The Guildhall, commencing at 7.00pm

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

The agenda for the meeting is set out below.

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

Christopher Drake
Town Clerk

Date of issue: 14 June 2023

AGENDA

1. Apologies for absence

2. Declarations of Interest

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registrable interest, in any agenda item s/he must leave the meeting while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.

3. Public Representation Session

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

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

- (i) Minutes of the Annual Meeting of the Council held on Thursday 11 May 2023 at 2.00pm and Tuesday 16 May 2023 at 7.00pm

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

- (i) Planning and Economic Development held on Thursday 18 May 2023 at 7.00pm
- (ii) Estates and Properties held on Monday 5 June 2023 at 10.00am

(iii) Planning and Economic Development held on Thursday 8 June 2022 at 7.00pm

6. Reports from Cornwall Councillors

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

7. Reports and Questions from Town Councillors

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

8. Report from the Town Mayor

To receive the Mayor's Monthly Report

9. Report from the Town Clerk

To receive the latest RAG update report (copy attached)

10. Internal Audit Report

To note the internal audit report (copy attached)

11. Conflict of Interest Form

To agree and sign the conflict of interest form in relation to the Annual Report

12. Annual Governance Statement

To receive and note the Annual Internal Audit Report 2022/23 and to discharge the obligations of the Authority to approve the Annual Governance Statement and review the effectiveness of the System of Internal Control for the year ended 31 March, 2023 (Section 1)

13. Accounting Statements 2022-2023

To consider and approve the Statement of Accounts of the Authority and Annual Return for the year ended 31 March, 2023 (Section 2).

14. Council Policies

To consider and agree the following policies as reviewed and proposed by the Policies Committee:

- Social Media at Council Meetings Policy
- Equality and Diversity Policy
- Privacy Policy

15. Community Capacity Fund

The Council is recommended to act as the accountable body for the Town Plan Group's funding bid to the Community Capacity Fund

16. Launceston Show – 2023

To agree the Council's attendance and for the set up of three gazebo's for;

- 1) Library
- 2) Town Hall Events/VIC
- 3) Town Council – Councillor Surgery and LTC projects including Museum and Skate Park

17. Correspondence and matters to note

Additional information can be provided at the meeting if required.

- 1 Note the venue usage
- 2 Note the amendment to the Grant Policy to include details of the Exceptional Grant scheme

18. Urgent Items

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

19. Exclusion of members of the press and public

To resolve 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 items as it involves the likely disclosure of confidential information

20. Staffing Committee Minutes

To receive the minutes of the Staffing Committee meeting held on Monday 3 May 2023 at 5.30pm (copy attached)

21. Library Hub

To consider any updates in regards to the proposed library hub

Date of next Meeting

The next Full Council meeting will be held on Tuesday 18 July at 7.00pm