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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING
held on
TUESDAY 13 MAY 2025 at 7pm in the Guildhall

- PRESENT** Cllrs, Anston-Race, Bailey, Bullen, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Lankston, O'Brien, Ranson, Soanes, Tremain, Young.
Town Clerk (Christopher Drake).
Cornwall Cllr Dennis
Honoured Burgess
- 2505/01 Election of the Town Mayor**
Cllr Bailey proposed, and Cllr Gordon seconded, that Cllr Nicola Gilbert be elected as Mayor for 2025/2026. This was **unanimously agreed**.
- 2505/02 Acceptance of Office**
Cllr Gilbert formally accepted the nomination and signed the Declaration of Office
- 2505/03 Apologies for absence**
Apologies were received from Cllr Green and Cornwall Cllr Paynter
It was **resolved** that Cllr Green sign his Declaration of Office at or before the next meeting of the Council.
- 2505/04 Election of the Deputy Town Mayor**
Cllr Gilbert proposed, and Cllr Lankston seconded, that Cllr Paula Bullen be elected as Deputy Mayor for 2025/26
Cllr Tremain proposed and Cllr Soanes seconded, that Cllr John Conway be elected as Deputy Mayor for 2025/26
It was **agreed** that a paper ballot be held and Cllr Conway was duly elected as Deputy Mayor for 2025/26
- 2505/05 Acceptance of Office**
Cllr Conway formally accepted the nomination and signed the Declaration of Office
- 2505/06 Declarations of Interest**
There were no declarations
- 2505/07 Reports from Cornwall Councillors**
Cornwall Councillor Dennis introduced himself to the Council and advised that the first meeting of Cornwall Council was being held on Tuesday 20 May

Cllr O'Brien raised the ongoing issues regarding the booking scheme in place at Launceston household waste and recycling centre

Cllr Conway congratulated Cllr Dennis on being elected to Cornwall Council and offered his support and assistance if it was required

2505/08 Reports from Town Councillors

Cllr Heaton provided an update on the Patient Participation Group (PPG) as well as details of the Integrated Care Board meeting and its forthcoming structural review. Cllr Heaton also gave details on the forthcoming Launceston Poetry Festival

Cllr Bailey gave details of the forthcoming Summer Market Event being held on Saturday 12 July.

Cllr Gordon spoke about the recent fire at Dutson and asked if those affected could be offered support by either the Town Council or Cornwall Council

Cllr Young advised that she had been interviewed by local radio and spoke about the support being offered to families of the Dutson fire by Launceston Rotary

Cllr Tremain advised of the Armed Forces Day event being held on 28 June

2505/09 Report from the Town Mayor

The Mayor provided a written report to all Members

2505/10 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 15 April 2025

2505/11 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 24 April 2025 at 7.00pm
- (ii) Finance and General Purposes Committee held on Tuesday 29 April 2025 at 7.00pm subject to the amendment of resolution 2504/36, that the word 'not' be added between 'does' and 'cover' on line 2

2505/12 To adopt the Code of Conduct for Members and Co-Opted Members of Local Councils

It was **resolved** that the Council adopt the Code of Conduct for Members and Co-Opted Members of Local Councils

2505/13 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 Bailey, Bullen, Heaton, Hogan, O'Brien, Soanes, Young
- b) **Planning and Economic Development Committee**
Cllrs Anston-Race, Green, Gordon, Harris, Lankston, Ranson, Tremain
- c) **Staffing Committee**
Chairs of the Finance, Planning and Estates committees
- d) **Estates and Properties Committee**
Cllrs Bailey, Gordon, Harris, Heaton, Hogan, Young and Chair of Finance & General Purposes Committee

e) **Library, Arts, Business and Information Committee**
Cllrs Anston-Race, Gordon, Lankston, Young

f) **Council Policies Committee**
Cllrs Heaton, Hogan, O'Brien, Tremain

2505/14 Standing Orders

It was **resolved** to review and adopt the Council's Standing Orders and Financial Regulations at the June meeting of Council

2505/15 Committee Terms of Reference

It was **resolved** to review and adopt the Committee Terms of Reference at the June meeting of Council

2505/16 Appointments to Organisations

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

- a) Twinning Association - Cllr Gilbert
- b) CALC - Cllr O'Brien, Cllr Harris, Cllr Bailey
- c) Launceston Sports – Cllr Gordon
- d) Launceston In Bloom - Cllr Ranson
- e) Police Liaison - Cllr Heaton and Cllr Harris
- f) Launceston Chamber of Commerce – Cllr Lankston
- g) Friends of Launceston Priory – Cllr Tremain
- h) Launceston Town Youth Council – Cllr Young and Cllr Lankston
- i) Community Area Partnership – Cllr O'Brien (Cllr Conway as reserve)
- j) Town CCTV Committee – Cllr Heaton and Cllr Anston-Race
- k) FLIC – Cllr Young
- l) Charles Causley Festival – Cllr Heaton
- m) Coronation Park Trust – Cllrs Bailey, Bullen, Gordon and Soanes
- n) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- o) Street Pastors – Cllr Harris
- p) Emergency Plan – Cllrs Conway, Gordon, Bailey, O'Brien, Gilbert
- q) Town Band – Cllr Hogan
- r) Launceston PPG – Cllr Heaton
- s) Launceston Town Planning Group – Chair/Vice Chair of Planning, Cllr Gordon
- t) Lawrence House Museum Management – Cllrs Young, Gordon, Hogan, Anston-Race, Heaton, Lankston, Tremain
- u) Launceston Rugby Club – Cllr Lankston

2505/17 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 Estates and Properties Meeting to 2 June 2025

2505/18 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

2505/19 Deed of Easement on Council Allotment Land

Members considered Report 11/25 concerning the above (previously circulated)

It was **resolved** that;

- i) a fee of not less than £100,000 be requested to allow for the works to be undertaken and this sum by agreed by an independent surveyor
- ii) the proposed works be reviewed and evaluated by an independent contractor
- iii) the costs for the above be met by BDW Trading Ltd

2505/20

Progress and Information

Members considered Report 12/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the details regarding the Priory Park play area tenders be noted
- ii) the works to the skate park be noted
- iii) the date of the community event at Ridgemoor be noted
- iv) the proposed operation start date for the town bollards be noted

2505/21

Correspondence and Matters to Note

Cllr Bailey advised of vehicles parking on the cobbled area of the town square and the need to ensure that the bollards that stop this are properly installed

2505/22

Urgent Items

Cllr Lankston thanked all those involved in the recent VE Day event

Date of the next meeting

The next Full Council meeting will be held on Tuesday 17 June 2025

The meeting ended at 8.29pm.

Signed Date