

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 PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 20 FEBRUARY 2024 at 7.00pm in the Town Hall

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

Prayers were read by Reverend Clancy

2402/26 Apologies for absence
Apologies for absence were received from Cornwall Councillor Paynter

2402/27 Declarations of Interest
There were no declarations of interest

2402/28 Public Representation Session
There were no public questions

2402/29 To confirm and sign the Minutes of the last meeting, previously circulated
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of Full Council held on Tuesday 16 January 2024 at 7.00pm
(ii) Minutes of the Extraordinary Meeting of Full Council held on Tuesday 30 January 2024 at 7.00pm

2402/30 To receive and adopt the minutes of committees and sub-committees, previously circulated
It was **resolved** to receive and adopt the minutes of the following committees and sub-committees:
(i) Library, Arts, Business and Information held on Tuesday 9 January 2024
(ii) Planning and Economic Development held on Thursday 11 January 2024 at 7.00pm
(iii) Extraordinary Finance and General Purposes held on Monday 22 January 2024 at 7.00pm
(iv) Planning and Economic Development held on Thursday 1 February 2024 at 7.00pm
(v) Estates and Properties held on Monday 5 February 2024 at 10.00am

2402/31 Reports from Cornwall Councillors
Cornwall Councillor Conway advised that Cornwall Council had agreed a 4.99% increase in its budget and also stated that an increase in the Tamar bridge toll had been agreed

Cllr Harris asked what effect the budget may have on Town Councils. Cllr Conway advised that statutory duties at Cornwall Council would continue but that some sites may be sold

Cllr Heaton requested that the increase in the Tamar bridge toll be considered at the next meeting of the Community Area Partnership

Cllr O'Brien asked if Cornwall Council could undertake the second homes levy tax. Cllr Conway advised that Cornwall Council had agreed the double charge for second homes and that this could raise approximately £20million, but that the scheme could not be brought into effect until April 2025

Cllr Young raised concerns about SEND pupils in the area and asked how many pupils had to undertake long journeys to attend suitable premises. Cllr Conway stated that he would ask for the figures

Cllr Tremain asked about budget savings potential and also stated that the second homes levy must be introduced. Cllr Conway gave details of the budgeting and borrowing levels of Cornwall Council

Cllr Nancarrow asked about the availability of places for SEND pupils. Cllr Conway advised that every place was currently full but that a new centre had been agreed based in Bodmin

Cllr Soanes asked if there were details of what the longest school journey is for a pupil. Cllr Conway stated that he would seek the details

Cllr Bailey stated that registered disabled persons could not use free bus travel before 9.30am but could receive a grant for taxi travel and this was wrong and needed to be investigated. Cllr Conway said that he was not aware that this funding came from Cornwall Council but agreed that the system was illogical

2402/32

Reports and Questions from Town Councillors

Cllr Tremain provided an update on the Cornwall Museum Partnership Heritage Awards. The presentations explored how museums and allied organisations respond to a sense of place in the unique Cornish heritage landscape. At the evening awards, Lawrence House Museum was awarded a Highly Commended certificate in the object of the year category having submitted an 1830's Reform Flask, which celebrated the 1832 Reform Act which changed the political landscape of Cornwall and Launceston. Cllr Tremain had also attended a CALC training event on Conflict and Conduct Issues in Town and Parish Councils between Employees and Members and would copy details to all councillors for information

Cllr Lankston gave an update regarding the Chamber of Commerce and stated that the organisation currently had 56 members and that it was working with the Twinning Association in regards to a Twinning shop window event

Cllr Heaton spoke about the Primary Care Hub and advised that this was based at Launceston Medical Centre and that more details on the Hub were being discussed by the Patient Participation Group. Cllr Heaton also stated that she had met with the Police and Crime Commissioner for Devon and Cornwall and invited them to a future meeting of the Council

Cllr Young gave an update from the Lawrence House Management Committee meeting and advised that artefacts from the museum were now being moved to the storage units at Pennygillam, and stated that volunteers were sought in assisting with the move. Cllr Young also provided an update from the Youth Council where four schools had attended

and were awarded funding for school projects following them giving presentations on what their individual school required and how they would put the money to use

Cllr O'Brien raised the issue of unwanted hospital equipment being disposed of rather than being returned to hospitals and asked if any action could be taken

Cllr Harris provided an update on the recent CALC meeting where a presentation on Alzheimer's and Dementia services in Cornwall was given

2402/33 Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral and Deputy Mayor's activities

2402/34 Report from the Town Clerk

Members considered Report 07/24 concerning the above (previously circulated)

It was **resolved** that;

- i) the update regarding the work and events provided by the library be noted
- ii) the update regarding the Library Hub Design tenders be noted
- iii) it be noted that interviews for the Grounds Maintenance Team vacancy will be held on 20 February
- iv) the monthly RAG report be noted

2402/35 Council Policies Update

It was **resolved** that;

- i) the Vexatious Complaints, Subject Access Request and Lone Working policies be agreed
- ii) the Health and Safety policy be considered at the March meeting of Council

2402/36 Traffic Delays and Roadworks

It was **resolved** that Cornwall Council be asked to consider the operational times of road closures and road works so as to have less impact on residents and businesses

2402/37 Councillor Surgery Rota

It was **resolved** that:

- i) the councillor surgery table be at the library entrance
- ii) signage be erected outside of the library on the day of the surgery
- iii) surgeries be advertised on the Council web page and social media sites
- iv) future displays include;
 - March – Safer Greener Streets
 - April - Connect Launceston
 - May – Library Hub
 - June – Skatepark
 - July – Town open spaces
 - August – Town Team
 - September – Youth Council
 - October – Councillor information

2402/38 Mayor Elect 2024/25

It was **resolved** that Notices of Motion be used for nominations for Town Mayor and Deputy Town Mayor for the civic year commencing in May 2024 and that nominations are received for consideration at March Council

2402/39 Correspondence and Matters to Note

It was **resolved** to note the venue usage

2402/40 Urgent Items

- i) It was noted that the Police and Crime Commissioner for Devon and Cornwall will attend the June meeting of Council
- ii) It was agreed to enquire if the Council could use the Community Area Partnership camera to explore ways of broadcasting Council meetings

2402/41 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 items as they involved the likely disclosure of confidential information

2402/42 Staffing Committee Minutes

It was resolved to receive and adopt the minutes of the Staffing Committee meeting held on Tuesday 23 January 2024

2402/43 Notification Relating to a Property Asset

Members considered Report 08/24 concerning the above (previously circulated)
It was **resolved** that the Town Council advise Cornwall Council that it does not wish to explore the potential for the acquisition of the property asset at 5 Exeter Street

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 19 March 2024

The meeting ended at 8.11pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 22 February 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2402/50 Apologies
There were no apologies for absence

2402/51 Declarations of Interest
There were no declarations of interest

2402/52 Public Representation
There were no representations made

2402/53 Minutes of the last meetings
The minutes of the meeting held on 1 February 2024 were signed as a correct record

2402/54 Current Planning Applications for comment

Application PA23/09355
Proposal Retrospective planning application for construction of rear dormer to roof
Location 3 Windmill Lane Launceston Cornwall PL15 9AU
Decision The Town Council objects to this application

Application PA23/09356
Proposal Listed Building Consent for retrospective construction of rear dormer to roof
Location 3 Windmill Lane Launceston Cornwall PL15 9AU
Decision The Town Council objects to this application

Application PA23/10325
Proposal Outline application for the development of up to 53 dwellings and care facility and associated works, with all matters reserved except for access in detail
Location Land South Of Monks Park Cottages Launceston Cornwall PL15 9QW
Decision The Town Council object to this application.
Whilst the Town Council supports the principle of a care home, it does not support the application as a whole and objects to the application due to the following;
There is inadequate infrastructure provision
The development is inappropriate for the proposed location and too large and is over intensive development.
If Cornwall Council is minded to approve the application, then the Town Council would request that no development can commence until the stated road layout is completed. In addition, any junction at Ridgegrove, must be in the form of an underpass.

Application PA24/00896
Proposal Non-material amendment in relation to decision notice PA23/06013 dated 08.09.2023 to include an external pedestrian door to the rear of the proposed garage.
Location 4 Trevallyn Road Launceston Cornwall PL15 7HN
Decision Support

2402/55

Planning Decisions to Note

It was resolved to note the applications

Application PA23/07910
Location 5 - 7 Southgate Street Launceston Cornwall PL15 9DP
Proposal Listed building consent for the repair / reinstatement of rear brick boundary wall and removal of introduced concrete and hardcore surfacing materials to rear courtyard car park area of property.
Decision APPROVED
Town Council SUPPORT

Application PA23/09571
Location 1 Windmill Park Launceston Cornwall PL15 9GZ
Proposal Construction of new garage for two cars on existing hardstanding with associated landscaping to garden.
Decision APPROVED
Town Council SUPPORT

2402/56

Correspondence and Items to Note

There were no matters for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 14 March 2024

The meeting closed at 7.29pm

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



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 6 MARCH 2024 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

PRESENT Cllrs Bailey (Town Mayor), Bullen (Chair), Conway, Gilbert (Deputy Mayor) Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Helen Gribble – Deputy Town Clerk/RFO
Martin Cornish – Estates and Properties Manager (from

2403/01 Apologies for absence
No apologies for absence were received

2403/02 Declarations of Interest
No declaration of interest were declared

2403/03 Public Representation Session
There were no members of the public present

2403/04 Minutes of the last meeting
The minutes of the meeting of 7 February 2024 were signed as a correct record.

2403/05 Finance
It was **resolved** to:
i) approve the payment listings for February 2024
ii) approve the balance sheet for January 2024
iii) approve the budget monitoring statements for January 2024
iv) Cllr O'Brien will carry out the payment check for March and April 2024

2403/06 Exceptional Grants
It was **resolved** to award an exceptional grant of £300 to Cornwall International Male Choral Festival from the remaining budget for 2023/24

2403/07 Direct Debits and Standing Order Payments
It was **resolved** to approve the payments made by Direct Debit and Standing Order

----- Martin Cornish Joined the meeting -----

2403/08 Segregation of Duties
It was **resolved** to note the Segregation of Duties

2403/09 Asset Register
It was **resolved** to approve the Asset Register, subject to the amendment that the Green Room is no longer leased to LADS and the cost of the cigarette bins on page 23 investigated

2403/10 Financial Regulations
It was **resolved** to approve the Financial Regulations

- 2403/11 Management and Safe Keeping of Money Policy**
It was **resolved** to approve the Management and Safe Keeping of Money Policy
- 2403/12 Statement of Internal Control**
It was **resolved** to approve the Statement of Internal Control
- 2403/13 Investment Strategy**
It was **resolved** to approve the Investment Strategy
- 2403/14 Award of Appreciation**
It was **resolved** to award an award of appreciation to Launceston Street Pastors and Rev Mary Williamson
- 2403/15 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 items as they involved the likely disclosure of confidential information
- 2403/16 Dockacre Railings**
It was **resolved** to approve the expenditure to replace the railings at Dockacre Cemetery and award the work to K J Frain All Steel Fabrications Ltd. The committee asked the Estate and Properties Manager to ensure the railings are powder coated black and the supports are replaced.
- 2403/17 Urgent Items**
Cllr Soanes asked how many Jubilee benches were still to be installed around the Town, the Estates and Properties Manager updated the committee that there were two benches remaining and that these would be installed when the weather improved and the ground was drier.

The meeting closed at 7.35 pm.

Signed Date

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MINUTES OF THE EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY 12 MARCH 2024 at 7.00pm in The Guildhall, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen (Chair), Conway, Heaton, Hogan, Soanes and Young
In attendance: Cllrs Gordon, Harris and Lankston
Christopher Drake – Town Clerk
- 2403/24 Apologies for absence**
Apologies for absence were received from Cllr O'Brien who was substituted with Cllr Harris
- 2403/25 Declarations of Interest**
No declaration of interest were declared
- 2403/26 Public Representation Session**
There were no members of the public present
- 2403/27 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 involved the likely disclosure of confidential information
- 2403/27 Library Hub Tender**
It was resolved to;
i) note that the tender bid with the highest score using the scoring matrix was Hayhurst and Co
ii) that the works contract be awarded to Hayhurst and Co
iii) if Hayhurst and Co do not wish to undertake the works as tendered then the second and third placed highest scoring bids be approached
iv) officers be thanked for their work on the proposals to date
- 2403/28 Urgent Items**
There were no matters raised

The meeting closed at 7.14 pm.

Signed Date

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MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
FEB/MAR 24

DATE	EVENT	ATTENDING
03.03.24	CALLINGTON TOWN COUNCIL CIVIC SERVICE	MAYOR AND MAYORS CONSORT
05.03.24	ST PIRANS DAY PARADE	MAYOR, DEPUTY MAYOR AND MAYORS CONSORT
08.03.24	GWR LAUNCESTON CASTLE PLAQUE PRESENTATION	MAYOR AND DEPUTY MAYOR
09.03.24	LAUNCESTON RUGBY CLUB 75TH ANNIVERSARY DINNER	MAYOR AND MAYORS CONSORT

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PROJECTS	PERSON/S RESPONSIBLE		NOTES	STATUS
Town Hall changing room refurbishment	Estates Mgr		Architects have visited the site and quotations have been received. This work will be reviewed following the conclusion of the current priority projects	ONGOING
Town Hall stage accessibility	Estates Mgr		This work is being reviewed as part of the changing room refurbishment	COMPLETED
First Aid organisation relocated from Ambulance Hall garage area	Town Clerk		Space for LVFS trailer agreed	RESOLVED PRIORITY PROJECTS
Green Room garage cleared	Estates Mgr			WORK TBC
Green Room building future use	Council		Council to agree use for the site. This work will be reviewed following the conclusion of the current priority projects	
Library team relocate to new Hub	Library Mgr /Town Clerk		Tenders considered by F+GP on 12 March and contract awarded	
Car park machines updated	RFO/ F+GP committee			
Electric charging points installed	Estates Mgr		Works agreed but will be considered once required works to the car park have been identified as these may impact on the installation.	

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. Survey works undertaken on 10 July. Survey results reported to October Estates Committee and investigatory works to the tarmac/steel are scheduled to take place over the 25 & 26 March
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works ongoing. Completion estimated as Autumn/Winter 2023. Museum artefacts temporarily stored at rented units in Pennygillam
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Football goals installed. Officers will look at undertaking local level consultation to agree what can be undertaken at the site within the current budget.
New cemetery land acquisition			No land currently seen as available for purchase

Conversion of new land at St Thomas as rest garden	Town Clerk		TC working with Barrett Homes regarding flooding issues. Solicitors approached to complete necessary legal documents. TC met with Barrett Homes 9/1/24 regarding ongoing flooding issues. On site meeting scheduled for 16 February 2024. Officers seeking compensation agreement for required works
Installation of live streaming equipment at Town Hall	Town Clerk/RFO		TC to request details from CLO re: camera system used at CAP meetings
Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr		Solicitors appointed to undertake legal agreement works and awaiting responses from CC
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr		Solicitors appointed to undertake legal agreement works and awaiting responses from CC
Design and build of new grounds compound	Estates Mgr		Site visits have been held and a quotation and design works received. Ecology Assessment undertaken. Planning permission granted 6 November
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. Latest meeting held 12/03/24

Quality Gold Accreditation	Town Clerk		Gold statements agreed Dec 23 and TC completing final policy updates. Proposed resolution that Council meets requirements at March 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 Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA. VIC manager liaising with Scott Mann MP
Rail link with Okehampton and/or Tavistock	VIC Manager		OkeRail team giving presentation to December 23 meeting. Connect Launceston meeting held 12/03/24
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		Works commenced w/c 11 March 2024
New skatepark installation at Coronation Park	Town Clerk		Awaiting planning agreement from CC



Launceston Town Council

Health & Safety

Policy

Adopted at Full Council on:
Minute Reference:

Date: 17-12-19
Number: 1912/17

Prepared By:

Estates & Properties Manager

Launceston Town Council Health and Safety Policy

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Accident reporting

First aid

Fire safety

Control of substances hazardous to health (COSHH)

Electricity at work

Workplace welfare

Display screen equipment

Personal protective equipment

Manual handling operations

Lone working

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Launceston Town Council Health and Safety Policy

Asbestos

Launceston Town Council Health and Safety Policy

Section 1

Health safety and welfare policy

Launceston Town Council has adopted a health and safety policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, then discuss with the Town Clerk / Property Manager.

Statement of health, safety and welfare policy

The members of Launceston Town Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Establish an organisation with responsibility for making this Policy effective. Under the present committee structure this responsibility will lie with Estates and Properties Committee.

All Councillors and members of staff will submit to a Disclosure and Barring Service (DBS) check (formerly CRB) before working with children or vulnerable adults on a frequent or intensive basis.

Launceston Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

The council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Launceston Town Council Health and Safety Policy

Objectives

The Estates & Properties Manager shall have overall responsibility for deciding and ensuring the implementation of this policy and for securing the health, safety and welfare of all employees of Launceston Town Council and visitors to Council-owned properties.

1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the council's activities.
3. Assess the risks to the health and safety of employees and of anyone else who is affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
7. Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
8. Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
10. Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises (Health and Safety First Aid Regulations 1981).
11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.

Launceston Town Council Health and Safety Policy

13. Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
14. Ensure that accident prevention within Launceston Town Council is an integral part of operational management and is supported by a competent advisory service.
15. Ensure the proper direction and control of all persons other than employees allowed access to the council's premises and also ensure they are not put at risk by the council's work activities.
16. Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
17. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
18. Keep the health and safety policy statement under constant review and make improvements, additions and amendments that will be necessary or desirable.

Launceston Town Council Health and Safety Policy

Section 2 Organisation and responsibilities

1. The Property Manager, on behalf of the Members of the Council, is to co-ordinate the implementation of the Health & Safety policy. The Property Manager will, together with the Town Clerk:
 - a) Promote a positive Health and Safety culture within the council.
 - b) Monitor the Health and Safety performance of the council and compliance with legislation.
 - c) Plan and develop Health and Safety training to meet the council's requirements.
 - d) Implement best working practice for the prevention of injury or ill health to personnel and damage to plant/equipment.
 - e) Carry out routine site inspections on all council sites, acting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities.
 - f) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
 - g) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
 - h) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.
 - i) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps to ensure that they are properly implemented.
 - j) Ensure that all works carried out on council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards (Provision and Use of Work Equipment Regulations 1998).
 - k) Ensure that where the council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
 - l) Ensure that employees are conversant with the council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as

Launceston Town Council Health and Safety Policy

specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues (Diseases and Dangerous Occurrences Regulations 2013 RIDDOR).

- m) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.
- n) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used (The Health and Safety Information for Employees Regulations 1989).
- o) Ensure that periodic statutory tests, inspections and where applicable, maintenance of premises, are carried out and the appropriate records kept.
- p) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employee and visitors are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible. A weekly inspection of the premises for fire safety will be undertaken and any actions to be recorded. Records of training drills and fire alarm testing will be kept.
- q) Make available, and enforce the use where necessary, of safety equipment and protective clothing, in accordance with current regulations and council instructions (Personal Protective Equipment at Work Regulations 1992).
- r) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
- s) Ensure that all employees are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept (Health and Safety display screen equipment Regulations 1992).
- t) Ensure that regular consultation with the workforce takes place
- u) Undertake COSHH assessments and provide COSHH data sheets

Launceston Town Council Health and Safety Policy

2. All employees are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with The Properties Manager in the fulfilment of their duties with regard to Health, Safety and Welfare at Work. Each employee, therefore, will be responsible for:-
- a) Making themselves familiar with and conforming to relevant Health and Safety instructions at all times.
 - b) Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.
 - c) Reporting to the Property Manager incidents that have led to, or may lead to, injury or damage.
 - d) Assisting as required in the investigation of accidents or incidents.
 - e) Wearing the appropriate protective equipment where required.
 - f) To carry out Dynamic Risk Assessments for each task undertaken.

Signed:..... Town Mayor

Signed:..... Town Clerk

Date

Launceston Town Council Health and Safety Policy

Section 3 Arrangements

Risk assessment
Contract workers
Accident reporting
First aid
Fire safety
Control of substances hazardous to health (COSHH)
Electricity at work
Workplace welfare
Display screen equipment
Personal protective equipment
Manual handling operations
Lone working
Young employee health and safety
Asbestos

Launceston Town Council Health and Safety Policy

Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities, including the requirement to assess the risk to Health and Safety to employees and others arising out of Launceston Town Council's undertaking.

Risk Assessments will be carried out in accordance with the Approved Code of Practice (ACOP) and published guidance. General risk assessments will be carried out on all council workplaces and on all activities organised by the council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by:

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonable practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Property Manager is responsible for:-

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent Health & Safety advice where required.
- c) Ensuring that action is taken to adequately control risks to Health & Safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to Health & Safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:-

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.
- f) To carry out Dynamic Risk Assessments for each task undertaken.

Launceston Town Council Health and Safety Policy

Launceston Town Council's risk assessments are held centrally by the Property Manager and also by individual work sections. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

Contract workers

It is Launceston Town Council's policy that when contractors are used, they will represent the company in the same way as direct labour and are required to work to the council's policy.

The Property Manager is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Accredited contractors with CHAS (The Contractors Health and Safety Assessment Scheme) have been pre assessed. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Property Manager in person or by telephoning 01566 773693.

Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

Launceston Town Council Health and Safety Policy

Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The accident will be recorded in the accident book located in the Property Manager's office.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the Health and Safety Executive (HSE) accidents which result in the following:-

- Fatalities.
- Specified injuries.
- Employees being absent from work for more than 7 days.(not accounting the day the accident happened)
- Reportable industrial diseases

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Property Manager.

Employee's responsibilities

All employees are instructed, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of the Property Manager. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Employees must:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Property Manager
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's responsibilities

The Property Manager is to:-

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 7 days (not including the day of the accident) to report on line to the Health and Safety Executive (HSE) at www.hse.gov.uk/riddor within 15 days of the accident.

First Aid

The Property Manager has delegated responsibility on behalf of the Town Council.

Launceston Town Council Health and Safety Policy

Employer's responsibilities

- Provide First Aid equipment and facilities that are adequate and appropriate in the circumstances for enabling First Aid to be rendered to the council employees. Also to ensure that all employees know where the First Aid boxes are (kitchen areas, ground and first floor Town Hall).
- Provide trained first aiders (and maintain their training). Training certificates to be kept in the trainee's personal files in the Town Clerk's office
- Provide appointed persons when first aiders are absent
- First aid risk assessment

Fire Safety

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities

- Carry out fire safety risk assessments
- Have correct fire fighting equipment
- Weekly and annually record and test and inspections reports
- Inform all employees what to do in case of a fire i.e. fire plan
- Maintain clear fire exits and good house keeping

COSHH

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities

- Carry out COSHH risk assessment
- Provide material data sheets
- Training

Electricity at work

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- All works to be carried out by a qualified electrician
- Testing (5yrs) records kept in Health and Safety file
- PAT testing
- Training
- No live working

Workplace welfare

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Provide adequate toilet and washing facilities for all employees
- Mess facilities (microwave etc)

Launceston Town Council Health and Safety Policy

- Drinking water

VDU Display Screen Equipment

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- VDU workstation risk assessment
- Provide suitable and tested equipment
- Provide suitable furniture (chairs etc)
- Provide suitable environment (heating etc)
- Provide rest breaks

Personal protective equipment

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Provide appropriate PPE
- Training in its usage
- Record dates of issues

Manual Handling

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Provide manual handling training
- Avoid the need for hazardous manual handling ,so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling so far as is reasonably practicable
- Provide lifting aids

Lone Working

The Property Manager has delegated responsibility on behalf of the Town Council

Employer's responsibilities:-

- Implement a lone worker management system
- Carry out regular checks on lone workers

Young Employees

The Property Manager has delegated responsibility on behalf of the Town Council.

Launceston Town Council Health and Safety Policy

Employer's responsibilities:-

- Take into account that young people are likely to be inexperienced unaware of health and safety risks and physically or mentally immature
- Assess the risks to a young people under 18 years old **before** they start work /work experience and tell them what the risks are
- Where possible a young person should have a buddy with them at all times
- Ensure that training is provided

Asbestos

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- All council owned property to have a asbestos survey carry out.
- The survey information is to shown to any contractor working on the buildings.
- Any asbestos found/uncovered will be removed by licensed asbestos removal contractor.

A guide to the Local Council Award Scheme

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: – Engaging with diverse groups in the community using a variety of methods – Community engagement influencing council activity and priorities – A wide range of council activities, including innovative projects, that produce positive outcomes for the community – Co-operating constructively with other organisations	

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

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COUNCILLOR SURGERIES at LAUNCESTON LIBRARY

Saturday 13 April 2024

NAME	NAME	TIME
Joan Heaton		10am-11am
Helen Bailey	Dave Gordon	11am-12 noon
John Harris	Jane Nancarrow	12-1pm

Saturday 11 May 2024

NAME	NAME	TIME
		10am-11am
Helen Bailey	Dave Gordon	11am-12 noon
John Harris	Jane Nancarrow	12-1pm

Saturday 8 June 2024

NAME	NAME	TIME

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NOTICE OF MOTION

I, Councillor.....Margaret Young....., propose that

Cllr.....Helen Bailey.....

Be elected as Mayor of Launceston Town Council for the Municipal year 2024/25

I, Councillor.....Paula Bullen.....second the above proposal

Date: 12.3.24

NOTICE OF MOTION

I, Councillor.....Helen Bailey....., propose that

CllrNicola Gilbert.....

Be elected as Deputy Mayor of Launceston Town Council for the Municipal year
2024/25

I, CouncillorDave Gordon.....second the above proposal

Date: 12 March 2024

Venue Usage – February to March 2024

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	2	16
External Hires	10	10.5
Guildhall	7	31
Kitchen Bar and Reception Area	7	46.25
Main Hall	24	106.5
Otho Peter Suite 01	12	32.25
Otho Peter Suite 02	12	116.75
Otho Peter Suite Both Rooms	2	10
Town Square	5	21
Total	81	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	18	65
Ambulance Hall (Meeting Room)	0	0
Total	18	

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