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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

ClIr 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. ClIr Heaton also gave details on the forthcoming Launceston Poetry Festival

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

ClIr 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

ClIr 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

ClIr 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 Ridgegrove 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

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Launceston Town Council
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 22 May 2025 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Green, Gordon, Harris, Lankston, Ranson and Tremain
In attendance: Cllrs Heaton and Soanes
Christopher Drake - Town Clerk

2505/23 Election of Committee Chair
Cllr Lankston proposed and Cllr Gordon seconded that Cllr Rob Tremain be elected Chairman. This was **unanimously agreed**

2505/24 Election of Committee Vice Chair
Cllr Lankston proposed and Cllr Gilbert seconded that Cllr Dave Gordon be elected Vice Chairman. This was **unanimously agreed**

2505/25 Apologies
There were no apologies for absence

2505/26 Declarations of Interest
Cllr Conway advised that he owned a property listed within Agenda Item 8 – Planning Decisions to Note and would leave the room if any comments on the agenda item were raised

2505/27 Public Representation
There were no representations made

2505/28 Minutes of the last meetings
The minutes of the meeting held on 24 April 2025 were signed as a correct record

2505/29 Current Planning Applications for comment

Application	PA25/02006
Proposal	Change of use from podiatry surgery back to residential use. Surgery - one room within already residential dwelling
Location	1A Castle Street Launceston Cornwall PL15 8AZ
Decision	Support
Application	PA25/03110
Proposal	Listed Building Consent for Change of use from podiatry surgery back to residential use. Surgery - one room within already residential dwelling
Location	1A Castle Street Launceston Cornwall PL15 8AZ
Decision	Support
Application	PA25/02639
Proposal	Outline planning for one detached three bed coach house and two, semidetached two bed dwellings with allocated parking and allocated utility space per dwelling including layout (all other matters reserved)

Location Land North Of Castle Hill House Castle Street Launceston Cornwall
Decision Support

2505/30

Planning Decisions to Note

It was **resolved** to note the decisions

Application PA25/00660
Location 8 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal Erection of an extension to the rear of the existing garage to provide additional garage space.
Decision APPROVED
Town Council NO COMMENT

Application PA25/00661
Location 8 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal Listed building consent for erection of an extension to the rear of the existing garage to provide additional garage space.
Decision APPROVED
Town Council NO COMMENT

Application PA25/01457
Location Phoenix Leisure Centre Coronation Park Launceston Cornwall PL15 9DQ
Proposal New roof creating two storeys to incorporate space for gym extension and fitness classes.
Decision APPROVED
Town Council SUPPORT

2505/31

Planning Changes

Members considered Report 13/25 concerning the above (copy previously circulated)
It was **resolved** to note the report

2505/32

Correspondence and Items to Note

- 1) Details of the consultation to introduce and extend the 30mph speed limit in the Chapel area of the town were noted and it was agreed that the consultation documents be sent to all councillors to complete

Next Meeting

The next meeting will be held on Thursday 12 June 2025

The meeting closed at 7.17pm

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

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Launceston Town Council
The Town Hall
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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 2 June 2025
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Gilbert (Mayor), Conway (Deputy Mayor) Gordon, Harris, Heaton, Hogan and Young

In attendance: Cllr Soanes
Helen Gribble (Deputy Town Clerk/ Responsible Finance Officer)
Martin Cornish (Estates & Properties Manager).

- 2506/01 Election of Chair**
Cllr Conway proposed and Cllr Harris seconded that Cllr Gordon be elected as Chairman. This was unanimously agreed
- 2506/02 Election of Vice Chair**
Cllr Gilbert proposed and Cllr Heaton seconded that Cllr Young be elected as Vice Chair. This was unanimously agreed
- 2506/03 Apologies for Absence**
Apologies for absence were received from Cllr Bailey
- 2506/04 Declarations of Interest**
There were no declarations of interest
- 2506/05 Public Representation Session**
There were no representations made
- 2506/06 Minutes of the last meeting**
The minutes of the meeting held on Monday 7th April were signed as a correct record
- 2506/07 Estates & Properties Manager's Report – June 2025 (copy attached)**
It was resolved to;
- i) note the updates regarding works to Lawrence House Museum
 - ii) note the update regarding the Multi Storey car park
 - iii) note the update regarding works to the Southgate Arch
 - iv) note the update regarding works to the Ambulance Hall fire doors
 - v) note the update regarding works to the Town Hall
 - vi) note the ongoing signage work to Pannier Market Toilets

- vii) note the update regarding flooring at the Visitor Information Centre
- viii) note the update regarding installation of the new Grounds compound
- ix) note the works by Lanson in Bloom and ask that a letter of thanks be sent by the Town Clerk for all the group's efforts throughout the town
- x) note the tender scoring process for the Priory Park play area
- xi) note the update regarding clearance of the Grounds Compound
- xii) note the tender specification that is being drawn up for the Grounds Teams compound
- xiii) note the update regarding the findings of the Councils tree surveys
- xiv) note the update regarding staff training
- xv) note the update regarding the installation of new street furniture
- xvi) note the new food waste legislation that came into effect from the 1st April 2025
- xvii) note the awarding of a new Health & Safety software package for Council staff. Cllr Conway asked that it be minuted that although the new package was welcomed, the content of paper risk assessments must be adhered to.

2506/08 Weed Control

It was **resolved** that the Council reintroduce the spraying of Nomix Enviro around Council buildings to tackle the ongoing issues we are currently encountering

2506/09 Public Consultation

The committee agreed that a consultation event would be beneficial for the Town Council. The Estates & Properties Manager will work on forming a working party to draw up content for a day

2506/10 Urgent Items

It was agreed that a site visit to the Cemetery would take place prior to the next committee meeting on Monday 4th August at 09:00

Date of the next meeting

The next meeting date will be held on Monday 4 August 2025

The meeting closed at 11.10am

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 3 works complete Planning and Listed Building Consent approved. EOI for next stage of works now live	Priority project
Lawrence House repairs and future maintenance programme	Town Clerk/Snr Mgt Team Council	Officers working on Heritage Lottery Funding and commencement of next phase of works at the site	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. Funding for the site agreed as part of 2025/26 budget	Completed
New skatepark installation at Coronation Park	Town Clerk	Painting works to be agreed Fencing repairs required prior to summer event	
Priory Park play equipment installation project	RFO/ Estates Mgr	Tenders to be considered at June 25 Council	
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 Site currently being used to store some grounds equipment due to poor state of container at grounds compound	

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.
Car park refurbished and new signage erected	Estates Mgr	PCA report received and considered by June Estates and Properties committee. Condition report update received and Council considered details at September meeting. Condition details to be considered. Consultants requested to present findings to future Council meeting. Awaiting date for repair works to site following damage to lower level
Transfer of land for new allotment	Town Clerk	Legal agreement to be agreed
New cemetery land acquisition		Awaiting development in regards to proposed planning application at Stourscombe
Drainage works to allotment site	Town Clerk	TC working with Barrett Homes regarding flooding issues. Solicitors undertaking legal permissions (costs covered by Barrett Homes). Council seeking compensation for land use and awaiting response from Barrett Homes. Deed of Easement for site to be agreed following resolution at May 25 Council
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. Following proposed changes to meetings legislation, the Council will need to consider the opportunity for hybrid meetings and proxy voting.

Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and documents signed. Land Registry and funding documents signed and returned. Agreement made and completed and awaiting registration documents
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works documents signed. Land Registry and funding documents signed and returned. Agreement made and completed and awaiting registration documents
New town bypass to be investigated	Town Clerk	West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA.
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail



Launceston Town Council

Standing Orders

2025

Approved by Full Council on:

Date

Minute Reference:

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Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings •
 Committee meetings •
 Sub-committee meetings •

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public**

thanksgiving or mourning.

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written**

commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- **u A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a**
 - **meeting is subject to statutory limitations or restrictions under**
 - **the code on their right to participate and vote on that matter.**
 - **v No business may be transacted at a meeting unless at least one-**
 - **third of the whole number of members of the Council are present**
 - **and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- **w If a meeting is or becomes inquorate no business shall be**
- **transacted** and the meeting shall be closed. The business on the
- **agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-

committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.
- e The quorum for any committee shall be at least half plus one.
- f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk
- g The Town Mayor and Deputy Town Mayor shall be ex officio voting members of every committee.
- h The Town Mayor and Deputy Town Mayor will be the Chairman and Vice Chairman of the Staffing Committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been**

re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. The Council may resolve to defer to a specified later date the provisions of this paragraph and those up to and including sub section xx.
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by the quorum number of members of the committee [or the sub-committee], a quorum number of members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda

received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to record and accept apologies for absence
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to change the order of business on the agenda;

- viii. to proceed to the next business on the agenda;
- ix. to require a written report;
- x. to appoint a committee or sub-committee and their members;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvii. to adjourn the meeting; or
- xviii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not**

disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the “...” held on (date) in respect of “...” were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the**

following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**
- i All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- j All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office and must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually
- k A Councillor must not accept any gifts or hospitality offered or received in connection with their official duties as a member worth more than £50. Any such gifts offered or receive in connection with a Councillors official duties as a member and the source of the gift or hospitality must be recorded in a register of interests maintained by the Proper Officer.
- l A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.

- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council/Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d The council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.
Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.

Dispensations

- a The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.
- b This policy shall apply to all meetings of the Council, its committees and sub-committees.
- c No dispensation will be awarded for any meeting where there are no

minutes of the proceedings.

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- c Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14 (d) below.
- d The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper**

Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the Planning Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year

and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 (incl vat) due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- f.
 - i. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - ii. The Council's financial regulations shall be reviewed once a year.
 - iii. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the

Council's functions to be delegated to a committee, sub-committee or to an employee.

- g
 - i The Council shall approve written estimates for the coming financial year at its meeting in December.
 - ii Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing committee is subject to standing order 11.
- b The chair of the Staffing committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk . The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing committee.
- c Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk shall contact the chair of the Staffing committee or in their absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing committee
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of the Staffing committee], this shall be communicated to another member of the Staffing committee which shall be reported back and progressed by resolution of the Staffing committee
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) above if so justified.

- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.
- f The Council shall maintain a written record of its processing activities.

- g Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. CANVASSING OF, AND RECOMMENDATIONS BY, COUNCILLORS

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

27. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a motion to Full Council
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



Launceston Town Council

Terms of Reference

2025

Approved by Full Council on:

Minute Reference:

Introduction

Launceston Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following :

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for full council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees, sub committees and any other group established to undertake work on behalf of the council in an advisory capacity.

Launceston Town Council has the General Power of Competence as a power of first resort. Where the council becomes ineligible, it will refer to the powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Committees

The Terms of Reference of all committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of the appropriate committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Launceston
8. The Minutes of all Committee Meetings will contain all recommendations it wishes to make to the full Council. These will be clearly set out so that members can fully understand the implications of their acceptance/rejection of them when they are moved at a meeting of the full Council.
9. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
10. Public participation
 - a. There will be, during each committee meeting, a 15 minute public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
 - c. There will be no public participation at meetings of the Staffing Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Town of Launceston
12. Where a committee resolves to exclude the press and public from all or part of the a meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.

13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or sub committee as non voting members. Appointed members will be required to abide by the Council's Code of Conduct.
14. All members will attend training relevant to the work of the committee as identified by the Town Clerk in conjunction with the Chairman of the appropriate Committee; such training to be provided at the expense of the Council.

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee or working party that sub-committee or working party will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

Estates & Properties Committee (ES & P)

Composition:	Six elected members, plus Mayor, Deputy Mayor (ex-officio, voting) and Chair of F & GP (voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Meetings:	Town Hall
Timing:	Bi-monthly
Venue:	Town Hall albeit regular site inspections will be required
Reports to:	Full Council
Administration:	Town Council – the Estates and Property Manager will act as Clerk to the Committee (non-voting)
Remit :	Town Hall and all other premises or properties owned or administered by the Council. All land owned or administered by the Council, whether used as allotments or for recreational purposes.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the F & GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior and structural fabric of all Council buildings/structures

7. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of any bus shelters owned or administered within the area of Launceston
9. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F & GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
11. All aspects of Health and Safety.
12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
18. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Estates & Property Committee's total budget is permissible

Finance and General Purposes Committee (F & GP)

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum:	Five members
Timing:	Bi-monthly but with the ability to schedule additional meetings if deemed necessary.
Reports to:	Full Council
Administration:	Town Council – The Responsible Finance Officer will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
7. To agree virements between approved budget headings
8. To make recommendations to the Council on the use of financial reserves
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year
10. To consider grants to local organisations in accordance with the Council's adopted grants policy

11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
14. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
15. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
16. To make recommendations to the Council for the use of its powers to promote a lottery
17. To make recommendations to the Council for the use of its powers to accept gifts, including land
18. To make recommendations to the Council regarding the future provision of civic regalia
19. To agree the use by any other organisation of the Town Crest
20. To review the Financial Regulations on a regular basis and make recommendations to the Council
21. To make recommendations to the Council regarding the review of existing policy matters
22. The delegated power to keep all procedures under active review
23. The delegated power to maintain the Council's eligibility for the General Power of Competence.
24. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
25. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the F & GP Committee's total budget is permissible.
26. The negotiation of tenders which do not fall within the terms of reference of any other committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
27. Making recommendations to the Council on all matters not within existing policy
28. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

29. The consideration of recommendations of sub- committees, working groups etc under the control of the F & GP Committee
30. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
31. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press releases
32. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other committee referred either by the Council or the Town Clerk.

Planning and Economic Development Committee

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Timing:	Every three weeks – to accord with the schedule of time afforded to a local Council to respond to issues raised by Cornwall Council
Reports to:	Town Council

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. Full delegated authority to make responses on behalf of Launceston Town Council to all applications for development in and outside the Launceston Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council.
3. To consider any request for pre application discussions with any developer and make a response on behalf of the council
4. To review council planning policy and procedure make recommendations to council to ensure that the council is able to meet any additional requirements of the planning process.
5. To respond to consultation documents regarding tree preservation and other matters regarding general land development
6. To consider all appeals against planning refusal by Cornwall Council within Launceston Town Council area and with an ability to submit comments to the Planning Inspectorate
7. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council
8. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee

9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with the Chamber of Commerce and other relevant bodies with similar interests, including other Town Councils, their committees and sub-committees, and consideration of their recommendations
11. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
12. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Planning & Economic Development Committee's total budget is permissible.

Staffing Committee

Composition:	Chairman of Finance, Planning and Estates committee (voting) Mayor and Deputy Mayor (ex officio, voting) Vice Chair of Finance, Planning or Estates committee in the absence of a standing member
Chairmanship:	Chair and Vice Chair to be the Mayor and Deputy Mayor respectively
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but <u>must</u> leave the room whenever the press and public are excluded. There will be no public participation at the meetings of the committee
Extra Terms:	A member will not be eligible for nomination to the committee – or if already a member must step down - if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months.
Meetings:	As and when required
Quorum :	Three members

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The overall performance of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.

8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the General Data Protection Regulation 2018 and the Code of Conduct
11. To deal with all matters relating to councillor/staff conduct
12. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of the Committee.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.
13. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
14. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Launceston Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
15. All aspects of Health and Safety that fall within the remit of the committee.
16. To prepare and submit to the F & GP Committee budget proposals in respect of salaries and training for all staff not later than 30 November each year
17. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget is permissible.

Library, Arts, Business and and Information Services Committee

Composition:	Four elected members (voting). Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded. Representatives of Chamber of Commerce, We Love the Tamar Valley, English Heritage -
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the VIC Manager will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

To consider such matters as may be delegated by the Council from time to time.

1. To promote and offer a range of community, business, information and visitor services through the library and the Visitor Information Centre
2. To promote Launceston as a destination of choice for tourists, visitors and travel organisations
3. To develop a comprehensive range of marketing strategies which promote and underpin the work of the council
4. To coordinate and cooperate with businesses, the maintained and third sector organisations, to support town events and infrastructure developments
5. To facilitate and promote local art and cultural events and offer a broad range of entertainment at Town Council venues
6. To promote regular markets and town events to increase footfall to the town
7. To consider and submit to the F & GP Committee annual estimates of income and capital and revenue expenditure
8. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The

committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Library, Arts, Business and Information Services Committee's total budget is permissible.

Key Relationships:

Launceston Town Council

Cornwall Council

Launceston Library

Launceston Visitor Information Centre

Launceston Chamber of Commerce

Lawrence House Museum

Coronation Park Trust

The Causley Trust

Launceston Town Plan Group

English Heritage

Visit Tamar Valley

Visit Cornwall

Agenda item: 13

Committee: Full Council

Date: Tuesday 17 June 2025

Subject: Role Evaluation

Summary: To agree the undertaking of a role evaluation for Council staff

Recommendations.

The Council is recommended to:

- i) note the details regarding evaluation of Council staff roles
- ii) agree that the Clerk seeks quotes from relevant organisations
- iii) agree that the Staffing Committee appoints a relevant organisation to undertake the required works based on quotes received

1 Information

- 1.1 The Council undertook a Role Evaluation in 2022, further to changes to the work of the Council and the undertaking to operate the library service. The Council appointed LGRC Associates Ltd and at the time of the evaluation the Council had an annual precept of £765,203. The Council was responsible for many of the services it operates currently. It was noted that a further review be held following the next local elections
- 1.2 Whilst many of the services undertaken by the Council remain the same, there have been changes in the projects that the Council is currently undertaking and this has seen a large change to the working roles of many Council officers. These works include the purchase, planning and conversion of a building to house the new library, complete refurbishment to Lawrence House, and repairs and refurbishment to the multi storey car park. All of these projects have involved grant applications, legal endorsements as well as the undertaking of large tender processes. These works, combined with the ongoing works of the Council, that have all expanded in size and prominence (Christmas Light switch on, St Pirans, Launceston Show) and the continued success of the Town Hall as a venue (the last evaluation noted that this Council is unusual to other local town councils in that it is responsible for operating the largest theatre venue in North Cornwall), have meant that the Council needs to ensure that all staff roles are as required for the business, both in its current form and for future years. The evaluation also needs to consider the large number of events held by the library and how these and all of the other services will be carried out when the library service is relocated, as well as how the new site will be operated.
- 1.3 It is proposed that organisations invited to tender for the works are requested to review all roles and that these are considered and re-evaluated against the aspects of similar roles in comparative councils and the Town Clerk's role against quantitative measures as advised by NALC and SLCC



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2025.

ISSUE DATE: 03/06/2025
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2024.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing of payments made revealed no issues to report.

Risk

Insurance

The Fidelity Guarantee remains adequate at £2.5 million.

Risk

The Council reviewed its risk assessment and the effectiveness of its internal controls in March 2025.

Budgets

Setting

The budget and precept for 2025/26 were properly approved at Full Council in January 2025 following the production of detailed estimates.

Monitoring

Regular budget monitoring reports have been provided to Members throughout the year.

Adequacy of Reserves

After allowing for earmarked reserves of £896,111 the general reserve stands at £318,305; equating to 20% of gross expenditure which is below generally accepted parameters.

Exclusion of capital expenditure from the equation returns the ratio to an acceptable level.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Interest

Interest earned on the Council's investments has been accurately reflected in the Ledger.

Allotments

Transactions relating to the Dutson Allotments were tested. Tenants had been invoiced in accordance with the Agreements in place and adequate procedures are in place to ensure payment.

VAT

Claims for the year have been submitted.

Burials

Burial income is correctly charged and the associated paperwork and registers are properly maintained.

TIC/Library

Both are controlled by tills which are regularly balanced. Posting to the Ledger is undertaken monthly and the audit trail is straightforward to follow.

Petty Cash

Petty cash is adequately controlled at all three locations where it is held.

Assets

The asset register has been updated to reflect acquisitions and disposals and the total value of assets held as been accurately disclosed in the AGAR.

Payroll

The March payroll was tested with no issues to report.

The national pay award and associated back-pay were correctly calculated and implemented other than in one instance when the upgrade was calculated on an incorrect spinal column point. This will be rectified in the next pay run.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely manner throughout the year.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

Debtor and creditor balances have been properly treated

Trusts

Trust matters are dealt with separately from those of the Council, there are no Trust transactions in the accounts and Charity Commission Returns up to date.

CONFLICT OF INTEREST WITH BDO LLP

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 BDO LLP.

☐ 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

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

LAUNCESTON TOWN COUNCIL

www.launceston-tc.gov.uk/

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	☒	☐	☐
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	☒	☐	☐
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☒	☐	☐
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	☒	☐	☐
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	☒	☐	☐
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	☒	☐	☐
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	☒	☐	☐
H. Asset and investments registers were complete and accurate and properly maintained.	☒	☐	☐
I. Periodic bank account reconciliations were properly carried out during the year.	☒	☐	☐
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	☒	☐	☐
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	☐	☐	☒
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	☒	☐	☐
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	☒	☐	☐
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	☒	☐	☐
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	☒	☐	☐

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/12/2024 03/04/2025 03/06/2025

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

03/06/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Launceston Town Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.launceston-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

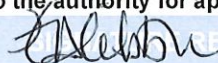
Launceston Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,345,473	1,150,639	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	879,251	1,049,424	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	654,141	593,632	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-623,241	-661,521	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	-51,318	-51,318	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-1,053,667	-866,440	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,150,639	1,214,416	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,169,349	1,089,499	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	14,234,912	14,441,067	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	898,009	887,930	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 REQUIRED

Date

10/06/2025.

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Launceston Town Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Agenda item: 19

Committee: Full Council

Date: Tuesday 17 June 2025

Subject: Councillor Surgeries

Summary: To agree how the Council wishes to undertake future councillor surgeries

Recommendations.

The Council is recommended to:

- i) note the details regarding how surgeries have been operated previously
- ii) agree how future surgeries are held, including the frequency and location of the surgeries
- iii) agree subjects that forthcoming surgeries should cover

1 Background Information

- 1.1 The Council has consistently provided regular councillor surgeries for a number of years and in various formats and locations.
- 1.2 In 2016, the surgery was held as part of the monthly town market that was set up and operated by the Town Council. The Council had its own gazebos and cllrs were on hand to answer questions and queries raised by residents. Following the decision that the Council no longer undertook the market, the surgery was moved to be held in the Town Hall, but this meant that issues regarding lone working practices were raised, as there was often only a single cllr in attendance. In addition, visitor numbers were low. The decision was made to hold the surgery in the Visitor Information Centre, and whilst this is a good location in regards to footfall, space was limited and it also didn't allow staff to undertake their usual duties due to interruption.
- 1.3 Most recently the surgery has been located at the library, which allows for good footfall and also provides enough space for an area to be set aside. In addition to the move, it was also agreed that each monthly surgery would highlight a key piece of Council work or project, allowing residents to see in greater detail and at their own leisure, the works being undertaken. Subjects have included the library relocation project, the new skatepark, Connect Launceston and town events

2 Location and Format of Future Surgeries

- 2.1 Members are recommended to consider how they wish to take the use of cllr surgeries forward so as they best meet the demand and expectation of the town. Whilst the library site offers the best location in terms of premises, it can be difficult for some in regards to access. Moving to the Town Square allows for better access, but there will then be a requirement for the set up and take down of a gazebo and equipment. For this work to be undertaken by Council staff will involve staff overtime and may not always be able to be covered, especially during periods of annual leave.
- 2.2 Members may wish to consider holding surgeries based around events, rather than on a strict month to month basis. It was noted that the Priory Park play area consultation event and Ridgegrove Bus Shelter event provided real opportunity for residents to discuss and raise matters that were relevant to their locale. Forthcoming opportunities could be the Launceston Show in July and the Coronation Park and Skate Jam event in August. Both of

these events would be held when staff are readily available to be involved in the set up and take down of the surgery

3 Subjects for Consideration

- 3.1 Members are asked to agree the subjects they wish to be considered at future surgeries, and what they wish to convey and discuss with residents. Further along, it may be pertinent that the subject matter becomes that requested by residents, thereby ensuring that the Council is seen to be listening to public comment and opinion

Contact officer: Christopher Drake – Town Clerk
Wednesday 11 June 2025

Agenda item: 20

Committee: Full Council

Date: Tuesday 17 June 2025

Subject: Council Induction Event

Summary: To note the details of the proposed Council Induction Event

Recommendations.

The Council is recommended to note the details of the proposed Council Induction Event

1 Information

- 1.1 Further to the recent elections, it is proposed to hold a Council Induction event. The purpose being for all staff and councillors to meet, to see the ongoing work of the Council and future plans, as well as providing training on Council Standing Orders and meeting protocol.
- 1.2 The event will start with a lunch at the Town Hall where all staff and councillors can meet. Whilst it is appreciated that many cllrs have been in post for a number of terms, the Council has two recently elected members and two new employees within the Stewards team. By holding an informal lunch meeting, it will allow for cllrs to meet staff and know their specific responsibilities, as well as allowing staff to understand what it is that Members wish to bring to the Council.
- 1.3 Following lunch, a tour of Council properties will be held, with cllrs accompanied by members of the senior management team and to provide the opportunity to see the sites of various Council projects as well as areas under the control and responsibility of the Council and ultimately the responsibility of Members in all their decision making processes.
- 1.4 After the tour, we will return to the Town Hall and there will be some light touch training on Standing Orders and Terms of Reference and a chance to discuss the Council's forward plan with the Senior Management Team.

Contact officer: Christopher Drake – Town Clerk
Wednesday 11 June 2025

Agenda item: 21

Committee: Full Council

Date: Tuesday 17 June 2025

Subject: Progress and Information

Summary: To note and agree various items of progress and information

Recommendations.

The Council is recommended to:

- i) agree the closure of all Council sites for the Launceston Show
- ii) agree a working party to consider actions for a VJ Day event
- iii) agree membership for the Christmas Light Switch On working party

1 Launceston Show

- 1.1 The Launceston Show entails colleagues from the Council offices, VIC and Library attending on site for the duration of the day (in addition to the set up and take down before and after the show). Whilst a rota is set up to ensure proper breaks and coverage, it does mean that there are limited staff to cover other areas of the business. Therefore it is recommended that both the Town Hall offices and VIC be closed for the duration of the event, with relevant signage advising of the closure in advance. The library does not open on Thursdays, so attendance at the event will not affect this site.

2 VJ Day event

- 2.1 The 80th anniversary of VJ Day (Victory over Japan) takes place on Friday 15 August 2025, commemorating the end of the Second World War. Following the success of the recent VE Day event in the town, the Council is recommended to consider a VJ day event and to form a working party prepared to undertake the relevant work involved in agreeing, arranging, setting up and advertising the event.

3 Christmas Light Switch On Working Party

- 3.1 The Council has a working party of cllrs (supported by Council officers), who arrange and undertake all of the workings required for the Christmas Light Switch On. The Council is recommended to agree membership of this working party.

Contact officer: Christopher Drake – Town Clerk

Wednesday 11 June 2025

Venue Usage From 11/05/2025 to 11/06/2025

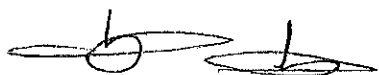
Launceston Town Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	19	67.5
Entire Town Hall	0	0
External Hires	2	1.5
Guildhall	15	72.5
Kitchen Bar and Reception Area	13	106
Main Hall	29	137.25
Otho Peter Suite 01	11	20.5
Otho Peter Suite 02	3	11
Otho Peter Suite Both Rooms	3	9
Town Square	8	44
Total	103	

16 MAY 2025
RECEIVED

To the all the LAVERSTON TOWN COUNCIL Full Meet.
Re. your Agn. Meeting

1) the LAVERSTON to BIRCH to PLYMOUTH, Plymouth is LAVERSTON Bus
12-76A. I remember the (MP) AM H. SPUR in the House & LAVERSTON
BA the Town Cllr. Near to Tish, about it so. the Meeting Full Meet
it not & by the Plymouth City Bus. so comm. - At Council can know
it not work an lot. Miss stop at Trip of Hospital & sea to see a
DR B. Bus. it the Cllr. stop sea off at on at see no Bus
PA. Agn. 18 point for off & sea to Plymouth at Norm
36 point Rep & Two. if you find to Birch & LAVERSTON only & Plymouth
it not

The Town Council Near to Tish at the Meeting about this the
Town Bus 12-76A is Plymouth City Bus at the so comm
Bus serv. the Town Council Near to Tish about it at the Meeting
at the Full Meeting Matter Aris. at the Full Council Meeting.
Resolving to Recommend the Cllr. to the (MP) Council Council - (Bus)
at Full Council Meeting about the Bus. the Town Birch & Plymouth
12-76A it a Bus. Town Matter at you km, can a not



PTC

The Town Council Meeting is set for a 1st open meeting in the
Town Hall of the Town about the Bus the way it says 12-76A
Both is paying at home people to pick up at home Buses in
Colyton & Plymouth at Plymouth & Looe & Brix
to a Big Meeting in the Town Brix - Looe Buses.

I hope proposal - Soots put in the at the Town
Council set up today and it. I hope I see Reply to the
all not let before they meet by the clerk, and let to meet by
an all today about it after. Let see set out in the past

so I hope you do the Mr. Fry can meet today about the
Bus 12-76A at Big Meeting to the Town

RECEIVED
19 MAY 2025

Resolva to Reconn

1

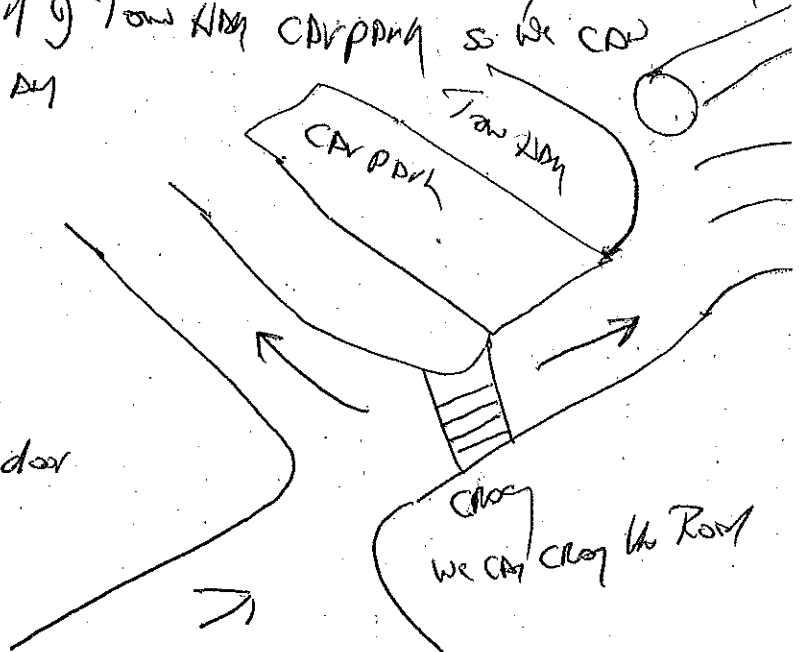
the Race Hill TOLLETS to Be on open it Big car park
in the Town Lob Folk with Kid went up to Race Hill
by close - by need to Be open up road / LADY at the D. TOLL
at the way how D. TOLL was close LPSD Ward - Town Hill
Double Toll close I was in Bfr the way ok I SEE Two
Tolls close DASH ON at the same Time no by way ok
so we would like all the TOLLED open like
Newport open so can Race Hill the Big car PM
for the Time Be we Lost Two car PM in the Town
to Be on open in the Town on the TOLL

2

Road safety outside Town Hill, a slow Race Hill Traffic Speed
up at Down the Hill - we need Road safety at more crossing on the Road
to cross the Road at Top part of Town Hill car park so we can
cross the Road to the car park at

We need a crossing so we
can see the Bys
can see come up & down the Road
the car with not stop for us to cross
to the car park it has out side the car park door
with the car see truck coming

P1



3) We Next to Look at is with Highway - in the MP
in the Town after Speed on it at the MEA so on after
can speak on it in the Road only of the Town. Before the
Town Clerk sent out the on it in the MP I sent it
on the after Next to Speed what it Before the sent out to me
A Report on the Little Lawrence House Report to me in I let a
Pledge Report to the after Speedy about it Before I know the Report
I know on about the House so I let a Full Report by after
to speak up on it only at up to Report the Town in a Report
the Full to the Work of the House to do Back the Door way
door way to the House.

I Look down to the after Speed on it in the Full carry the