

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



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All members of Launceston Town Council

Cc Cornwall Councillors, Honoured Burgesses, Chairman of the Chamber of Commerce, Mayor's Chaplain, Press

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Thursday 16 May 2024 at 2.00pm at Launceston Town Hall and adjourned to Tuesday 21 May 2024 at 7pm in the Guildhall.

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

Christopher Drake
Town Clerk

10 May 2024

AGENDA

1. **Roll Call**
2. **Election of the Town Mayor**
To confirm the election of Cllr Bailey as Town Mayor
3. **To receive the Mayor's Acceptance of Office**
4. **Election of the Deputy Mayor**
To confirm the election of Cllr Gilbert as Deputy Town Mayor
5. **To receive the Deputy Mayor's Acceptance of Office**
6. **Adjournment of Meeting**
To resolve to adjourn the Annual Meeting until Tuesday 21 May at 7pm
7. **Declarations of Interest**
Members are reminded that all Interests must be declared before the item to be discussed
8. **Reports from Cornwall Councillors**
To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular
9. **Reports from Councillors**
To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council
10. **Report from the Town Mayor**
To receive the Town Mayor's report

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

To confirm and sign the minutes of the meeting held on Tuesday 16 April 2024 at 7.00pm

12. To receive and adopt the minutes of committees and sub-committees previously circulated

- i) Planning and Economic Development Committee held on Thursday 25 April 2024 at 7.00pm
- ii) Finance and General Purposes Committee held on Wednesday 1 May 2024

13. To review and adopt Committee Terms of Reference (copy attached)

14. To appoint Standing Committees

To appoint the appropriate number of Members to the Council's committees as per the individual Committee Terms of Reference.

The Mayor and Deputy Mayor are ex officio voting members of all committees

a) Finance & General Purposes Committee	No of Members - 7
b) Planning & Economic Development Committee	No of Members - 7
c) Estates and Properties Committee	No of Members - 6
d) Staffing Committee	No of Members - 3
e) Library, Arts, Business and Information Services Committee	No of Members - 4
f) Council Policies Committee	No of Members - 4

15. To review and adopt Standing Orders (copy attached)

16. To appoint representatives to the following organisations

Current membership numbers in brackets

- a) Eventide Trust - The Mayor and Deputy Mayor
- b) Twinning Association (1)
- c) CALC (2)
- d) Launceston Sports (1)
- e) Launceston In Bloom (1)
- f) Police Liaison (2)
- g) Launceston Chamber of Commerce (1)
- h) Friends of Launceston Priory (1)
- i) Launceston Town Youth Council (1)
- j) Launceston Community Network Panel (1)
- k) CCTV Committee (2)
- l) FLIC (1)
- m) Charles Causley Festival (2)
- n) Coronation Park Trust – (3)
- o) Launceston Municipal Charities – Cllr Tremain, Cllr Young
- p) Street Pastors (1)
- q) Little Red Bus (1)
- r) Orchard Youth Project (1)
- s) Lanstephan Play Area (1)
- t) Emergency Plan – Cllr O'Brien, Cllr Gordon, Cllr Bailey, Cllr Penhale
- u) Launceston Loyalty (2)
- v) Lanstephan Play Area (1)
- w) Town Band (1)
- x) Plastic Free Launceston (1)
- y) Launceston PPG (1)
- z) Launceston Town Plan Group (2)
- aa) Any other organisation requiring representation

17. Calendar of Meetings for 2024/2025

To receive the calendar of meetings for 2024/2025 (attached)

18. General Power of Competence

To confirm that Launceston Town Council

- (a) has at least 2/3 of members elected (11)
- (b) that the Clerk holds the Certificate in Local Council Administration (CiLCA), and
- (c) the Clerk has passed the Cilca module on the General Power of Competence and therefore having met the eligibility criteria to resolve to adopt the General Power of Competence

19. In Principle Lease Agreement for Works at Coronation Park

To consider an agreement with Coronation Park Trustees in regards to grass cutting and maintenance at the site, to include the proposed skate park

20. Council Projects Priorities

To agree the projects that the Council wishes to be the priority work for the municipal year

21. Launceston Show

To agree the Council stalls at the Launceston Show and the councillor rota for the event

22. Correspondence and matters to note

Copies of all correspondence will be available for inspection at the meeting, if required

- a) Town Council venue usage

23. Urgent Items

To consider any items which the Chairman considers to be urgent.

24. Date of Next Meeting

The next meeting will be held on Tuesday 18 June 2024