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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 16 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

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Launceston Town Council
The Town Hall
Launceston
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 18 May 2023 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

Present Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Harris, Heaton, Nancarrow, Penhale and Sleep
In attendance: Cllr Soanes
Christopher Drake (Town Clerk)
2 x representatives from Tre Kernow

The Committee received a presentation from Mr John McDermott and Mrs Tanya McDermott of Tre Kernow in regards to proposals for providing homes specifically for local rent

2305/55 Election of Committee Chair
Cllr Gordon proposed and Cllr Penhale seconded that Cllr Rob Tremain be elected Chairman. This was **unanimously agreed**

2305/56 Election of Committee Vice Chair
Cllr Penhale proposed and Cllr Gilbert seconded that Cllr Dave Gordon be elected Vice Chairman. This was **unanimously agreed**

2305/57 Apologies
Apologies for absence were received from Cllrs Green and Tremain

In the absence of the Chair, the meeting was chaired by Cllr Dave Gordon (Vice Chair of the committee)

2305/58 Declarations of Interest
There were no declarations of interest

2305/59 Public Representation
There were no representations made

2305/60 Minutes of the last meetings
The minutes of the meeting held on 27 April 2023 were signed as a correct record

2305/61 Current Planning Applications for comment

Application	PA23/02338
Proposal	Listed Building Consent for the repair and conservation of interior and exterior of property
Location	Merchant House 11-13 High St Launceston PL15 7PW
Decision	Support

Application	PA23/02348
Proposal	Single-storey extension and external decking area with canopy on the front elevation

A handwritten signature in black ink, consisting of a stylized 'S' shape with a horizontal line extending to the right.

Location Philip Warren And Son Limited 3 - 4 Dunheved Court Pennygillam Way
Pennygillam Industrial Estate
Decision Support

Application PA23/03534
Proposal Proposed loft conversion to include installation of cabrio roof balcony
Location 7 Trecarrell Launceston Cornwall PL15 9DE
Decision Support

2305/62

Planning Decisions to Note

It was **resolved** to note the applications

Application PA23/01508
Location 8 Roydon Close St Stephens Launceston Cornwall PL15 8QL
Proposal Works to trees subject to a tree preservation order TPO T1 Conifer - 100% removal, Large tree in property rear garden in close proximity to house on steep potentially unstable ground
Decision APPROVED
Town Council The Town Council support this application but would request a replacement native tree be planted at a suitable location at the site

Application PA23/01151
Location 18 - 20 Broad Street Launceston Cornwall PL15 8AQ
Proposal Vacation of premises and removal of external ATM and night safe and making good of external wall and windows, removal of all signage and marketing from building
Decision APPROVED
Town Council SUPPORT

Application PA23/01224
Location Boots 28 Broad Street Launceston Cornwall PL15 8AE
Proposal Application for Consent to Display an Advertisement, namely the sitting of a traditional non illuminated 'Boots' fascia, indicated as Sign A and Sign B, a traditional externally illuminated hanging sign.
Decision APPROVED
Town Council SUPPORT

Application PA23/01644
Location 23 Dunheved Fields Launceston Cornwall PL15 7HS
Proposal Proposed alterations and extension to domestic dwelling
Decision APPROVED
Town Council SUPPORT

Application PA23/02001
Location Vodafone Ltd Communications Mast Vodafone 5980 Cross Lanes St Stephens Launceston Cornwall PL15 8JS
Proposal Prior Notification for a Base Station upgrade to the existing telecommunications installation removal and replacement of existing 15m High Monopole and existing 1No. Antennas with proposed 17.5m High CU Phosco Phase 4.5 Monopole with a Phase 4.5 Headload and proposed 3No. Antennas. Proposed installation of 1No 300 Dish and 2No. Cabinets. Existing 1No. Cabinet to be relocated and associated ancillary works.
Decision Prior approval not req'd
Town Council SUPPORT

Application PA23/02996
Location Site Of Construction Of Launceston Primary Academy Hay Common Launceston

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
Decision APPROVED
Town Council SUPPORT
Application PA23/02106
Location Horwell Villas Dutson Road Launceston Cornwall PL15 8DJ
Proposal Listed building consent for removal and reconstruction of walling and separate shed walling to widen access, reconfiguration of steps.
Decision APPROVED
Town Council SUPPORT

2305/63

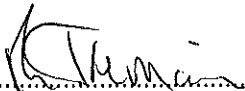
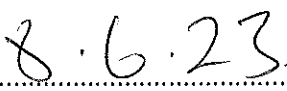
Correspondence and Items to Note

There were no items for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 8 June 2023

The meeting closed at 7.31pm

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

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING

**Held on Monday 5 June 2023
at 10.00am in The Otho Peter Suites.**

PRESENT: Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gilbert, Harris, Heaton, Penhale and Young

In attendance: Cllr Soanes
Martin Cornish (Estates & Properties Manager).
Christopher Drake (Town Clerk)

- 2306/01 Election of Chair**
Cllr Penhale proposed and Cllr Heaton seconded that Cllr Harris be elected as Chairman. This was unanimously agreed
- 2306/02 Election of Vice Chair**
Cllr Bailey proposed and Cllr Harris seconded that Cllr Gordon be elected as Vice Chair. This was unanimously agreed
- 2306/03 Apologies for Absence**
Apologies for absence were received from Cllr Hogan
- 2306/04 Declarations of Interest**
Dispensations were agreed for Agenda Item 10 – Coronation Park - for all Councillors acting as Trustees of Coronation Park, in line with Town Council Standing Order 14h (i)
- 2306/05 Public Representation Session**
There were no representations made
- 2306/06 Minutes of the last meeting**
The minutes of the meeting held on Monday 17 April 2023 were signed as a correct record.
- 2306/07 Estates & Properties Manager's Report – June 2023**
It was **resolved** to;
- i) note the updates regarding works to Lawrence House Museum and arrange a future site visit for the committee
 - ii) note the update regarding the multi storey car park
 - iii) note the works at Southgate Arch

- iv) note the update regarding the works to the town's public facilities
- v) note the update regarding that the installation of goal posts at Priory Park will commence shortly
- vi) note the ongoing works regarding the installation of defibrillators
- vii) note that the required high level lighting works in the Town Hall had been completed
- viii) note the update regarding the installation of Jubilee benches throughout four locations in the town

2306/08

Visitor Information Centre

Members considered the request to paint the outside of the Visitor Information Centre. It was **resolved** that as this did not form part of the lease agreement of the premises, it would be a requirement of the landlord to undertake these works as necessary

2306/09

Public Toilets

It was **resolved** that a review of the town's public toilet facilities be undertaken to consider future usage and potential cost implications and that committee members prepare proposals for consideration

2306/10

Coronation Park

It was **resolved** that the Town Council undertake the grass cutting and litter bin clearance at the site on a short-term agreement, and that the Coronation Park Trust makes a contribution of £5,000 towards the costs of the works.

2306/11

Car Park Report

It was **resolved** to note the report from PCA Consulting Engineers and that ongoing works be undertaken by a contracted project management provider

2306/12

Urgent Items

There were no items for consideration

Date of the next meeting

The next meeting date will be held on Monday 7 August 2023

The meeting closed at 11.04am

Signed.....

Date.....

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 8 June 2023 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gilbert (Deputy Mayor), Green, Gordon, Harris, Nancarrow, Penhale, Sleep and Tremain
In attendance: Cllrs Soanes and Heaton
Christopher Drake (Town Clerk)
Mr R Kneebone

The Committee received a presentation from Mr Roger Kneebone about the potential for use of land near Stourscombe for a proposed cemetery site

2306/13 Apologies
Apologies for absence were received from Cllrs Bailey (Mayor) and Sleep

2306/14 Declarations of Interest
There were no declarations of interest

2306/15 Public Representation
There were no representations made

2306/16 Minutes of the last meetings
The minutes of the meeting held on 18 May 2023 were signed as a correct record

2306/17 Current Planning Applications for comment

Application	PA23/02659
Proposal	Non-material amendment in relation to decision notice PA17/02564 dated 12.04.2018 to change the front door position on Plots 156-161 from the front elevation to the side elevation.
Location	15 Cornfield Drive Launceston Cornwall PL15 9GT
Decision	Support

Application	PA23/03616
Proposal	18 Ground mounted solar panels on 4 frames (2 x 6 panels and 2 x 3 panels)
Location	14 Ridgeway Lane St Stephens Launceston Cornwall PL15 8EF
Decision	Support

Application	PA23/03694
Proposal	Prior approval for change of use from office to a school for children with complex educational needs
Location	Unit Two Phoenix House Scarne Mill Industrial Estate Launceston Cornwall PL15 9GL
Decision	The Town Council does not support this application as the site is not deemed appropriate due to the nature of other businesses associated with the site

Application	PA23/03704
Proposal	Conversion of and extension to the existing stone built barn to provide

Location	accommodation for the senior riding instructor without compliance with condition 2 of decision notice PA18/02855 dated 25/07/2018
Decision	St Leonards Equitation Centre St Stephens Launceston Cornwall Support
Application	PA23/03835
Proposal	Creation of new access off highway, construction of stone wall and hedge, repairs to existing stone boundary wall, removal of glazed link to store, installation of solar panels and provision of additional services to office (ASHP unit, gas, water and electric boxes and rapid electric car charging point).
Location	The Studio 4 Duke Terrace St Stephens Launceston
Decision	The Town Council objects to this application due to highways safety concerns, the proposed demolition of a wall and the sub-division of the two properties
Application	PA23/03836
Proposal	Listed Building Consent for creation of new access off highway, construction of stone wall and hedge, repairs to existing stone boundary wall, removal of glazed link to store, installation of solar panels and provision of additional services to office (ASHP unit, gas, water and electric boxes and rapid electric car charging point).
Location	The Studio 4 Duke Terrace St Stephens Launceston
Decision	The Town Council objects to this application due to highways safety concerns, the proposed demolition of a wall and the sub-division of the two properties
Application	PA23/04054
Proposal	Works to trees in a Conservation area (TCA)T1, Holm Oak 10meter height reduction and 5meter radial reduction, recommended by the tree survey provided
Location	1 Tavistock Road Launceston Cornwall PL15 9HA
Decision	Support

2306/18

Planning Decisions to Note

It was **resolved** to note the applications

Application	PA23/01098
Location	First and Second Floor Offices 22 Broad Street Launceston Cornwall PL15 8AE
Proposal	Change of use and conversion of former offices to 2 no. flats
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/02682
Location	4 Wheatfield Close Launceston Cornwall PL15 9GY
Proposal	Single storey extension
Decision	APPROVED
Town Council	SUPPORT

2306/19

Cemetery

It was **resolved** to enquire in regards to the proposed cost of purchasing land identified as being available for the siting of a cemetery

2306/20

Correspondence and Items to Note

- 1) An update was provided in regards to ongoing works by National Grid at Tredydan Road
- 2) The Chairman asked for an update from Cornwall Highways in regards to hatching being required at Race Hill adjacent to the footpath

Next Meeting

The next meeting of the committee will be held on Thursday 29 June 2023

The meeting closed at 8.01pm

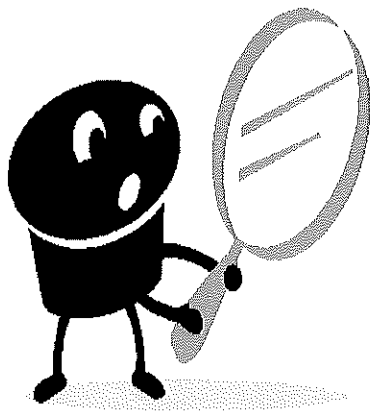
Signed..... Date.....

PROJECTS	PERSON/S RESPONSIBLE		NOTES	STATUS
Town Hall changing room refurbishment	Estates Mgr		Architects have visited the site and quotations have been received	ONGOING
Town Hall stage accessibility	Estates Mgr		This work is being reviewed as part of the changing room refurbishment	COMPLETED
Ambulance Hall redesigned for new Council offices	Town Clerk		This project has been temporarily suspended whilst officers seek alternative options for future office accommodation	TBC
First Aid organisation relocated from Ambulance Hall garage area	Town Clerk		Letter sent to LGPS advising of need to re-locate. No response received as of 8 June	RESOLVED PRIORITY PROJECTS
Green Room garage cleared	Estates Mgr			
Green Room building future use	Council		In the short term the upper floor will be cleared and used as an office/welfare area for the stewards team, as well as providing proper storage space for tech equipment. The garage area will be used to stock Council gazebos	
Library team relocate to new Hub	Library Mgr /Town Clerk		Clerk working with CC on proposed library site. HoT's received from CC and proposed site seller. Solicitors assigned. Contract works ongoing	
Car park machines updated	RFO/ F+GP committee			
Electric charging points installed	Estates Mgr		Works agreed and awaiting start date. Company has advised of an estimated 6 month lead time on project	

Car park refurbished and new signage erected	Estates Mgr		PCA report received and considered by June Estates and Properties committee. Agreed that consultants be assigned to undertake investigation works.
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works ongoing.
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Football goals to be installed in June and quotes for fitness equipment received.
New cemetery land acquisition			Meeting with landowner on 8 June with proposed potential siting for new cemetery adjacent to Stourscombe
Conversion of new land at St Thomas as rest garden	Town Clerk		
Installation of live streaming equipment at Town Hall	Town Clerk/RFO		
Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr		HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr		HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility
Design and build of new grounds compound	Estates Mgr		Site visits have been held and a quotation and design works received
Welcome Back Fund works	RFO/VIC Mgr/ Town Clerk		

Town Vitality Fund works	RFO/VIC Mgr		Meetings ongoing to agree projects and new funding streams
Quality Gold Accreditation	Town Clerk		Council policy documents being updated and agreed by Council as part of the process. Fifth tranche of policies at June 23 Council
Tree planting scheme at Coronation Park and Town Council sites	Town Clerk/ Estates team		Sakura blossom trees planted and tree planting for Passmore Edwards Centenary at current library site
Employment evaluation	Town Clerk/ Council		
Site clearance at Stourscombe	Estates Mgr		
New town bypass to be investigated	Town Clerk		West Devon Borough Council and Cornwall Council have been contacted about the project and meeting dates TBA
Rail link with Okehampton and/or Tavistock	Town Clerk		West Devon Borough Council and Cornwall Council have been contacted about the project and meeting dates TBA. Officers have also requested meetings with OKERail
Solar panels to be explored on all Council owned buildings	Town Clerk		Email sent to CC planning dept. Response advises that cost implication for site visits. Council has resolved not to undertake any further works and written to complain about excessive costs of consultation process
Repairs to Town Hall/Clocktower due to water ingress	Town Clerk/ Estates Mgr		

New skatepark installation at Coronation Park	Town Clerk		Betong Park awarded contract and ininitial planning enquiries started
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HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 07/06/2023
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2022.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it was completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing of payments revealed no issues to report.

Grants

Grants were paid in accordance with Member approvals.

Risk

Insurance

The Fidelity Guarantee is currently inadequate due to the increase in earmarked reserves – this situation is likely to be temporary but an increase in the cover should be considered.

Risk

The Council reviewed its risk assessment and the effectiveness of its internal controls in March 2023.

Budgets

Setting

The 2023/24 budget and precept were properly approved at Full Council in January 2023 following the production of detailed estimates and due consideration of the Council's reserves and capital expenditure plans.

Monitoring

Quarterly budget monitoring reports have been provided to Members.

Adequacy of Reserves

After allowing for earmarked reserves of £1,017,337 the general reserve stands at £328,125; equating to 24% of gross expenditure which is at the bottom generally accepted parameters. However, this percentage would be higher if one-off expenditure was excluded.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Interest

Investment income has been accurately reflected in the ledger.

VAT

VAT claims for the year have been submitted.

Allotments

There is a Register in place and a sample check revealed that Tenancy Agreements are in place.

Fees are invoiced and any late payment is pursued through the debtor's system.

Petty Cash

Petty cash is well controlled.

Assets

The asset register is up to date, appropriate valuation methods are employed and the total value of assets held is accurately reflected in the AGAR.

Payroll

February's payroll was tested and there are no issues to report.

The national pay award was accurately implemented.

Bank Reconciliation

Monthly reconciliations have been carried out in a timely manner throughout the year.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

Year-end adjustments were properly accounted for.

Trusts

The Council has met its obligations as Trustee albeit that the Museum Charity Commission Return was submitted late.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
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☐ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

LAUNCESTON TOWN COUNCIL

launceston-tc.gov.uk/

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/11/2022 21/03/2023 07/06/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

07/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LAUNCESTON TOWN COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.launceston-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

LAUNCESTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	933,280	1,066,548	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	765,203	856,041	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	304,051	774,175	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-455,280	-594,333	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-51,318	-51,318	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-429,388	-705,640	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,066,548	1,345,473	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,077,186	1,382,513	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,884,515	13,865,225	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	916,842	907,640	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **LAUNCESTON TOWN COUNCIL**
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Launceston Town Council Social Media at Council Meetings Policy

2023

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Social Media at Council meetings

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. The Council will make the Guildhall available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
6. Councillors who leave a meeting due to a prejudicial interest may not communicate by text or Twitter or any other means with those councillors discussing the issue to which the interest relates.
7. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and

by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

10. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes not editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

11. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues; those undertaking these activities will be deemed to have accepted them whether they have read them or not.

12. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.



Launceston Town Council

Equality and Diversity Policy

2023

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Equality and Diversity Policy

1. Introduction

Launceston Town Council recognises that it has moral and legal responsibilities to be fair and is committed to promoting equality and tackling discrimination. This means treating people fairly, valuing difference and removing barriers that prevent people from participating fully in public life and reaching their full potential.

This Equality and Diversity Policy outlines our legal responsibilities and the commitments we have made which help us to ensure equality is an integral part of the way we reach decisions, provide services, recruit staff and work with other organisations.

2. Legal Requirements

The Equality Act came into force from October 2010 and brings together all legal requirements on equality. Under the Act everyone has the right to be treated fairly at work or when using a service. It protects people from discrimination on the basis of certain characteristics, known as “protected characteristics”, these are:

- age
- disability
- gender reassignment
- marriage & civil partnership
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex & sexual orientation

Through the Public Sector Equality Duty, the Act also requires that public bodies including Town and Parish Councils have a due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conducted prohibited Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

3. Purpose

- 3.1 This Policy demonstrates that Launceston Town Council will seek to ensure that every member of the public has equal access to its employment and development opportunities, to its services and to all its activities.

- 3.2 The Policy will act as a guide and reference for the Council's employees and members so that they can implement its equal opportunity objectives. As a result, managers, employees, and members will know what their responsibilities are and that they too will be treated fairly.
- 3.3 The Policy will help the Council to meet its legal and moral responsibilities to be fair, and members of the public will, through publicity of this Policy, have confidence in the Council's objectives in terms of both employment and service provisions.

4. Objectives

- 4.1 Launceston Town Council is committed to Equality and Diversity and to the vision of improving the quality of life for local people. The Town Council aims to be:
- Accessible
 - Accountable
 - Fair
 - Inclusive
 - Proactive
 - Professional
 - Responsible
 - Transparent
- 4.2 Ensure all employees, members, contractors and users of our services and facilities are informed about our Equality and Diversity Policy.
- 4.3 Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners.
- 4.4 Rectify any elements of our work which have the potential for discrimination and prejudice.
- 4.5 To promote equality and diversity with other partners we will:
- Promote tolerance and respect between diverse groups and individuals.
 - Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town.
 - Challenge all forms of discrimination within the Town Council and the wider community.
 - Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

5. Responsibilities

- 5.1 The Town Clerk will be responsible for ensuring the Equality and Diversity Policy

is developed, implemented, effective, monitored and updated.

- 5.2 The Town Clerk will be responsible for ensuring that monitoring takes place with regard to applications for employment and employment trends within the Council (e.g. promotion, re-grading and training) and for organising any equal opportunities training.
- 5.3 Employees and members have responsibilities to ensure that:-
- They understand and comply with the Policy and actively participate in measures introduced by the Council to ensure that there is equality of opportunities and non-discrimination.
 - They do not discriminate as a decision-maker, or encourage others to discriminate, in matters of recruitment and selection, promotion and training and service provision.
 - Council services are provided to members of the public fairly and equitably.
 - They report to The Town Clerk any discriminatory practices.
 - They support the proper investigation of complaints.

6. Employment

Launceston Town Council is an equal opportunities employer and is committed to ensuring within the framework of the law that the Council's workplaces are free from unlawful or unfair discrimination. Good employment practices are essential to ensure the elimination of discrimination, not only as they relate to the employment of employees, but also to the way those employees deliver services.

- 6.1 The Council will, unless there is a valid reason for not doing so, publicly advertise vacancies in media readily available to everybody with a clear indication that the Council is an 'Equal Opportunities Employer'.
- 6.2 In terms of the skills, knowledge and experience required for job performance, no criteria will be classed as "essential" unless this can be justified. Specifications will be produced for all vacancies.
- 6.3 All vacant posts will be processed under the Council's agreed recruitment procedures.
- 6.4 Any practical or psychometric tests used in the selection process are justifiable and would not lead to indirect discrimination.
- 6.5 All employees/members involved in the recruitment and selection process are competent and able to perform the task and should receive training in the provisions of appropriate legislation and non-discriminatory selection techniques. Further information on the Council's policy in respect of employment can be found in the Equality / Dignity at Work Policy contained in the staff handbook.

7. Training and Development

- 7.1 The Council recognises that training and development are crucial to ensure that employees and members have the skills, knowledge and appropriate behaviour to implement its Equal Opportunities Policies.
- 7.2 General guidance will be issued to employees to increase awareness of how discrimination operates at both individual and institutional levels and to ensure awareness of the Council's moral and legal obligations and practices and procedures.
- 7.3 In terms of employment, managers and members will be given training in recruitment and selection, discipline and grievance where necessary, so that they are able to interview effectively and objectively and deal with disciplinary and grievance issues such as harassment, victimisation and discrimination.
- 7.4 All employees will have equal access to training (subject to the availability of resources), career development and promotion opportunities. Positive action will also be taken to retain and/or redeploy existing employees who become disabled.

8. Elected Members

- 8.1 Launceston Town Council will ensure elected members are aware of the Council's Equality and Diversity Policy and their legal responsibilities and rights when exercising Council duties and functions.
- 8.2 Launceston Town Council will maintain a working/meeting environment that is inclusive, free of discrimination, harassment and bullying, where individuals are treated with dignity and respect.
- 8.3 Launceston Town Council will encourage members to highlight discrimination and challenge unacceptable language and behaviour.
- 8.4 Launceston Town Council will make reasonable adjustments where necessary, so that any obstacles a person faces as an elected member relating to a protected characteristic, are removed, reduced, or prevented.
- 8.5 Launceston Town Council will publicise Council vacancies publicly and widely within the community.

9. Council Decision Making and Services

- 9.1 Launceston Town Council will ensure that we treat people with dignity and respect.

- 9.2 Launceston Town Council will try to understand how different people will be affected by our activities so that our policies and services are appropriate and accessible to all and meet different people's needs.
- 9.3 Launceston Town Council recognise that people's needs may be different. We will take account of this when making decisions about policies or services.

10. Service and Facilities

The Council recognises its duty as the provider of services and facilities and as far as reasonably possible will ensure;

- All members of the public will be treated fairly and consistently.
- All services shall be provided without unlawful discrimination, harassment or victimisation.
- Those using Council properties and facilities will be offered all possible assistance to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.
- All application forms shall state that the Council will treat all applications equitably and take due consideration of those with Protected Characteristics.
- All licence agreements – including allotment tenancy agreements – shall refer to this Equality Information statement.

11. Complaints

- 11.1 Employees/Members who feel they are the victims of discrimination through, for example:
- Direct discrimination
 - Indirect discrimination
 - Victimisation
 - Harassment
- may make a complaint under the Council's grievance procedure.
- 11.2 Members of the public who feel that they have suffered from discrimination should make a complaint to the Town Clerk.
- 11.3 The Council requires that everyone should be treated with dignity and respect and will not accept any form of discrimination. It will take seriously any complaints made by either employees, members or the public and will thoroughly investigate these complaints.

12. Monitoring

- 12.1 The Town Clerk will ensure that complaints are formally recorded, and where necessary reported to Staffing Committee and Full Council.

- 12.2 The Town Council will regularly review its policy so improvements can be made and in line with amendments to the law.
- 12.3 The Town Clerk will monitor all applications for employment and employment trends within the Council to ensure compliance with this Policy



Launceston Town Council

Privacy Policy

2023

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Privacy Policy

1 Introduction

The Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.

The Data Protection Policy applies to all Launceston Town Council employees, Councillors and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2 Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerized information. It provides a mechanism by which individuals about whom data is held ("data subjects") can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.

- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a Data Protection Compliance Officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 Roles and Responsibilities

4.1 Data Protection Officer - Section 7(3) of the DPA 2018 states that Town Councils are not recognised as public bodies for GDPR purposes and so are not required to appoint a Data Protection Officer. However, the Town Council is still subject to data protection legislation and must ensure that the council has sufficient staff and resources to discharge its obligations under the GDPR. The Town Clerk will act as a Data Protection Compliance Officer and will be responsible for the following tasks;

- Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation;
- Providing advice and monitoring for the carrying out of a data protection impact assessments;
- Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.
- In relation to the policies mentioned above, the data protection compliance officer's tasks include:-
 - (a) assigning responsibilities under those policies,
 - (b) raising awareness of those policies,
 - (c) training staff involved in processing operations, and
 - (d) conducting audits required under those policies.

The Town Council must provide the Town Clerk with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council - The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Compliance Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors - All staff and Councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that info.

- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Compliance Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Compliance Officer as soon as the breach is discovered.
- It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 Contractors and Employment Agencies - Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5 Records Management

Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 Consent

The Town Council will take all reasonable steps to ensure that service users, members of staff and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.

Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 Accuracy and Data Quality

The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Compliance Officer must be notified and the appropriate procedures followed.

8 Data Protection Impact Assessments

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town Council's decision making process.

9 Providers

The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 Complaints

Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint, and handled under the Town Council's complaint's processes. The Data Protection Compliance Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 Security and Confidentiality

All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its

holdings of personal data are properly secured from loss or corruption and that no unauthorized disclosures of personal data are made.

The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 Rights of Data Subjects

Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *How to access your records*.

Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

Venue Usage – May to June

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0	0
External Hires	6	6
Guildhall	8	40.5
Kitchen Bar and Reception Area	19	109
Main Hall	25	94.25
Otho Peter Suite 01	11	61.5
Otho Peter Suite 02	3	6.5
Otho Peter Suite Both Rooms	6	38.5
Town Square	8	48
Total	86	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (MainHall)	35	143.25
Ambulance Hall (Meeting Room)	0	0
Total	35	

Town Clerk C W Drake
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www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

LAUNCESTON TOWN COUNCIL GRANTS TO COMMUNITY ORGANISATIONS

HOW DOES THE SCHEME WORK?

Launceston Town Council allocates a budget each year to provide financial support to local groups and projects. The Council will look at each application on its merits, but will expect you to show how the money will benefit the community. You should also show that you are making reasonable efforts to raise other funds.

The Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. Town Councillors may wish to visit the project/scheme and the Council will require written feedback on how the grant was spent and how it benefited the community either with your next application or by the end of the financial year in which the grant was made. Failure to comply may result in future applications being rejected.

If your organisation has an exceptional need (whether by virtue of the size of award sought or the timing of the application) it is possible to apply using the Exceptional Grant Application form and providing full corroborative paperwork. A representative from your organisation will be required to make representation to the Finance and General Purposes committee when the grant application is considered.

GRANT AID POLICY

- a) Local authority maintained, grant maintained and private schools, individuals and commercial organisations will not be eligible
- b) A maximum grant of up to £250 will be set for the cost of any project, or activity for which an application is made and no grant in excess of 50% of the total cost of any project or activity will be awarded. (Exceptional grants will be considered separately)
- c) 'Upward Funders' i.e local groups whose total fundraising is sent to a central HQ for redistribution will not be grant aided
- d) The Town Council has the right to reduce the amount awarded in relation to the amount requested
- e) A second copy of the grant offer letter will be sent to successful applicants setting out the terms and conditions under which the grant will be awarded. This second copy will be returned to the Town Clerk, signed by the successful applicant to indicate acceptance of the terms and conditions before a grant cheque is presented
- f) If a grant is awarded to any organisation, the Town Council would expect to receive recognition of the support provided
- g) The Town Council reserves the right to withhold repeat applications
- h) Organisations with reserves in excess of 12 months expenditure will not be considered unless there is a specific project which requires sums of this size to be maintained by other funding bodies
- i) No application will be considered if it is received after the deadline for receipt and/or if the application is not complete.

WHEN WILL I GET THE GRANT?

Applications are considered at the February meeting of the Finance & General Purposes Committee for payment in the following financial year. Completed application forms must be returned by the end of December. You will be notified of the outcome of your application and the grants will be awarded at the Annual Meeting of the Council/Grants Presentation evening held in April each year

HOW DO I APPLY?

1. Applications must be made on the official application form and be accompanied by up-to-date audited accounts and/or a recent bank statement and a copy of your organisation's constitution.
2. Application forms are available from the Town Council office or on the website www.launceston-tc.gov.uk
3. Please read this information and the application form carefully to ensure that all the required information is provided.
4. The organisation is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.
5. The Town Council reserves the right to reclaim the grant in the event of it not being used, or not being used for the purpose specified on the application form.

If you have any questions, please contact the Town Council office and ask for assistance.