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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

cc *Cornwall Councillors (Adam Paynter, Damon Dennis), Chris Sims (Community Link Officer), Ben Maguire MP, Honoured Burgess (Arthur Wills), Chairman, Chamber of Commerce, members of the press*

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 17 June 2025 in The Guildhall, commencing at 7.00pm

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

The agenda for the meeting is set out below.

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

Christopher Drake
Town Clerk

Date of issue: 11 June 2025

AGENDA

1. Apologies for absence

2. Declarations of Interest

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the meeting while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.

3. Public Representation Session

To receive any written representations or previously submitted questions from Members of the public in attendance. (A maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

4. To confirm and sign the minutes of the last meeting previously circulated:

- (i) Minutes of the Annual Meeting of the Council held on Thursday 13 May 2025 at 7.00pm

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

- (i) Planning and Economic Development held on Thursday 22 May 2025 at 7.00pm
- (ii) Estates and Properties held on Monday 2 June 2025 at 10.00am

6. Reports from Cornwall Councillors

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

7. Reports and Questions from Town Councillors

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

8. Report from the Town Mayor

To receive the Mayor's Monthly Report

9. Report from the Town Clerk

To receive the latest RAG update report (copy attached)

10. Changes to Local Bus Services

To consider actions to be taken in regards to the changes to local bus services to the town

11. Standing Orders

To agree the Council's Standing Orders (copy attached)

12. Terms of Reference

To agree the Committee Terms of Reference (copy attached)

13. Role Evaluation

To consider Report 13/25 concerning the above (copy attached)

14. Priory Park Tenders

To note the scoring of the received tenders for new play equipment at Priory Park and award the works to the highest scoring contractor (copies to be presented at the meeting)

15. Internal Audit Report

To note the internal audit report (copy attached)

16. Conflict of Interest Form

To agree and sign the conflict of interest form in relation to the Annual Report

17. Annual Governance Statement

To receive and note the Annual Internal Audit Report 2024/25 and to discharge the obligations of the Authority to approve the Annual Governance Statement and review the effectiveness of the System of Internal Control for the year ended 31 March, 2025 (Section 1)

18. Accounting Statements 2024-2025

To consider and approve the Statement of Accounts of the Authority and Annual Return for the year ended 31 March, 2025 (Section 2).

19. Councillor Surgeries

To consider Report 14/25 concerning the above (copy attached)

20. Council Induction Event

To consider Report 15/25 concerning the above (copy attached)

21. Progress and Information

To consider Report 16/25 concerning the above (copy attached)

22. Correspondence and matters to note

Additional information can be provided at the meeting if required.

- 1 Note the venue usage
- 2 To note the letters received from Mr K Wadland and agree relevant responses

23. Urgent Items

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

Date of next Meeting

The next Full Council meeting will be held on Tuesday 15 July at 7.00pm