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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 18 JUNE 2024 at 7.00pm in the Town Hall

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

Prayers were read by Reverend Clancy

- 2406/22 Apologies for absence**
Apologies for absence were received from Councillor Green and Cornwall Councillor Paynter
- 2406/23 Declarations of Interest**
Councillors Gordon, Gilbert, Conway, Soanes and Penhale declared an interest in Agenda Item 10 – Service Level 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
- 2406/24 Public Representation Session**
There were no public representations
- 2406/25 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 Annual Meeting of Full Council held on Thursday 16 May 2024 at 2.00pm and Tuesday 21 May 2024 at 7.00pm
- 2406/26 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 23 May 2024 at 7.00pm
(ii) Estates and Properties held on Monday 3 June 2024 at 10.00am
- 2406/27 Reports from Cornwall Councillors**
Cllr Conway gave an update explaining that Cornwall Council were discussing the issue of prayers before meetings and changes to the Planning Committee representation rules, which would now allow questions and clarifications to be asked of attendees by the committee members. Cllr Conway also advised that resurfacing works to Windmill Hill were scheduled to take place in August.

Cllr Tremain stated that it was good news in regards to the Planning Committee changes

Cllr Young asked if there were any updates regarding repairs works at Race Hill.

Cllr Conway advised that legal works in regards to the matter were ongoing and it was requested that the Council wrote to Cornwall Highways for a detailed update on the situation.

2406/28

Reports and Questions from Town Councillors

Cllr Harris provided an update from the town CCTV AGM and raised the issue of cars illegally accessing Westgate Street, it was requested that a representative of the Coronation Park Trust attend the next meeting in September and also an invitation was extended to the Chamber of Commerce to be on the committee

Cllr Heaton provided an update regarding the Patient Participation Group (PPG) and spoke of the KLINIK triage system working well and that assistance was on offer for those that were not able to use the computer system. Cllr Heaton also advised that the Exeter Street Health Inequalities Hub was looking to officially open in mid July and was awaiting CLUP funding. The Integrated Care Board (ICB) was working on a one system approach to cover the whole of the NHS. Cllr Heaton concluded by advising that the Police and Crime Commissioner had held a councillor advocate seminar in June.

Cllr Lankston gave an update from the Chamber of Commerce who have a new website and were working on the upcoming Farmers Market

Cllr O'Brien gave an update on the Community Area Partnership (CAP) meeting and spoke about the reports received from various organisations

Cllr Conway also spoke in regards to the Community Area Partnership (CAP) meeting and stated that the meeting was long. He also advised that some of the details had pertained to road safety issues as well as the request for Launceston Police Station to be open to the public.

It was agreed that the Council write a letter to support the proposal for the Police Station to be open to the public

Cllr Bailey advised that a Cornwall Air Ambulance store would be opening at the site of the former M &Co in the High Street

2406/29

Report from the Town Mayor and Deputy Mayor

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

2406/30

Report from the Town Clerk

The update on projects and the monthly RAG report were noted

2406/31

Service Level Agreement for Works at Coronation Park

It was **resolved unanimously** that the Service Level Agreement for Coronation Park be agreed

2406/32

Notification Relating to a Property Asset

It was **resolved** that the Town Council seek a price for the purchase of the site at Land to the South of Trecarn Close

2406/33

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note that an Extraordinary Meeting of Council will be required in June to receive the Annual Internal Audit Report and to discharge the obligations of the Authority to approve the Annual Governance Statement

- iii) send details of the forthcoming councillor surgeries to all Members
- iv) consider details for a VE Day event on a future Council agenda

2406/34

Urgent Items

There were no items for discussion

2406/35

Exclusion of members of the press and public

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

2406/36

Cleaning of Town Public Toilets

It was resolved that;

- i) A&N Cleaning Services be awarded the contract to undertake the cleaning of the Town Council owned public toilets
- ii) The sites to be open in the high season be Westgate Street, the Walk and Newport
- iii) The sites to be open in the low season (October to March) be Westgate Street and The Walk

2406/37

Staffing Committee Minutes

It was resolved to receive and adopt the minutes of the Staffing Committee meeting held on Friday 31 May 2024

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 16 July 2024

The meeting ended at 8.21pm

Signed Date

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MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING
held on THURSDAY 27 JUNE 2024 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Green, Lankston, O'Brien, Penhale, Soanes and Tremain
In attendance: Christopher Drake (Town Clerk)
- 2406/38 Apologies for absence**
Apologies for absence were received from Councillors Bullen, Conway, Harris, Heaton, Hogan, Nancarrow and Young
- 2406/39 Declarations of Interest**
There were no declarations
- 2406/40 Public Representation Session**
There were no public representations
- 2406/41 Internal Audit Report**
It was **resolved** to note the internal audit report and that the Council recognises the comments in regards to the adequacy of reserves
- 2406/42 Conflict of Interest Form**
It was **resolved** that the conflict of interest form, in relation to the Annual Report, be agreed and signed
- 2406/43 Annual Governance Statement 2023/24**
The Annual Return had been circulated with the agenda.
The Town Council **agreed** the nine separate statements making up the Annual Governance Statement 2023-2024. It was then **resolved** to approve the Governance Statement and it was signed by the Town Mayor and Town Clerk.
- 2406/44 Annual Return Annual Accounting Statements 2023/24**
The Annual Return had been circulated with the agenda.
The Council considered the Accounting Statements for 2023-24 and it was **resolved** to approve the Accounting Statements as presented and to thank the Council's Finance Team for their work. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer.
- 2406/45 Urgent Items**
There were no items for discussion
- Date of the next meeting of the Council**
The next Full Council meeting will be held on Tuesday 16 July 2024
- The meeting ended at 7.06pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 13 June 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

- Present** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Harris, Lankston, Penhale and Tremain
In attendance: Cllrs Soanes
Christopher Drake (Town Clerk)
- 2406/15 Apologies**
Apologies for absence were received from Cllr Nancarrow and Cllr Green who was substituted by Cllr Soanes
- 2406/16 Declarations of Interest**
Cllr Soanes declared an interest in planning application PA24/00557 – St Stephens Community Academy, Roydon Road and left the meeting for this item and took no part in the debate or voting
- 2406/17 Public Representation**
There were no representations made
- 2406/18 Minutes of the last meetings**
The minutes of the meeting held on 23 May 2024 were signed as a correct record
- 2406/19 Current Planning Applications for comment**
Application PA24/00557
Proposal External car park lighting installation
Location St Stephens Community Academy Roydon Road St Stephens Launceston
Decision Support
- *Cllr Soanes left the meeting before the discussion of the above application and took no part in the debate or voting for this item***
- Application PA24/03753
Proposal Proposed extension.
Location 33 Tredydan Road Launceston Cornwall PL15 8HZ
Decision Support
- 2406/20 Planning Decisions to Note**
It was **resolved** to note the applications
- Application PA24/01854
Location Richard Fishleigh Car Sales 12C Newport Industrial Estate Launceston Cornwall PL15 8EX
Proposal Replacement commercial building
Decision APPROVED
Town Council SUPPORT

2406/21

Correspondence and Items to Note

Cllr Penhale raised concerns regarding overgrown vegetation at Landlake Road as well as on the Link Road

Next Meeting

The next meeting of the committee will be held on Thursday 4 July 2024

The meeting closed at 7.08pm

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

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 3 JULY 2024 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Heaton, O'Brien, Soanes and Young
In attendance: Cllr Gordon
Town Clerk
- 2407/01 Election of Chairman**
Cllr Bullen was elected as Chair. Proposed by Cllr Gilbert, seconded by Cllr Gordon
- 2407/02 Election of Vice Chairman**
Cllr O'Brien was elected as Vice Chair. Proposed by Cllr Gilbert, seconded by Cllr Bailey
- 2407/03 Apologies for absence**
Apologies for absence were received from Cllr Hogan and Cllr Young who was substituted by Cllr Gordon
- 2407/04 Declarations of Interest**
There were no declarations
- 2407/05 Public Representation Session**
There were no members of the public present
- 2407/06 Minutes of the last meeting**
The minutes of the meeting held on 1 May 2024 were signed as a correct record.
- 2407/07 Finance**
It was **resolved** to:
i) approve the payment listings for May and June 2024
ii) this item was deferred to the next meeting
iii) this item was deferred to the next meeting
iv) Cllr O'Brien and Cllr Bullen will carry out the payment check for July and August 2024 respectively
- 2407/08 Long Term Strategic Development**
Members considered a report concerning the above from Cllr O'Brien (previously circulated)
It was **resolved** to agree the recommendations of the report and for the report to be considered and ratified at Full Council
- 2407/09 Christmas Opening Hours**
It was **resolved** that:
i) all Council buildings be closed for the Christmas and New Year period from 24 December 2024 to 2 January 2025 inclusive

- ii) the public toilet facilities at Westgate St be open as per previous festive period opening times
- iii) all staff be given an additional annual leave day and all Council premises be closed on Tuesday 24 December

2407/10

Library Project Expenditure Update

It was **resolved** that this item be deferred to the next meeting

2407/11

Urgent Items

Cllr Conway asked that the Committee's best wishes for the RFO be sent and the Committee expressed their thanks to the Finance team for their work

The meeting closed at 7.19 pm.

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 4 July 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

Present Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Green, Harris, Nancarrow, Penhale and Tremain (Chair)
In attendance: Cllr Heaton
Christopher Drake (Town Clerk)

2407/12 Apologies
Apologies for absence were received from Cllr Lankston who was substituted by Cllr Heaton

2407/13 Declarations of Interest
Cllr Heaton declared an interest in planning application PA24/04810 – St Stephens Community Academy, Roydon Road and left the meeting for this item and took no part in the debate or voting

2407/14 Public Representation
There were no representations made

2407/15 Minutes of the last meetings
The minutes of the meeting held on 13 June 2024 were signed as a correct record

2407/16 Current Planning Applications for comment

Application PA24/02857
Proposal Demolition and replacement of industrial unit to provide for storage.
Location Units B1-B4 Pennygillam Way Pennygillam Industrial Estate Launceston
Decision Support

Application PA24/03822
Proposal Proposed balcony added to the first floor to the rear of the building
Location 7 Windmill Park Launceston Cornwall PL15 9GZ
Decision Support

Application PA24/04375
Proposal Internal alterations, including moving first floor flat to cellar floor, provision of external lift, removal of porch, removal of conservatory and access improvements.
Location 9 Castle Street Launceston Cornwall PL15 8BA
Decision Noted

Application PA24/04592
Proposal Non material amendment in relation to decision notice PA18/02377 dated 28.12.2018 for the removal of two garages to the southern area of the site (plots 15 and 16) to create a route for a foul water sewer to St Josephs Rd and the existing infrastructure beyond within the highway
Location Cross Lanes Cross Lanes St Stephens Launceston Cornwall PL15 8JS
Decision Support

Application PA24/04810
Proposal Non material amendment in relation to Decision Notice PA23/05855 dated 17/07/23 - Adaptations to the location of the perimeter fencing line.
Location St Stephens Community Academy Roydon Road St Stephens Launceston Cornwall PL15 8HL
Decision Support

Cllr Heaton left the meeting before the discussion of the above application and took no part in the debate or voting for this item

2407/17

Planning Decisions to Note

It was resolved to note the applications

Application PA24/00557
Location St Stephens Community Academy Roydon Road St Stephens Launceston Cornwall PL15 8HL
Proposal External car park lighting installation
Decision APPROVED
Town Council SUPPORT

Application PA24/02752
Location 7 Madford Lane Launceston Cornwall PL15 9EB
Proposal Repair of the slate roof and replacing 2 roof lights.
Decision APPROVED
Town Council SUPPORT

2407/18

Correspondence and Items to Note

Cllr Tremain advised of two emails received in regards to the Stourscombe Farm planning application and would respond accordingly

It was raised that the tree planted on land outside of 71/72 St Johns Road required works as it was overgrown

Cllr Bailey advised of a resident raising concerns of HGV's at the Newport roundabout and had forwarded the comments to Cornwall Highways

Cllr Bailey also advised that a resident had contacted her stating that St Stephens Hill should be routed as one way

It was noted that the next meeting was scheduled for Thursday 25 July, which was the same day as the Launceston Agricultural Show and as such should be moved to another suitable date

Next Meeting

The next meeting of the committee will be held on a date to be agreed to accommodate Members attendance at the Launceston Show

The meeting closed at 7.23pm

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

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	School consultation event held Friday 14 June and public consultation event held on Saturday 29 June. RIBA Stage 1 report completed	Priority project
Lawrence House repairs and future maintenance programme	Town Clerk/Snr Mgt Team Council	Exterior works completed. Contractor working on undertaking internal works. Museum artefacts temporarily stored at rented units in Pennygillam. Working Party group established and Clerk and RFO awaiting dates for meeting with solicitors to discuss and undersand Trust status and requirements of the Council	Ongoing
Design and build of new grounds compound	Estates Mgr	Site visits have been held and a quotation and design works received. Ecology Assessment undertaken. Planning permission granted.	Completed
New skatepark installation at Coronation Park	Town Clerk	Planning permissions granted. Working with contractors to agree works start date and agree boundary treatments at the site	
Priory Park play equipment installation project	RFO/ Estates Mgr	Football goals installed. Officers have submitted CIL funding bid for new play equipment on site.	

Town Hall changing room refurbishment	Estates Mgr	Architects have visited the site and quotations have been received. This work will be reviewed following the conclusion of the current priority projects	STATUS
Town Hall stage accessibility	Estates Mgr	This work is being reviewed as part of the changing room refurbishment	Priority project
Green Room building future use	Council	Council to agree use for the site. This work will be reviewed following the conclusion of the current priority projects	Ongoing
Electric charging points installed	Estates Mgr	Works agreed but will be considered once required works to the car park have been identified as these may impact on the installation.	Completed
Car park refurbished and new signage erected	Estates Mgr	PCA report received and considered by June Estates and Properties committee. Investigatory works to the tarmac/steel took place 25 & 26 March and awaiting condition report	

New cemetery land acquisition		Potential land available at proposed Stourcombe development site. Town Council supported the development in principle subject to land being designated for cemetery use subject to a 106 agreement	STATUS
Conversion of new land at St Thomas as rest garden	Town Clerk	TC working with Barrett Homes regarding flooding issues. Solicitors approached to complete necessary legal documents. Barrett Homes have agreed legal costs. Details of proposed works now received and officers to meet Barrett Homes team to discuss compensation agreement for required works	Priority project
Installation of live streaming equipment at Town Hall	Town Clerk/RFO	OWL system viewed and costed at £1000 +. Report to be taken to future F+GP meeting to discuss funding and suitability	Ongoing
Adoption of new nature area at Ridgegrove	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and awaiting responses from CC in regards to land costs.	Completed
Adoption of new nature area at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and awaiting responses from CC in regards to land costs. Land valuations undertaken and submitted	
Town Vitality Fund works	RFO/VIC Mgr	Meetings ongoing to agree projects and new funding streams.	

Quality Gold Accreditation	Town Clerk	Gold statements agreed Dec 23 and TC completing final policy updates. Resolved at March 24 Council that requirements are met. Council agreed not to pursue accreditation further as of May 2024
New town bypass to be investigated	Town Clerk	West Devon Borough Council and Cornwall Council have been contacted about the project and meeting dates TBA. VIC manager liaising with Scott Mann MP
Replacement roof at Ambulance Hall	Estates Mgr	Tender document on Contract Finder with a closing date of 12 July 2024
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail, MP.

AGENDA PAPER
F & GP Committee
May/June '24

Long Term strategic development

1. Introduction and background

- 1.1 Members will recall that some time ago, (I can't recollect the actual date) I proposed the introduction of three year budgeting, the purpose being to ensure a longer term approach to the Council's financial planning and achieving a greater stability - both financially and in our policies - in the future.
- 1.2 After extensive debate this proposal was accepted by the F & GP Cttee and subsequently the full Council.
- 1.3 It has to be admitted that the agreed change in policy has not been implemented.

2. Report

- 2.1 With the benefit of hindsight I believe the reasons for this failure are twofold:-
 - a) The creation of a process of three year budgeting is very difficult - and probably impossible - without the Council first creating a strategic long term plan to provide the background against which the budgeting process must be set.
 - b) Even if the preceding paragraph is wrong I'm certain that our RFO hasn't got the time to create a three year budget bearing in mind that it has not been done (by this Council) before and the amount of preparation required must be enormous.
- 2.2 I therefore believe that for any chance of this Council moving forward to its agreed long term goal of three year budgeting the Council must first draw up a strategic plan for its own long term future and aspirations it has for the development of the Town. I should add that although doing so will allow our plan for longer term budgeting to be put into effect I believe that the creation of such a plan is a worthwhile goal in its own right as it will create a vision for this (and future councils) to aim towards.
- 2.3 To produce such a plan will require a considerable effort by **all** of us, both Councillors and officers, as attempting the task without full commitment will be no more than a waste everyone's time and will not produce a result that is of benefit to the Council or the town.
- 2.4 I contend that there are two parts to the introduction to any new policy/procedure. The first is to ensure the correctness of the

policy itself whilst the second - but equally important - is the actual process of bringing it into existence without causing unnecessary disruption in other areas.

- 2.5 Whilst I believe the policy of creating a strategic plan as a precursor to introducing three year budgeting is the right one putting that policy into effect is **impossible at the moment**. That is because of the absolute necessity to first deal with several important issues, these including the condition of the multi-storey carpark, the condition of the old St Johns Ambulance station, the Museum, preparing for the new library, the skatepark and the never ending issue of the nearly full cemetery.

3. Recommendations

Bearing all the above in mind I recommend that:-

1. **As soon as the current workload, (as exemplified at para 2.5) is reduced to an acceptable level work is commenced on creating a strategic plan for the Council**
2. **In preparation for this the Council should now nominate those members it wishes to undertake the task of preparing a strategic plan.**

Paul O'Brien

Agenda item: 11

Committee: Full Council

Date: Tuesday 16 July 2024

Subject: Evidence of Independence of Internal Auditor

Summary: To confirm the independence of Internal Auditor

Recommendations.

The Council is recommended;

- 1) to note the details regarding need to confirm the independence of Internal Auditor
 - 2) resolve the independence of Internal Auditor and sign the declaration of interest form confirming this
-

1 Information

- 1.1 Due to the continued increase in the Town Council's activity and asset portfolio, it is likely that for the financial year 2024/25, that we will be subject to a limited assurance review at Intermediate Level as we will have an income and expenditure greater than £2m. As such the requirements for the Annual Governance and Accountability Return (AGAR) submission include additional submissions.
- 1.2 The Town Council will be required to;
 - Evidence that the smaller authority has considered the independence of the internal auditor
 - Evidence that the smaller authority has considered and agreed the internal audit programme of work including reference to any identified risks
 - Evidence that when the internal auditor was appointed, the smaller authority was satisfied with the competence of the internal auditor and agreed a letter of engagement

2 Requirements

- 2.1 The Council is recommended to agree and return the attached declaration of interest form, to be signed by the Mayor and when inviting the internal auditor to undertake the required works for the Council, include within the letter of engagement the approved programme of works.

Contact officer: Christopher Drake – Town Clerk
Wednesday 4 July 2024

CONFLICT OF INTEREST WITH HUDSON ACCOUNTING LTD

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority: Launceston Town Council

☐

I confirm that there are no conflicts of interest with HUDSON ACCOUNTING LTD

☐

I confirm the following conflicts of interest (please detail below):

This was confirmed and minuted at the following meeting:

Date of Meeting

Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Agenda item: 12

Committee: Full Council

Date: Tuesday 16 July 2024

Subject: Notification Relating to a Property Asset

Summary: To consider the additional requirements regarding the Notification relating to a Property Asset

Recommendations.

The Council is recommended to;

- 1) note the additional requirements required regarding the Notification Relating to a Property Asset for Land at to the South of Trecarn Close
- 2) consider if the council wishes to further explore the potential for the asset
- 3) subject to point 2, agree what the business plan for the site is and how the plan will be actioned and costed

1 Information

- 1.1 Further to the Town Council being notified of a property asset in the parish, Land at to the South of Trecarn Close, Launceston, which Cornwall Council's service responsible for the asset has determined that it no longer has an operational need to retain it, it was resolved at the July Meeting of full Council that;
2406/32 Notification Relating to a Property Asset
It was resolved that the Town Council seek a price for the purchase of the site at Land to the South of Trecarn Close
- 1.2 Officers duly requested details from Cornwall Council (CC) and have now received a response that advises that the Town Council must submit a business case as to what the land will be used for and from this CC will then be able to give a valuation of the land which will justify the use. There is an 8 week timeline for the business case to be submitted

2 Recommendations

- 2.1 Members are recommended to agree whether they wish to pursue this matter and if agreed to do so, to then agree what the business case for the site would be. If it is resolved to pursue the purchase, details of the business plan will need to be agreed by the relevant committee, along with the proposed costs of the business plan and the relevant budget line from which the expenditure is to be taken. The timeframe of 8 weeks for the business plan to be considered and agreed should also form part of the Council's considerations in this matter.

Contact officer: Christopher Drake – Town Clerk
 Wednesday 3 July 2024

Agenda item: 13

Committee: Full Council

Date: Tuesday 16 July 2024

Subject: NALC Super Councils Network

Summary: To note the details regarding membership of the consider the NALC Super Councils

Recommendations.

The Council is recommended to;

- 1) note the details regarding membership of the consider the NALC Super Councils
 - 2) agree Councillor representation on the Super Councils Network
-

1 Information

1.1 The Town Council has been advised that it is now eligible for membership of NALC's Super Councils Network. The Super Councils Network is a network for the largest local (parish and town) councils with an annual precept of over £1m or an annual turnover of over £1.5m. The network currently consists of approximately 100 councils.

1.2 The network is open to officers and councillors, however it is encouraging attendance from councillors and to that end, network members are asked to nominate a lead councillor who will attend meetings.

1.3 The network meets on Zoom quarterly. Meeting dates and times for the rest of the year are as follows:

12 September - 18:00-19:15

15 November (tbc)

Previous meetings have covered topics such as NALC and the LGA's Peer Challenge Programme, The Office for Local Government (OFLOG) Data Metrics and creating age friendly communities.

The network also has a WhatsApp Group, which the Town Clerk has joined and is making use of the networking opportunities that this provides.

Contact officer: Christopher Drake – Town Clerk

Wednesday 3 July 2024

Venue Usage – June/July 2024

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	4	46
External Hires	3	16.5
Guildhall	10	49.5
Kitchen Bar and Reception Area	8	49.5
Main Hall	27	134.75
Otho Peter Suite 01	9	26
Otho Peter Suite 02	3	11.5
Otho Peter Suite Both Rooms	4	11.5
Town Square	6	29
Total	74	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	15	75
Ambulance Hall (Meeting Room)	0	0
Total	15	