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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING

held on THURSDAY 16 MAY 2024 at 2pm at Launceston Town Hall
and adjourned until TUESDAY 21 MAY 2024 at 7pm in the Guildhall

PRESENT Cllrs, Bailey, Bullen, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Penhale, Soanes, Tremain, Young. Town Clerk (Christopher Drake).

Guests of the Mayor and Council and Town Council staff present on 16 May.

2405/27 Election of the Town Mayor

Cllr Young proposed, and Cllr Lankston seconded, that Cllr Helen Bailey be elected as Mayor for 2024/2025. This was **unanimously agreed**.

2405/28 Acceptance of Office

Cllr Bailey formally accepted the nomination and signed the Acceptance Book and Declaration

2405/29 Apologies for absence

Cllr Green gave apologies for part one of the meeting

2405/30 Election of the Deputy Town Mayor

Cllr Bailey proposed, and Cllr Gordon seconded, that Cllr Nicola Gilbert be elected as Deputy Mayor for 2024/2025. This was **unanimously agreed**.

2405/31 Acceptance of Office

Cllr Gilbert formally accepted the nomination and signed the Declaration.

2405/32 Adjournment of Meeting

It was **resolved** to adjourn the meeting until Tuesday 21 May at 7pm.

2405/33 Declarations of Interest

Councillors Gordon, Gilbert, Conway, Soanes and Penhale declared an interest in Agenda Item 19 – In Principle Lease Agreement for Works at Coronation Park. It was resolved that a dispensation be given as per Standing Order 14h (i) so as to allow the meeting to remain quorate

2405/34 Reports from Cornwall Councillors

Cornwall Councillor Conway advised that Cornwall Council had elected its new Chair and Leader and that there had been some changes to the Cabinet
Cllr Bailey stated that Windmill Hill was in need of urgent re-surfacing and requested that repairs be undertaken as soon as possible

2405/35 Reports from Town Councillors

Cllr Harris gave an update on the Street Pastors and advised that more male volunteers were needed, and that funding had been received from local Cornwall Councillors that would allow the scheme to continue

Cllr Heaton provided an update on the Patient Participation Group (PPG) and gave details on the triage system, ongoing work with the prescription service, Covid vaccinations for the vulnerable and advised that the Exeter St hub was due to open soon and that volunteers for the service were being sought.

Cllr Conway advised that he was investigating ways in which the Community Chest could be used for the Street Pastors organisation

2405/36 Report from the Town Mayor

The Mayor provided a written report to all Members

2405/37 To confirm the Minutes of the last meeting, previously circulated

It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Council meeting held on Tuesday 16 April 2024

2405/38 To receive and adopt the minutes of committees and sub-committees, previously circulated

It was **resolved** to receive and adopt the minutes of the following committees and sub-committees, previously circulated:

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

2405/39 To review and adopt Committee Terms of Reference

It was **resolved** that all Terms of Reference as attached be adopted subject to the amendment to the Terms of the Staffing Committee for which the composition be changed to include the Vice Chair of the Finance, Estates or Planning committee being able to attend a meeting, in the absence of a standing member.

2305/46 Standing Committees

It was **resolved** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:

- a) **Finance and General Purposes Committee**
Cllrs Bullen, Conway, Heaton, Hogan, O'Brien, Soanes, Young
- b) **Planning and Economic Development Committee**
Cllrs Green, Gordon, Harris, Nancarrow, Penhale, Sleep, Tremain
- c) **Staffing Committee**
Chairs of the Finance, Planning and Estates committees
- d) **Estates and Properties Committee**
Cllrs Gordon, Harris, Heaton, Hogan, Penhale, Young and Chair of Finance & General Purposes Committee
- e) **Library, Arts, Business and Information Committee**
Cllrs Gordon, Nancarrow, Sleep, Tremain
- f) **Council Policies Committee**
Cllrs Bailey, Bullen, Hogan, Young

2305/47 To review and adopt Standing Orders

It was **resolved** to adopt the Standing Orders

2305/48

Appointments to Organisations

It was **resolved** to make the following appointments:

- a) Twinning Association - Cllr Gilbert
- b) CALC - Cllr O'Brien and Cllr Harris
- c) Launceston Sports – Cllr Green
- d) Launceston In Bloom - Cllr Young
- e) Police Liaison - Cllr Heaton and Cllr Bailey
- f) Launceston Chamber of Commerce – Cllr Sleep
- g) Friends of Launceston Priory – Cllr Tremain
- h) Launceston Town Youth Council – Cllr Young
- i) Community Area Partnership – Cllr O'Brien
- j) Town CCTV Committee – Cllr Heaton and Cllr Harris
- k) FLIC – Cllr Young
- l) Charles Causley Festival – Cllr Nancarrow and Cllr Tremain
- m) Coronation Park Trust – Cllrs Gilbert, Gordon and Soanes
- n) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- o) Street Pastors – Cllr Harris
- p) Little Red Bus – Contact organisation to see if a representative is required
- q) Orchard Youth Project – Cllr Bullen
- r) Emergency Plan – Cllr Gordon, Cllr Bailey, Cllr O'Brien, Cllr Gilbert
- s) Launceston Loyalty Card – Cllr Bailey and Cllr Sleep
- t) Lanstephan Play Area – Cllr Harris
- u) Town Band – Cllr Penhale
- v) Launceston PPG – Cllr Bailey
- w) Launceston Town Planning Group – Cllr Gordon and Cllr Soanes

2305/49

Calendar of Meetings 2023-24

The calendar had been circulated with the agenda and was **resolved** subject to the amendment to correct the date of the Finance and General Purposes meetings to 7 February 2024 and 1 May 2024

2305/50

General Power of Competence

It was **resolved** to confirm that the Town Council was eligible for the General Power of Competence as;

- i) at least two-thirds of the total seats on the council are held by members who stood at the last ordinary election
- ii) the Town Clerk holds the Certificate in Local Council Administration
- iii) the Clerk has passed the Cilca module on the General Power of Competence

2305/51

Correspondence and Matters to Note

It was **resolved** to note the following items of correspondence:

- i) Letters of thanks from grant recipients
- ii) The Town Council venues usage
- iii) Letter of thanks for the invitation to the Mayor Choosing Ceremony from the Mayor of Tavistock

2305/52

Urgent Items

Members were reminded of the leaving lunch for Ms Kate Stark taking place on Friday 19 May at 1pm

2305/53

Exclusion of members of the press and public

It was **resolved** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information

2305/54

Library Hub

It was **resolved** that;

- i) the Council take a Restrictive Covenant (Breach of Leasehold Covenants) Indemnity insurance policy in regards to the lease for the proposed library building
- ii) the Mayor be authorised to sign relevant contract documents in regards to the proposed library building
- iii) appropriate funds be transferred for the purchase of the proposed library building when required

Date of the next meeting

The next Full Council meeting will be held on Tuesday 20 June 2023

The meeting ended at 8.00pm.

Signed Date