

MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
APR/MAY

DATE	EVENT	ATTENDING
27.4.24	TWINNING VISIT JUDING WINDOW COMPETITION	MAYOR & MAYORS CONSORT
28.4.24	TWINNING VISIT - EVENING CELEBRATION	MAYOR, DEPUTY MAYOR & CONSORT & CLLR YOUNG
8.5.24	OKEHAMPTON MAYOR CHOOSING	MAYOR & DEPUTY MAYOR
10.5.24	STAGGS ANNIVERSARY CELEBRATION CAKE COMP	MAYOR & MAYORS CONSORT
10.5.24	SALTASH MAYOR MAKING	MAYOR & MAYORS CONSORT
18.5.24	LAUNCESTON RUGBY CLUB SENIORS AWARD EVENING	MAYOR & MAYORS CONSORT
19.5.24	LAUNCESTON RUGBY CLUB COLTS & JUNIORS AWARDS	MAYOR & MAYORS CONSORT

Town Clerk C W Drake
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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 16 APRIL 2024 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Penhale, Soanes Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x press
1 x public
- 2404/08 Apologies for absence**
Apologies for absence were received from Councillors Gordon, Green and Cornwall
Councillor Paynter
- 2404/09 Declarations of Interest**
There were no declarations of interest
- 2404/10 Public Representation Session**
There were no public representations
- 2404/11 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 19 March 2024 at 7.00pm
- 2404/12 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) Planning and Economic Development held on Thursday 14 March 2024 at 7.00pm
(ii) Planning and Economic Development held on Thursday 4 April 2024 at 7.00pm
- 2404/13 Reports from Cornwall Councillors**
Cllr Conway gave an update following the meeting of Cornwall Council and advised that the new Cornwall Councillor for Looe was in attendance, and also gave an update regarding a capital programme update for a feasibility study at Pydar. There were also motions considered regarding the use of agricultural land in conjunction with solar panels and the lack of dentistry care available in Cornwall

Cllr Tremain asked about consultants being used to review school transport, and was concerned following the Town Council's response to changes to transport proposals. **Cllr Conway** said that this had not been raised at Council and would be reviewed following elections. The proposals were seeking to reduce costs but not services

Cllr Young raised her concerns that consultants were being used for the review of school transport services and queried the costs involved

Cllr O'Brien queried if raised solar panels could be used on agricultural land so as the land could be dual purposed. **Cllr Conway** advised that land could be operated under shared use, and that Cornwall Councillor Worth would be able to provide more details if required

Cllr Nancarrow asked if taxi firms from outside of Cornwall were still being used to take pupils to schools. **Cllr Conway** advised that drivers were only used as the contractor could not provide enough drivers to fulfil the contract and as such the cost fell to the contract provider and was not additional to Cornwall Council budgets

Cllr Heaton thanked Cornwall Councillors representing Launceston and spoke of her concerns regrading poor budgeting by the authority

2404/14

Reports and Questions from Town Councillors

Cllr Heaton provided an update regarding the Patient Participation Group (PPG) and spoke of the triage system, that all GP's at the medical centre were employed on a full time basis, that the Practice Manager had agreed to meet with local councils, and also gave details of new support groups including a young women's support group, children's support and an oral health scheme. **Cllr Heaton** also gave details on the NHS looking to make use of their own green spaces for health benefits as well as looking to improve the system of the re-use of medical equipment

Cllr Tremain spoke about concerns raised with the use of motor cycles driving throughout the multi storey car park and high street and advised of a scheme undertaken by the police in Bodmin and would provide the Town Clerk with the relevant details

2404/15

Report from the Town Mayor and Deputy Mayor

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

2404/16

Report from the Town Clerk

The Mayor provided an update on projects and it was **resolved** that the monthly RAG report be noted

2404/17

Visit Tamar Valley Membership

It was **resolved** that membership of a further year be undertaken

2404/18

Notification Relating to a Property Asset

It was **resolved** that the Town Council did not want to pursue the asset transfer of the land at Newport Industrial Estate

2404/19

Correspondence and Matters to Note

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

2404/20

Urgent Items

It was agreed that the picture of King Charles be hung in The Guildhall

Date of the next meeting of the Council

The next Full Council meeting will be the Annual Meeting of the Council to be held in the Town Hall on Thursday 16 May at 2pm and then adjourned to Tuesday 21 May 2022 at 7pm

The meeting ended at 7.46pm

Signed Date



MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 25 April 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

Present Cllrs Gilbert (Deputy Mayor), Gordon, Lankston, Nancarrow, and Tremain
In attendance: Cllrs Heaton and Soanes
Christopher Drake (Town Clerk)

2404/21 Apologies
Apologies for absence were received from Cllrs Bailey (Mayor), Green – substituted by Cllr Soanes, Harris – substituted by Cllr Heaton and Penhale

2404/22 Declarations of Interest
There were no declarations of interest

2404/23 Public Representation
There were no representations

2404/24 Minutes of the last meetings
The minutes of the meeting held on 4 April 2024 were signed as a correct record

2404/25 Current Planning Applications for comment

Application PA24/01376
Proposal Single Storey extension with new roof line and attached garage along with rear garden room with terrace
Location 14 Hollies Road Launceston Cornwall PL15 8HB
Decision The Town Council object to this application due to its unsympathetic design and it not being in keeping with other properties

Application PA24/01854
Proposal Replacement commercial building
Location Richard Fishleigh Car Sales 12C Newport Industrial Estate Launceston Cornwall
Decision Support

2404/26 Planning Decisions to Note
It was **resolved** to note the applications

Application PA24/01134
Location Phoenix Leisure Centre Coronation Park Launceston Cornwall PL15 9DQ
Proposal Extension and alterations to Launceston Leisure Centre, including provision of a cafe and external seating area, together with the provision of a new entrance
Decision APPROVED
Town Council SUPPORT

Application PA24/00720
Location Pat Williams Ltd Newport Industrial Estate Launceston Cornwall PL15 8EX
Proposal New build industrial block of 4 units for use of vehicle repair

Decision APPROVED
Town Council SUPPORT

2404/27

Street Naming

The committee was requested by Vistry Cornwall South West to propose street names for the consented residential development scheme (Ref: PA19/05884) on the eastern edge of Launceston and to the south of A388 Tavistock Road. It was **resolved** to propose the following:

- i) Prince William Drive
- ii) Pentillie Close
- iii) Carn Brea Court
- iv) Restormel Close
- v) Caerhays Crescent
- vi) Trematon Drive
- vii) Tintagel Place

2404/28

Correspondence and Items to Note

There were no items for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 23 May 2024

The meeting closed at 7.22pm

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

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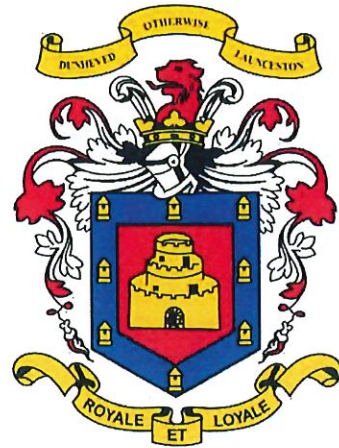
MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY 1 MAY 2024 at 7.00pm in The Guildhall, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen (Chair), Conway, Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Helen Gribble – RFO/Deputy Town Clerk
- 2405/01 Apologies for absence**
No apologies for absence were received
- 2405/02 Declarations of Interest**
Cllrs Gilbert, Heaton, O'Brien, Soanes and Young declared an interest in agenda item 7 Andaras Trust. A dispensation under section 14(h)(i) was granted
- 2405/03 Public Representation Session**
There were no members of the public present
- 2405/04 Minutes of the last meeting**
The minutes of the meetings held on 6 March and 12 March 2024 were signed as a correct record.
- 2405/05 Finance**
It was **resolved** to:
i) approve the payment listings for March and April 2024
ii) this item was deferred to the next meeting
iii) this item was deferred to the next meeting
iv) Cllr Bullen and Cllr O'Brien will carry out the payment check for May and June 2024 respectively
- 2405/06 Repair Cafe**
It was **resolved** to make an exceptional grant to the Launceston Repair Café of one free Ambulance Hall hire per month from May 24 to March 25 to support the group becoming established
- 2405/07 Andaras Trust**
It was **resolved** not to reduce the hall hire costs for Andaras Trust and other local schools, due to budgetary pressures on the Council
- 2405/08 Petty Cash**
It was **resolved** to approve the petty cash expenditure at the Town Hall, Visitor Information Centre and Library for the period November 23 to March 24.
- 2405/09 Ridgemoor Bus Shelter**
It was **resolved** not to replace the bus shelter at Prince Philip Road, Ridgemoor. Officers will investigate installing a bench to the bus shelter and undertaking a community project with young people from the area to repair and improve the existing shelter.

- 2405/10 The Library Project Expenditure Update**
The RFO provided a verbal update of the services contracted in relation to the design concept stage of the library project.
- 2405/11 Urgent Items**
Cllr Bailey raised that Launceston Agricultural Association had approached her about the Council not applying the commission charge for selling tickets through the Visitor Information Centre for this year. The Committee felt the charge should remain.
- The RFO advised the Town Clerk would be bringing to a future meeting, a business plan for the Council.

The meeting closed at 8.01 pm.

Signed Date



Launceston Town Council

Terms of Reference

2024

Approved by Full Council on:

Minute Reference:

Revised Minute Reference:

Number

Introduction

Launceston Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following :

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for full council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees, sub committees and any other group established to undertake work on behalf of the council in an advisory capacity.

Launceston Town Council has the General Power of Competence as a power of first resort. Where the council becomes ineligible, it will refer to the powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Committees

The Terms of Reference of all committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of the appropriate committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Launceston
8. The Minutes of all Committee Meetings will contain all recommendations it wishes to make to the full Council. These will be clearly set out so that members can fully understand the implications of their acceptance/rejection of them when they are moved at a meeting of the full Council.
9. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
10. Public participation
 - a. There will be, during each committee meeting, a 15 minute public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
 - c. There will be no public participation at meetings of the Staffing Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Town of Launceston
12. Where a committee resolves to exclude the press and public from all or part of the a meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.

13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or sub committee as non voting members. Appointed members will be required to abide by the Council's Code of Conduct.
14. All members will attend training relevant to the work of the committee as identified by the Town Clerk in conjunction with the Chairman of the appropriate Committee; such training to be provided at the expense of the Council.

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee or working party that sub-committee or working party will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

Estates & Properties Committee (ES & P)

Composition:	Six elected members, plus Mayor, Deputy Mayor and Chair of F & GP (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Meetings:	Town Hall
Timing:	Bi-monthly
Venue:	Town Hall albeit regular site inspections will be required
Reports to:	Full Council
Administration:	Town Council – the Estates and Property Manager will act as Clerk to the Committee (non-voting)
Remit :	Town Hall and all other premises or properties owned or administered by the Council. All land owned or administered by the Council, whether used as allotments or for recreational purposes.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the F & GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior and structural fabric of all Council buildings/structures

7. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of any bus shelters owned or administered within the area of Launceston
9. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F & GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
11. All aspects of Health and Safety.
12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
18. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Estates & Property Committee's total budget is permissible

Finance and General Purposes Committee (F & GP)

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum:	Five members
Timing:	Bi-monthly but with the ability to schedule additional meetings if deemed necessary.
Reports to:	Full Council
Administration:	Town Council – The Responsible Finance Officer will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
7. To agree virements between approved budget headings
8. To make recommendations to the Council on the use of financial reserves
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year
10. To consider grants to local organisations in accordance with the Council's adopted grants policy

11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
14. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
15. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
16. To make recommendations to the Council for the use of its powers to promote a lottery
17. To make recommendations to the Council for the use of its powers to accept gifts, including land
18. To make recommendations to the Council regarding the future provision of civic regalia
19. To agree the use by any other organisation of the Town Crest
20. To review the Financial Regulations on a regular basis and make recommendations to the Council
21. To make recommendations to the Council regarding the review of existing policy matters
22. The delegated power to keep all procedures under active review
23. The delegated power to maintain the Council's eligibility for the General Power of Competence.
24. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
25. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the F & GP Committee's total budget is permissible.
26. The negotiation of tenders which do not fall within the terms of reference of any other committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
27. Making recommendations to the Council on all matters not within existing policy
28. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

29. The consideration of recommendations of sub- committees, working groups etc under the control of the F & GP Committee
30. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
31. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press releases
32. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other committee referred either by the Council or the Town Clerk.

Planning and Economic Development Committee

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Timing:	Every three weeks – to accord with the schedule of time afforded to a local Council to respond to issues raised by Cornwall Council
Reports to:	Town Council

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. Full delegated authority to make responses on behalf of Launceston Town Council to all applications for development in and outside the Launceston Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council.
3. To consider any request for pre application discussions with any developer and make a response on behalf of the council
4. To review council planning policy and procedure make recommendations to council to ensure that the council is able to meet any additional requirements of the planning process.
5. To respond to consultation documents regarding tree preservation and other matters regarding general land development
6. To consider all appeals against planning refusal by Cornwall Council within Launceston Town Council area and with an ability to submit comments to the Planning Inspectorate
7. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council
8. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee

9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with the Chamber of Commerce and other relevant bodies with similar interests, including other Town Councils, their committees and sub-committees, and consideration of their recommendations
11. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
12. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Planning & Economic Development Committee's total budget is permissible.

Staffing Committee

Composition:	Chairman of Finance, Planning and Estates committee (voting) Mayor and Deputy Mayor (ex officio, voting)
Chairmanship:	Chair and Vice Chair to be the Mayor and Deputy Mayor respectively
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but <u>must</u> leave the room whenever the press and public are excluded. There will be no public participation at the meetings of the committee
Extra Terms:	A member will not be eligible for nomination to the committee – or if already a member must step down - if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months.
Meetings:	As and when required
Quorum :	Three members

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The overall performance of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.

8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the General Data Protection Regulation 2018 and the Code of Conduct
11. To deal with all matters relating to councillor/staff conduct
12. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of the Committee.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.
13. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
14. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Launceston Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
15. All aspects of Health and Safety that fall within the remit of the committee.
16. To prepare and submit to the F & GP Committee budget proposals in respect of salaries and training for all staff not later than 30 November each year
17. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget is permissible

Library, Arts, Business and and Information Services Committee

Composition:	Four elected members (voting). Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded. Representatives of Chamber of Commerce, We Love the Tamar Valley, English Heritage -
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the VIC Manager will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

To consider such matters as may be delegated by the Council from time to time.

1. To promote and offer a range of community, business, information and visitor services through the library and the Visitor Information Centre
2. To promote Launceston as a destination of choice for tourists, visitors and travel organisations
3. To develop a comprehensive range of marketing strategies which promote and underpin the work of the council
4. To coordinate and cooperate with businesses, the maintained and third sector organisations, to support town events and infrastructure developments
5. To facilitate and promote local art and cultural events and offer a broad range of entertainment at Town Council venues
6. To promote regular markets and town events to increase footfall to the town
7. To consider and submit to the F & GP Committee annual estimates of income and capital and revenue expenditure
8. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The

committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Library, Arts, Business and Information Services Committee's total budget is permissible.

Key Relationships:

Launceston Town Council

Cornwall Council

Launceston Library

Launceston Visitor Information Centre

Launceston Chamber of Commerce

Lawrence House Museum

Coronation Park Trust

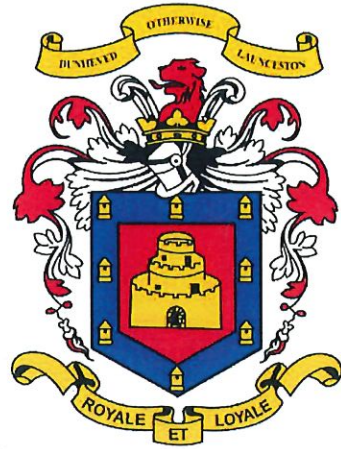
The Causley Trust

Launceston Town Plan Group

English Heritage

Visit Tamar Valley

Visit Cornwall



Launceston Town Council

Standing Orders

2024

Approved by Full Council on:

Date

Minute Reference:

Number

1.	Rules of debate at meetings	3
2.	Disorderly conduct at meetings	5
3.	Meetings generally	5
4.	Committees and sub-committees	8
5.	Ordinary council meetings	9
6.	Extraordinary meetings of the council and committees and sub-committees	11
7.	Previous resolutions	11
8.	Voting on appointments	11
9.	Motions for a meeting that require written notice to be given to the Proper Officer	12
10.	Motions at a meeting that do not require written notice	12
11.	Handling confidential or sensitive information	13
12.	Inspection of Documents	14
13.	Draft minutes	14
14.	Code of conduct and dispensations	14
15.	Code of conduct complaints	17
16.	Proper Officer	17
17.	Responsible Financial Officer	19
18.	Accounts and accounting statements	19
19.	Financial controls and procurement	20
20.	Handling staff matters	21
21.	Requests for information	22
22.	Responsibilities under data protection legislation	22
23.	Relations with the press/media	23
24.	Execution and sealing of legal deeds	23
25.	Communicating with Cornwall Councillors	23
26.	Restrictions on councillor activities	24
27.	Canvassing of and recommendations by councillors	24
28.	Standing orders generally	24

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply, not exceeding 3 minutes, at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final

substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

rights present and voting.

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t **The minutes of a meeting shall include an accurate record of the following:**
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or working parties as may be necessary, and shall determine their terms of reference. The council may dissolve a committee.
 Each committee or working party:
 - i. shall determine the number and time of the ordinary meetings up until the date of the next annual meeting of full council;
 - ii. shall determine the number and time of its meetings;
 - iii. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - iv. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - v. shall, after it has appointed the members of the committee or working group, appoint the chairman;
 - vi. shall determine the place and notice requirements for a meeting of the committee or working group;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall be considered quorate as per the agreed terms of reference
- e The quorum for any committee shall be at least half plus one.

- f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk
- g The Town Mayor and Deputy Town Mayor shall be ex officio voting members of every committee.
- h The Town Mayor and Deputy Town Mayor will be the Chairman and Vice Chairman of the Staffing Committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman (the Town Mayor) and Vice-Chairman (the Deputy Town Mayor) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the

election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. The Council may resolve to defer to a specified later date the provisions of this paragraph and those up to and including sub section xix.
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

- k i A councillor may seek an answer to a question concerning any business of the Council provided five clear days notice has been given to the Proper Officer.
- ii Questions not related to items of business on the agenda for a meeting shall

only be asked during the part of the meeting set aside for such questions.

- iii Every question shall be put and answered without discussion.

6. Extraordinary meetings of the council and committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time, giving proper notice.
- d If the chairman of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by the quorum number of members of the committee, a quorum number of members of the committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes, and any receiving no votes, shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to record and accept apologies for absence
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;

- v. to refer a motion to a particular committee or sub-committee;
- vi. to appoint a person to preside at a meeting;
- vii. to change the order of business on the agenda;
- viii. to proceed to the next business on the agenda;
- ix. to require a written report;
- x. to appoint a committee or sub-committee and their members;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvii. to adjourn the meeting; or
- xviii. to close a meeting.

11. Handling confidential or sensitive information

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Inspection of Documents

Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of the meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

13. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or it is otherwise appropriate to grant a dispensation.**
- i All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- j All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office and must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can

be held virtually

- k A Councillor must not accept any gifts or hospitality offered or received in connection with their official duties as a member worth more than £50. Any such gifts offered or receive in connection with a Councillors official duties as a member and the source of the gift or hospitality must be recorded in a register of interests maintained by the Proper Officer.
- l A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council/Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d The council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of

Conduct.

Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.

Dispensations

- a The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.
- b This policy shall apply to all meetings of the Council, its committees and sub-committees.
- c No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

15. Code of conduct complaints

- a Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by Cornwall Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is

absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council or committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and General Data Protection Regulation 2018, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the Planning Committee;
- xv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair of the Planning and Economic Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Economic Development committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also standing order 23).

17. Responsible Financial Officer

- a The council shall appoint the appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for

- the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19 (f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's

- written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- g
 - i Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - ii The Council's financial regulations shall be reviewed once a year.
 - iii The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
 - h
 - i The Council shall approve written estimates for the coming financial year at its meeting in December.
 - ii Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11 above.
- b The chairman of the Staffing Committee or in his absence, the vice-chairman, shall conduct a review of the performance and annual appraisal of the work of the Town

Clerk. The reviews and appraisals of all staff members shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

- c Subject to the council's policy regarding the handling of grievance matters, the Town Clerk shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Town Clerk.

21. Requests for information

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22. Responsibilities Under Data Protection Legislation

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

The Council shall maintain a written record of its processing activities.

- e Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal documents

See also standing orders 16(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

25. Communicating with Cornwall Councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the Launceston ward councillors of Cornwall Council.

26. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall, when inspecting any land and/or premises which the council has a right or duty to inspect issue any orders, instructions or directions.

27. Canvassing of, and recommendations by, Councillors

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a motion to Full Council.
- c The Proper Officer shall provide a copy of the Council's Standing Orders and any related policy to a councillor as soon as possible after they have delivered their acceptance of office form
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Town Clerk C W Drake
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Launceston Town
 Council
 The Town Hall
 Launceston
 Cornwall PL157AR

CALENDAR OF FULL COUNCIL AND COMMITTEE MEETINGS 2024-2025

All meetings take place at 7pm unless otherwise indicated

Monday	3 June 2024	Estates and Properties (10.00am)
Thursday	13 June 2024	Planning and Economic Development
Tuesday	18 June 2024	Full Council
Wednesday	3 July 2024	Finance & General Purposes
Thursday	4 July 2024	Planning and Economic Development
Tuesday	9 July 2024	Library, Arts, Business + Information
Tuesday	16 July 2024	Full Council
Thursday	25 July 2024	Planning and Economic Development
Monday	5 August 2024	Estates and Properties (10.00am)
Thursday	15 August 2024	Planning and Economic Development
Tuesday	3 September 2024	Library, Arts, Business + Information
Wednesday	4 September 2024	Finance & General Purposes
Thursday	5 September 2024	Planning and Economic Development
Tuesday	17 September 2024	Full Council
Thursday	26 September 2024	Planning and Economic Development
Monday	7 October 2024	Estates and Properties (10.00am)
Tuesday	15 October 2024	Full Council
Tuesday	15 October 2024	Meeting of Council as Trustee of Launceston Municipal Charities (after Full Council)
Thursday	17 October 2024	Planning and Economic Development
Tuesday	5 November 2024	Library, Arts, Business + Information
Wednesday	6 November 2024	Finance & General Purposes
Thursday	7 November 2024	Planning and Economic Development
Tuesday	19 November 2024	Full Council
Tuesday	19 November 2024	AGM of Council as Trustee of Lawrence House Museum (after Full Council)
Thursday	28 November 2024	Planning and Economic Development
Monday	2 December 2024	Estates and Properties (10.00am)
Tuesday	17 December 2024	Full Council
Thursday	19 December 2024	Planning and Economic Development

Tuesday	7 January 2025	Library, Arts, Business + Information
Thursday	9 January 2025	Planning and Economic Development
Wednesday	8 January 2025	Finance & General Purposes - Grants
Tuesday	21 January 2025	Full Council
Thursday	30 January 2025	Planning and Economic Development
Monday	4 February 2025	Estates and Properties (10.00am)
Tuesday	18 February 2025	Full Council
Tuesday	18 February 2025	Annual Meeting of the Council as the Burial Authority (after Full Council)
Thursday	20 February 2025	Planning and Economic Development
Tuesday	4 March 2025	Library, Arts, Business + Information
Wednesday	5 March 2025	Finance & General Purposes – St Pirans Day
Thursday	13 March 2025	Planning and Economic Development
Tuesday	18 March 2025	Full Council
Monday	1 April 2025	Estates and Properties (10.00am)
Thursday	3 April 2025	Planning and Economic Development
Wednesday	9 April 2025	Annual Town Meeting (6.30pm)
Tuesday	15 April 2025	Full Council
Thursday	24 April 2025	Planning and Economic Development
Tuesday	29 April 2025	Finance & General Purposes
<i>Good Friday 18 April, Easter Monday 21 April</i>		
Tuesday	13 May 2025	Annual Meeting of Launceston Town Council (7pm)
Thursday	22 May 2025	Planning and Economic Development
<i>Bank Holiday 5 May and 26 May</i>		
Thursday	12 June 2025	Planning and Economic Development
Thursday	19 June 2025	Mayor Choosing Ceremony

Members of the public and the press are welcome to attend all Full Council and Committee meetings. Meetings are generally wholly open to the public but there may occasionally be confidential matters to discuss, for example staffing matters, when the public and press will be asked to leave for that section of the meeting. The agendas will make it clear if there are any such items, and they are usually taken at the end of the meeting. If members of the public have specific issues to raise at a meeting it would be appreciated if they could notify the Town Clerk in advance.

Councillor Surgery Dates

Saturday 11 May 2024
Saturday 8 June 2024
Saturday 13 July 2024
Saturday 10 August 2024
Saturday 14 September 2024
Saturday 12 October 2024
Saturday 9 November 2024
Saturday 14 December 2024
Saturday 11 January 2025
Saturday 8 February 2025
Saturday 8 March 2025
Saturday 12 April 2025

Agenda item: 20

Committee: Annual Meeting of Full Council

Date: Tuesday 21 May 2024

Subject: Town Council Priority Projects

Summary: To agree the Council's Priority Projects for the Municipal Year 2024/25

Recommendations.

The Council is recommended to agree the priority projects for the municipal year 2024/25, giving consideration to staffing and budget constraints

1 Information

- 1.1 The Council consider a Red/Amber/Green (RAG) report each month that highlights broad updates on works being undertaken by the Council. Included within this list of works are agreed priority projects, which are those areas of work that the Council has identified for officers to undertake ahead of others. The following are the current priority projects as agreed by Council:
- Library Hub conversion of former Barclays Bank
 - Multi storey car park refurbishment
 - Lawrence House repairs and future operation of the site as a museum
 - New fit for purpose grounds maintenance compound
- 1.2 The current priority projects could all be considered to be major and all include building and/or planning works or the likelihood of such. Whilst works on all projects has begun they all still require a large amount of work to complete and as such the Council is recommended to consider that these projects remain as priorities, subject to any being superseded by emergency works that may be required at other sites or premises.

Contact officer: Christopher Drake – Town Clerk
Tuesday 13 May 2024

Agenda item: 21

Committee: Annual Meeting of Full Council

Date: Tuesday 21 May 2024

Subject: Launceston Show

Summary: To agree the Council's attendance at the Launceston Show

Recommendations.

The Council is recommended to:

- 1) agree that there is a Council presence at the Launceston Show
 - 2) confirm the details of attendance, including equipment required and displays
-

1 Information

- 1.1 The Launceston Show takes place on Thursday 25 July and the Council is recommended to agree that a Town Council presence is at the show, highlighting the venue offer of the Council as well as providing details on ongoing projects.

2 Show Presentation Details

- 2.1 If attendance is agreed then it is recommended that the Council uses its pitch as follows:
- Use of Cornwall Council library van for promotion of the summer reading challenge
 - Town Hall display to advertise the venue – possibly including Comical Entertainment
 - Town Council display highlighting visitor attractions and consultation/displays for – Connect Launceston/Museum works/Library Hub
- 2.2 Based on agreeing the items in 2.1, the Council will need to provide 3 gazebos in addition to the library van, as well as the required tables, chairs and display boards. It is also recommended that use be made of the Lego train sets from the library as these will form a good link to the Connect Launceston display

3 Staffing requirements

- 3.1 The Grounds Maintenance team will be responsible for the for set up and take down of gazebos, with VIC, Library and office colleagues working to ensure that stock is prepared to be taken to the venue site on the day before the event
- 3.2 The Venues Manager will draw up a rota for staff to man the Town Hall stand, The VIC Manager and VIC team will man the visitor attraction stand, and the library stall/van will need two members of staff. A minimum of seven staff are required to cover the event, using morning and afternoon cover so as no member of staff is working in site for the whole day
- 3.3 It is proposed that 6 cllrs attend to man the stalls for the consultations, with 2 cllrs per two hour slot, starting at 10am. This will afford cover from 10-4.

Contact officer: Christopher Drake – Town Clerk
Tuesday 13 May 2024

Venue Usage – April/May 2024

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	1 +1	8 +8
External Hires	7 -2	12.25 -11.75
Guildhall	9 +3	49 +16.5
Kitchen Bar and Reception Area	11 -1	80.5 -3.7
Main Hall	30 -1	154.5 -32
Otho Peter Suite 01	8 +1	21 -.5
Otho Peter Suite 02	7 +3	30.5 +18
Otho Peter Suite Both Rooms	2 -3	4 -26
Town Square	7 +2	34 +4
Total	82 +1	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (MainHall)	20 +3	77.5 +19.5
Ambulance Hall (Meeting Room)	0	0
Total	20 +3	

+/- comparison highlighted in red

- 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