



**Minutes of The Library, Arts, Business and Information Services Committee
meeting held on
Tuesday 2 September 2025 at 7.00 pm in the OP Rooms**

Present: Cllrs: Gilbert (Mayor), Conway (Deputy Mayor) Young (Chairman),
Gordon, Lankston
Cllr Soanes replaced Cllr Anston-Race

In attendance:

Cllr Heaton
Andi Snook (Library Manager)
Claire Greenaway (Admin Assistant)
Ewan Murray (VIC Manager – minutes/non-voting)

2509/01 Apologies for Absence

Cllrs Anston-Race

2509/02 Declarations of Interest

There were no declarations of interest.

2509/03 Public Representation Session

No members of the public were in attendance.

2509/04 Minutes of Previous Meetings

The minutes of the meeting held on Tuesday 1 July 2025 were agreed and signed as a correct record, noting the amendment that Andi Snook (Library Manager) was present at the meeting

Proposed: Cllr Young

Seconded: Cllr Gilbert

Carried:

2509/05 Financial Report

It was **noted** that:

- i. The VIC is on budget for the current financial year.
- ii. Councillors receive VIC financial reports via the F&GP Committee paperwork.

2503/06 Report from VIC Manager

The content of the report was previously circulated and the following **noted:**

- i. Niamh Tape, Library Assistant, is leaving this month and the committee wished to express their thanks for all her hard work
- ii. As of October 2024, all employers have a legal obligation to take steps to prevent of sexual harassment in the workplace

- iii. The start date for the play equipment installation in Priory Park has been delayed until October

2509/07 Update of Broader LABI Activities

The committee **received updates** from the Library Manager and Admin Assistant including:

- i. There was a very large number of participants attending the wide range of library events over the summer period
- ii. Good LTC cross-department support allowed certain events to take place, which otherwise would not have been possible
- iii. An overview of bookings over the last 2 months showed that the town hall is very well used, with a wide variety of activities taking place
- iv. Whilst the takings of the bar help to subsidise staffing costs, the relatively high-ticket prices for some events, are impacting on ticket sales
- v. Whilst accepting the high number of current LTC projects, the committee generally felt that the installation of 'live- internet-link' would be beneficial to the town hall offer
- vi. The committee expressed thanks to the Library Manager, her team and the town hall Admin Assistant, for all their hard work

2509/08 Launceston Traffic Regulation Order Update

The committee **recommends** to Full Council that should Cornwall Council extend its trial of the use of ANPR cameras to manage moving traffic; the town council would welcome the opportunity for it to take place in Launceston

Proposed: Cllr Gordon

Seconded: Cllr Conway

Carried:

2509/09 Connect Launceston Update

The committee received and update from Cllr Gordon and **noted:**

- i. The surveys are almost complete
- ii. Different site locations for a proposed station are being investigated
- iii. The current preferred (new) route would predominantly follow the current A30 arterial route from Devon into Cornwall
- iv. The initiative is receiving positive support from a variety of influential organisations including Cornwall Council and the local MP
- v. Cllr Conway raised the erosion challenges at Dawlish, which would likely support an additional non-coastal route into Cornwall

2509/10 LABI Strategic Plan 2025 - 2029

A wide-ranging discussion took place and the committee **recommends** the following for consideration by the other committees:

- i. Each project should identify a named-responsible officer, who would lead that project's team
- ii. Each project should identify a named councillor, who as well as offering support, would also undertake oversight on behalf of the council. In conjunction with the lead officer, they would provide progress updates to Full Council

- iii. The committee undertook an initial prioritisation exercise of the current projects, for consideration by the other committees. *Reference Annex A, attached to this minute*
- iv. Monthly RAG reports should continue, but circulated as separate documents, linked to specific projects
- v. As referenced in minutes 2503/11 and 2503/39, the strategic plan should be supported with an operational plan

Proposed: Cllr Lankston

Seconded: Cllr Conway

Carried

2509/11 Financial Year 2026 – 2027

The committee **recommends** the following:

- i. The council identifies a ring-fenced budget allocation, to be used as match-funding should any relevant future grant opportunities arise
- ii. The council's approach should be flexible, each opportunity individually assessed, and the final decision taken by Full Council
- iii. Regardless of the allocation amount, the effect on the precept should be calculated to ascertain the financial impact on residents
- iv. The specified amount would be decided at F&GP as part of the annual budgeting process

Proposed: Cllr Young

Seconded: Cllr Conway

Carried

2509/12 Items to note and any urgent matters (information only)

- i. Cllr Lankston wished to convey thanks to all who contributed to making the council's participation at the Launceston Show a positive one
- ii. Cllr Young informed the committee that at the next annual meeting, she will propose that the composition of the Staffing Committee membership, be reconsidered

2509/13 Date of Next Meeting

The next meeting is scheduled for Tuesday 4 November at 7:00pm.

The meeting closed at 8.31pm

Signed:

Date:

Annex A to minute 2509/10 LABI Strategic Plan 2025 - 2029

To forward for consideration, the committee undertook a prioritising exercise on the following projects, with 1 being most urgent and 3 being least urgent. It was noted that some of the projects are on-going and there are tangible links between different projects.

	Project	Remarks
1	Westgate Street Car Park	Awaiting meeting with contractor
1	Town Hall Refurbishment Programme	Ongoing
1	New Library Project	Ongoing
1	Installations at Priory Park	Should complete within 4 months
1	Southgate Arch	Ongoing/long-term
2	Connect Launceston	Long-term/Ongoing
2	Lawrence House Museum	Ongoing - Architect to complete to RIBA 1 by December
3	Safer Greener Streets	Should be suspended for 12 months awaiting funding
3	Bright Safe Software	Already purchased and would involve circa 12 months to populate
3	Grounds' Compound	Concerns raised about funding
3	Asset Management Software	Should be suspended at least for 12 months

The following project areas were discussed for context but were not voted on or resolved.

Projects Identified within the RAG Report July 2025	
Project	Remarks
Green Room building future use	Should suspend
Electric charging points installed	Should suspend until car park feedback
Installation of live streaming equipment at Town Hall	Deemed advantageous as part of town hall refurbishment
Nearing completion or completed	
Transfer of land for new allotment	
Drainage works to allotment site	
Adoption of new nature area at Windmill Hill	
Adoption of new nature area at Ridgegrove	
Long-term/Ongoing	
New cemetery land acquisition	
New town bypass to be investigated	
Rail link with Okehampton and/or Tavistock	