

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 members of Launceston Town Council

Cc Cornwall Councillors, Honoured Burgesses, Chairman of the Chamber of Commerce, Mayor's Chaplain,
Press

You are summoned to attend the Annual Meeting of Launceston Town Council to be held on Tuesday 13 May 2025 at 7pm in the Guildhall.

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

Christopher Drake
Town Clerk

7 May 2025

AGENDA

1. **Election of the Town Mayor**
2. **To receive the Mayor's Acceptance of Office**
3. **Apologies for Absence**
4. **Election of the Deputy Mayor**
5. **To receive the Deputy Mayor's Acceptance of Office**
6. **Declarations of Interest**
Members are reminded that all Interests must be declared before the item to be discussed
7. **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
8. **Reports from Councillors**
To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the council
9. **Report from the Town Mayor**
To receive the Town Mayor's report
10. **To confirm and sign the minutes of the last meeting previously circulated**
To confirm and sign the minutes of the meeting held on Tuesday 15 April 2025 at 7.00pm

- 11. To receive and adopt the minutes of committees and sub-committees previously circulated**
 - i) Planning and Economic Development Committee held on Thursday 24 April 2025 at 7.00pm
 - ii) Finance and General Purposes Committee held on Tuesday 29 April 2025
- 12. To adopt the Code of Conduct for Members and Co-Opted Members for Local Councils (copy attached)**
- 13. To appoint Standing Committees**

To appoint the appropriate number of Members to the Council's committees as per the individual Committee Terms of Reference.

The Mayor and Deputy Mayor are ex officio voting members of all committees

a) Finance & General Purposes Committee	No of Members - 7
b) Planning & Economic Development Committee	No of Members - 7
c) Estates and Properties Committee + Chair of F+GP	No of Members - 6
d) Staffing Committee (Chair of Planning/Finance and Estates)	No of Members - 3
e) Library, Arts, Business and Information Services Committee	No of Members - 4
f) Council Policies Committee	No of Members - 4
- 14. To agree to review and adopt Standing Orders and Financial Regulations at the June meeting of Council**
- 15. To agree to review and adopt Committee Terms of Reference at the June meeting of Council**
- 16. To appoint representatives to the following organisations**

Current membership numbers in brackets

 - a) Twinning Association (1)
 - b) CALC (2)
 - c) Launceston Sports (1)
 - d) Launceston In Bloom (1)
 - e) Police Liaison (2)
 - f) Launceston Chamber of Commerce (1)
 - g) Friends of Launceston Priory (1)
 - h) Launceston Town Youth Council (2)
 - i) Launceston Community Area Partnership (1)
 - j) CCTV Committee (2)
 - k) FLIC (1)
 - l) Charles Causley Festival (2)
 - m) Coronation Park Trust – (3)
 - n) Launceston Municipal Charities – (2)
 - o) Street Pastors (1)
 - p) Little Red Bus (1)
 - q) Orchard Youth Project (1)
 - r) Emergency Plan – (4)
 - s) Launceston Loyalty (2)
 - t) Town Band (1)
 - u) Plastic Free Launceston (1)
 - v) Launceston PPG (1)
 - w) Launceston Town Plan Group (2)
 - x) Any other organisation requiring representation
- 17. Calendar of Meetings for 2025/2026**

To agree the calendar of meetings for 2025/2026 (copy attached)

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. Deed of Easement on Council Allotment Land

To Consider Report 11/25 concerning the above (copy attached)

20. Progress and Information

To Consider Report 12/25 concerning the above (copy attached)

21. Correspondence and matters to note

Copies of all correspondence will be available for inspection at the meeting, if required

22. Urgent Items

To consider any items which the Chair considers to be urgent.

23. Date of Next Meeting

The next meeting will be held on Tuesday 17 June 2025