

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



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

cc Cornwall Councillor (Adam Paynter), Chris Sims (Community Link Officer), Scott Mann MP, Honoured Burgess (Arthur Wills), Emma Jaynes, (Chairman, Chamber of Commerce), members of the press

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 18 June 2024 in The Guildhall, commencing at 7.00pm

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

The agenda for the meeting is set out below.

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

Christopher Drake
Town Clerk

Date of issue: 12 June 2024

AGENDA

1. Apologies for absence

2. Declarations of Interest

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the meeting while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.

3. Public Representation Session

To receive any written representations or previously submitted questions from Members of the public in attendance. (A maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

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

- (i) Minutes of the Annual Meeting of the Council held on Thursday 16 May 2024 at 2.00pm and Tuesday 21 May 2024 at 7.00pm

5. To receive the minutes of committees and sub-committees previously circulated:

- (i) Planning and Economic Development held on Thursday 23 May 2024 at 7.00pm

(ii) Estates and Properties held on Monday 3 June 2024 at 10.00am

6. Reports from Cornwall Councillors

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

7. Reports and Questions from Town Councillors

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

8. Report from the Town Mayor

To receive the Mayor's Monthly Report

9. Report from the Town Clerk

To receive the latest RAG update report (copy attached)

10. Service Level Agreement for Works at Coronation Park

To agree the Service Level Agreement with the Coronation Park Trust (copy attached)

11. Notification Relating to a Property Asset

To consider Report 12/24 concerning the above (copy attached)

12. Correspondence and matters to note

Additional information can be provided at the meeting if required.

- 1 Note the venue usage
- 2 The Council will require an Extraordinary Meeting in June to receive the Annual Internal Audit Report and to discharge the obligations of the Authority to approve the Annual Governance Statement

13. Urgent Items

To receive any items which the Mayor considers to be urgent (information only)

14. Exclusion of members of the press and public

To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information

15. Cleaning of Town Public Toilet Facilities

To consider Report 13/24 concerning the above (copy attached)

16. Staffing Committee Minutes

To receive the minutes of the Staffing Committee meeting held on Friday 31 May 2024 at 9.30am (copy attached)

Date of next Meeting

The next Full Council meeting will be held on Tuesday 16 July at 7.00pm