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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

**To: All Launceston Town Councillors**

cc *Cornwall Councillor (Adam Paynter), Chris Sims (Community Link Officer), Ben Maguire 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 19 November 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: 13 November 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 Meeting of Full Council held on Tuesday 15 October 2024 at 7.00pm

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

- (i) Planning and Economic Development held on Thursday 17 October 2024 at 7.00pm
- (ii) Library, Arts, Business and Information held on Tuesday 5 November 2024 at 7.00pm
- (iii) Finance and General Purposes held on Wednesday 6 November 2024 at 7.00pm
- (iv) Planning and Economic Development held on Thursday 7 November 2024 at 7.00pm

**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 (copy attached)

**9. Report from the Town Clerk**

To receive the latest RAG update report (copy attached)

**10. Strategic Review Membership**

To consider and agree the recommendation of the Strategic Review working party (copy attached)

**11. Correspondence and matters to note**

Additional information can be provided at the meeting if required.

1 Note the venue usage

**12. Urgent Items**

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

**13. 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

**14. Cornwall Adult Education Service**

To note the briefing note regarding the above and consider the Town Council's response (copy attached)

**15. Staffing Committee Minutes and update**

To note the minutes of the recent Staffing Committee meeting and agree the resolutions therein (copy attached)

**Date of next Meeting**

The next Full Council meeting will be held on Tuesday 17 December at 7.00pm