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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 OCTOBER 2025 at 7.00pm in the Town Hall

PRESENT Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Bailey, Bullen, Gordon, Harris, Heaton, Hogan, Lankston, O'Brien, Soanes and Tremain
In attendance: Cornwall Cllr Paynter
Christopher Drake (Town Clerk)

Prayers were read by the Mayor's Chaplain Jess Lancaster

- 2510/17 Apologies for absence**
Apologies for absence were received from Cllrs Green and Young and Cornwall Cllr Dennis
- 2510/18 Declarations of Interest**
There were no declarations of interest
- 2510/19 Public Representation Session**
There were no representations made
- 2510/20 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of Council held on Tuesday 16 September 2025 at 7.00pm
- 2510/21 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:
(i) Planning and Economic Development held on Thursday 25 September 2025 at 7.00pm
- 2510/22 Reports from Cornwall Councillors**
Cornwall Cllr Paynter advised that local health representatives would attend the forthcoming Community Network Panel (CNP) meeting and include discussion on the Minor Injuries Unit and also stated that the details of Highways budgets would be presented to the CNP. Cllr Paynter also gave an update regarding the engagement on the A30 works at the Plusha junction as well as a relaunch of the Tamar to Moor Road Safety campaign and the ongoing 20mph speed limit consultation.
Cllr Paynter also advised that the Chair of the CNP had written to the Government regarding future funding for Cornwall, that a meeting had been held with the Police and Crime Commissioner where the opening of an enquiry desk at Launceston was discussed and concluded his update by advising that Cornwall Council was in the process of its budget setting.
- Cllr O'Brien** stated that in regards to any changes to speed limits, it was imperative that enforcement was in place. **Cllr Paynter** stated that there had been liaison with the Police in this regard

Cllr Soanes asked for an update on the ongoing works at Race Hill. Cllr Paynter stated that this was with the Council's legal team and that local members were chasing the matter up

2510/23

Reports and Questions from Town Councillors

Cllr Heaton provided an update from the Patient Participation Group (PPG), which included discussion on the closure of the Minor Injuries Unit, and that further meetings had been held and that the site was now fully open but the closure had impacted the doctor's surgery. An integrated neighbourhood team was being considered and input from existing system users was being sought. Cllr Heaton thanked the local MP and Cornwall Cllr for their support regarding health provision within the town. Cllr Heaton also provided an update on the Police Custody Suite and stated that work was ongoing as the system in place was not as efficient as that used in Devon

Cllr Conway advised that he had attended the Falmouth Civic Service and that the Mayor of Falmouth was doing a sponsored swim in aid of supporting pool provision for local children and invited Launceston to be a part of this. Cllr Tremain stated that he supported the Mayor of Falmouth's proposal to improve local swim provision

2510/24

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements

2510/25

Report from the Town Clerk

Members considered Report 23/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the update of the library hub building be noted
- ii) the update regarding Lawrence House be noted
- iii) the details regarding the proposed grounds compound project be noted
- iv) the update regarding the installation of play equipment at Priory Park be noted
- v) the progress for works on site at the Town Hall be noted
- vi) the details of the funding available for repair works to Southgate Arch be noted and the Council agrees additional match funding to the value of £17,500 to allow for the completion of works and that if these monies are used the sum is replaced into the Periodic Maintenance Ear Marked Reserves as part of the Council's budget for 2026/27
- vii) the update regarding the deed of easement for the ongoing drainage issues at Grammars Park be noted
- viii) the update regarding training attended by the Town Clerk be noted
- ix) the update regarding the Council's priority projects be noted and councillors be assigned to the projects as follows:
 - Library – Cllr Lankston
 - Lawrence House – Cllr Hogan
 - Grounds Compound – Cllr Bailey
 - Southgate Arch – Cllr Tremain
 - Priory Park – Cllr Gordon
 - Multi storey car park – Cllr Conway
 - The Mayor to be included at all meetings

2510/26

External Auditor's Report and Certificate 2024/25

It was resolved to note the External Auditor's Report and Certificate (previously circulated) and that contrary to the Report, the Council does consider its level of reserves as resolved by Full Council in January 2025, Resolution 2501/44

2510/27

Conflict of Interest - Internal Auditor

It was **resolved** to complete the Conflict of Interest form in relation to the Council's Internal Auditor (previously circulated)

2510/28 Notification relating to a property asset - Land at Sundew Walk and Bluebell Way, Launceston

Members considered Report 24/25 concerning the above (previously circulated)

It was **resolved** to take on the asset at a proposed nominal fee of £1

2510/29 Progress and Information

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

It was **resolved** to;

- i) note the details of the Rights of Way Improvement Plan Baseline Survey
- ii) note the details regarding the A388 Community Road safety Campaign but not to submit any funding from the Town Council
- iii) note the details regarding the consultation on proposed 20mph Speed Limits and support the scheme subject to public approval being considered

2510/30 Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage

2510/31 Urgent Items

- i) Cllr Lankston gave thanks to all those that organised and supported the recent carnival
- ii) Cllr Soanes advised that changes to legislation were being considered in regards to vehicles parking on pavements

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 18 November 2025

The meeting ended at 8.06pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 6 November 2025 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Anston-Race, Gordon (Vice Chair), Green, Harris and Tremain (Chair)
In attendance: Cllr Soanes
Town Clerk

2511/22 Apologies
Apologies for absence were received from Cllr Lankston and Cllr Conway (Deputy Mayor) who was substituted by Cllr Hogan

2511/23 Declarations of Interest
There were no declarations of interest

2511/24 Public Representation
There were no representations made

2511/25 Minutes of the last meetings
The minutes of the meeting held on 16 October 2025 were signed as a correct record

2511/26 Current Planning Applications for comment

Application PA25/05738
Proposal Listed Building Consent for replacement of existing doors highlighted in the supporting documents with fire rated doors.
Location 11 Castle Street Launceston Cornwall PL15 8BA
Decision Support

Application PA25/07160
Proposal Listed building consent for Installation of Radio fire detection system. Reunion of first and second floors as 1550. Relocation of WC. Provision of Shower. Reinstatement of doors, upgrade new doors to FD30. Form fire escape through No11 GF. Fire protect Cellar electric intake. Repairs.
Location D C Property (Devon/Cornwall) Ltd 11A - 13 High Street Launceston Cornwall
Decision Support

Application PA25/07559
Proposal Internal alterations and new external access door.
Location 15 - 17 Church Street Launceston Cornwall PL15 8AW
Decision Support

Application PA25/07560
Proposal Listed Building Consent for Internal alterations and new external access door.
Location 15 - 17 Church Street Launceston Cornwall PL15 8AW
Decision Support

Application PA25/07655
Proposal Non material amendment in relation to decision notice PA25/02219 dated

04/06/2025 to allow:- Air source heat pump added, ground source heat pump omitted, transom added to sitting room window, window widened to bedroom 1, canopy to utility egress omitted, rooflight omitted, photovoltaic panels added, all roofs- finish changed to fibre cement slates, window omitted, window added, photovoltaic panel proportions and orientation amended, natural stone below DPC instead of engineering brick, engineering brick lintels omitted, replaced by render finish, hanging slate omitted, render finish proposed, omission of louvres to gable end of porte cocher, plant room door changed from louvred to solid, permeable hardstanding extended, updated BREL, Full Sap Calculation, Predicted EPC, Energy Statement, Energy Summary Tool

Location Manaton Dunheved Road Launceston Cornwall PL15 9JE
Decision Support

Application PA25/07757
Proposal Listed building application for the relocation of external gas meter on rear elevation.

Location 3 Duke Terrace St Stephens Launceston Cornwall
Decision Support

2511/27

Planning Decisions to Note

It was **resolved** to note the decisions

Application PA25/06255
Location 4 Chapel Close Launceston Cornwall PL15 7FL
Proposal Works to Tree covered by a Tree Preservation Order (TPO) - T1 - Beech (multi-stemmed) - reduction not exceeding 1.5m with pruning cut diameter not exceeding 50mm remove lowest branches from southern side of tree over carport.
Decision APPROVED
Town Council SUPPORT

Application PA25/06648
Location 3 Edymead Court Tavistock Road Launceston Cornwall PL15 9EZ
Proposal Works to Trees covered by a Tree Preservation Order (TPO) and in a Conservation Area (TCA) - T2 - Cherry - Remove 2 lowest branches over gazebo and prune canopy to allow 2-3m clearance from property.
Decision APPROVED
Town Council SUPPORT

Application PA25/05902
Location 7 Church Street Launceston Cornwall PL15 8AW
Proposal Listed building consent for installation of an automated teller machine and associated signage
Decision REFUSED
Town Council SUPPORT subject to the proviso that no alterations and negative effect to the historic building and shop front and the applicant must ensure the floor is of significant strength to support the machine

Application PA25/06498 REFUSED
Location 7 Church Street Launceston Cornwall PL15 8AW
Proposal Advertisement consent for installation of illuminated logo panel, illuminated top sign and illuminated bottom sign
Decision REFUSED

Town Council SUPPORT subject to the proviso that no alterations and negative effect to the historic building and shop front and the applicant must ensure the floor is of significant strength to support the machine

Application PA25/06497 REFUSED

Location 7 Church StreetLauncestonCornwallPL15 8AW

Proposal Installation of an ATM and associated signage

Decision REFUSED

Town Council SUPPORT subject to the proviso that no alterations and negative effect to the historic building and shop front and the applicant must ensure the floor is of significant strength to support the machine

2511/28

Correspondence and Items to Note

- 1) The Chair raised an issue regarding a property in Exeter Street being in a poor and dilapidated condition and for this to be reported to Cornwall Council
- 2) An update regarding the issue of coloured lighting to the facade of the White Hart Hotel was requested

Next Meeting

The next meeting will be held on Thursday 27 November 2025

The meeting closed at 7.14pm

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

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**MINUTES OF THE EXTRAORDINARY MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT
COMMITTEE**

**held on Tuesday 11 November 2025 at 6.00pm
The Guildhall, Launceston Town Hall**

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

2511/29 Apologies
Apologies for absence were received from Cllr Gilbert (Mayor)

2511/30 Declarations of Interest
There were no declarations of interest

2511/31 Public Representation
There were no representations made

2511/32 Current Planning Applications for comment

Application	PA25/06781
Proposal	Change of use of existing equestrian land and buildings to zoo use (Sui Generis) for the housing of non-domesticated herbivores including rhinos, with associated storage, staff and welfare facilities
Location	St Leonards Equitation Centre St Stephens Launceston Cornwall
Decision	The Town Council fully supports this application as it will provide employment and local a visitor attraction as well as supporting wildlife preservation

Next Meeting

The next meeting will be held on Thursday 27 November 2025

The meeting closed at 6.05pm

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

Agenda item: 9

Committee: Full Council

Date: Tuesday 18 November 2025

Subject: Clerk's Update Report

Summary: To note and agree the details on a range of the Council's projects

Recommendations.

The Council is recommended to:

- i) note the update of the library hub building and the process of producing a Tender for the required works
- ii) note the update regarding Lawrence House
- iii) note the details regarding the grounds compound and the need for consideration for immediate short improvements at the site
- iv) note the update regarding the installation of play equipment at Priory Park
- v) note the progress for works on site at the Town Hall
- vi) note the details regarding repair works to Southgate Arch
- vii) note the update on works for the multi storey car park
- viii) note the update regarding the deed of easement for the ongoing drainage issues at Grammars Park

1 Library Hub

- 1.1 The Clerk worked with a contractor to provide the tender papers for the next stage of the Library Hub project (RIBA 4). Following a number of meetings and discussion of the Council's requirements, a quotation for the work was received, but was in excess of £50,000. This meant that to undertake this phase of works, a tender process in itself would be required. It was therefore decided that the best course of action is to explore the Government's Find a Tender website for projects of a similar nature (including RIBA 4) and to use one of these to draft a version for the Town Council. This document will then be the one used to send to the seven contractors who have made an Expression of Interest in the project, and they will be responsible for the necessary works required at Stage 4 as part of their submission for works. The Clerk is working on a draft document that will be sent to Cllr Lankston, as the Council's representative on the project, and once agreed can be forwarded to the companies as explained above.

2 Lawrence House

- 2.1 A steering group has been formed and initially met on Thursday 6 November. This group consisted of Town Council representation, Volunteers, Thread Architects, Quantity Surveyor and Cornwall Council colleagues. The purpose of this group is to have an Expression of Interest into the lottery by Christmas. On hearing the feedback from the EOI, the aim is that the first stage application (up to £250K) will be readied for submission by Spring 2026. This money will enable further RIBA stages as well as supporting other surveys/works that will assist towards bidding for the larger capital funding which is a considerable two stage process. The aim is to be in a position to start submission of the larger funding bid in

approximately 12 months' time. A subsequent meeting has now been scheduled for the 15 December.

3 Grounds Compound

- 3.1 A review of proposed future works to the site must be considered following recent issues at the site and the need for emergency repair or replacement of existing staff facilities. At the meeting of October Council it was proposed that as part of the budget setting process when the budget is considered at the forthcoming meetings of the Finance and General Purposes Committee Members undertake a review of the Council's Ear Marked Reserves and consider if monies can be vired from longer term projects that do not currently form part of the Council's priorities.

4 Priory Park

- 4.1 Works have now commenced on site and are ongoing. Officers and Cllr Dave Gordon as the Council's representative on the project, have attended a site meeting with installers to confirm minor changes to works, namely the positioning of swing equipment and agreement that screening (trees/soft planting) be considered for the houses with low boundaries that are closest to the facility. Officers visited a neighbouring property to advise of the works and requested any feedback in relation to any proposed screening

5 Town Hall

- 5.2 Countryside Furnishing have completed the laying of new carpet in the offices. This work was delayed due to the poor state of the flooring revealed in the office when the carpet was removed. Additional works were required to lay plyboard and proper soundproofing prior to the carpet being laid. These additional costs were agreed by the Chair and Vice Chair of the Finance Committee. The delay in works and the additional works required meant that the main office was out of use for a period of nearly two weeks and this impacted the workload of Town Hall staff as well as meaning that officers were required to work remotely. At the time of writing, most of the office furniture is back in situ and all phones and IT equipment fully operational

6 Southgate Arch

- 6.1 After discussions with Historic England, they requested that the tender for the project go live so that both they and the Town Council could ascertain firm fixed costs for the project. At this point Heritage England can determine whether they have enough budget to cover any potential shortfall. The tender is now active and a closing date has been set for midday Monday 24 November. Contractors have been met onsite by Council officers and Cllr Tremain , as the Council's representative on the project, to assist with any questions.

7 Multi Storey Car Park

- 7.1 The Clerk and Cllr Conway, as the Council's representative on the project, met with PCA Consulting Engineers to discuss the next stage of the works in regards to the multi storey car park. This followed the Council's resolution 2509/47 that repair works be undertaken at the site as advised by PCA. At the meeting it was agreed that PCA provide a quotation for works with a full specification and that these works include:
- Replacement of damaged steels and clean down of existing
 - New/updated lighting
 - Resurfacing and waterproofing of entrance level
- 7.2 In addition the potential for surface repair works to the lower levels will also be considered. The works will require closure of the site for approximately four months and subject to

tenders and contactor availability a work schedule for Spring 2027 is estimated, though this may be able to be bought forward . Officers are looking at the best time for a closure that would have as limited effect as possible in regards to need by users and financial burden to the Council.

- 7.3 PCA advised that temporary works could be undertaken to the steel sections that are dripping, and this would involve a clean down and sealing with epoxy. A cost for this work was requested

8 Deed of Easement at Grammars Park

- 8.1 Further to the details on this matter being bought before the Council in September and October, it was requested that BDW be asked for an update on the situation. The Clerk duly sent an email to the parties involved at the site meeting held on 8 August, and has sent follow up emails requesting updates but no reply has been received to date.

Contact officer: Christopher Drake – Town Clerk
Wednesday 12 November 2025



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2026.

ISSUE DATE: 16/10/2025
ISSUED TO: TOWN CLERK & RFO

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.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

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 2025.

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.

We have provided a table of audit recommendations, where required to allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts are maintained on Sage accounting software they were up to date and appear free from material errors.

Financial Regulations

Financial Regulations were last reviewed in March 2025 and have incorporated the new Model Documentation issues by NALC.

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.

Purchasing

Purchase orders are in use and a scheme of delegation is in place.

Procurement

The purchase of signage valued at approximately £20,000 was undertaken in line with Financial Regulations, with three quotes having been obtained.

Payments

Payments made in May and June were tested to ensure the accuracy of ledger postings and compliance with the various controls laid out in Financial Regulations.

There are no issues to report.

Risk

Risk Assessment

The Council has yet to review its risk management arrangements in the current year.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is adequate at £2.5 million.

Investments

An Investment Strategy covering the 2025/26 financial year was adopted in March 2025.

Budgets

Setting

We reviewed the 2025/26 budget setting process as part of our final audit work last year and we review the 2026/27 process later in the year.

Monitoring

The Finance Committee received monitoring reports in May and September.

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.

Precept

The precept received is in accord with that set by the Council.

Burials

Burial charges have been accurately applied and the relevant documentation retained or issued.

Burial Registers are up to date.

Car Parks

Car park cash is well controlled and testing revealed no issues to report.

The majority of payments are now made via an App, the proceeds of which are remitted to the Council monthly, testing revealed no areas of concern.

VAT

VAT claims are up to date.

Room Hire

A booking system is in place; fees are accurately applied and there are adequate arrangements in place to ensure payment.

Payroll

New Starters

New employees have been issued with contracts of employment and have been paid in accordance with the Terms therein.

Re-gradings

Any changes in employee Terms & Conditions have been approved by Members and accurately implemented.

Tax, NI & Pensions

Testing of the September payroll revealed no issues to report.

Pay Award

The national pay award has been accurately implemented.

Petty Cash

Petty cash is operated across three sites and in accordance with Financial Regulations.

Use in minimal and for small amounts; vouchers and receipts are retained.

Bank Reconciliation

Monthly bank reconciliations have been carried out accurately and in a timely manner.

To ensure that Financial Regulations are adhered to and that there is sufficient evidenced Member scrutiny it is recommended that:

Recommendation 1

A quarterly reconciliation of all bank accounts is produced in the format required by the external auditor and it is reported to and reviewed by Members, with evidence of the review retained.

Electors Rights

Full Council properly approved the 2024/25 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2024/25 accounts have been met.

INTERNAL AUDIT RESPONSE RECORD - LAUNCESTON TOWN COUNCIL

No	Recommendation	Management Response	Timescale	Audit Follow Up
2025/26 INTERIM AUDIT				
1	A quarterly reconciliation of all bank accounts is produced in the format required by the external auditor and it is reported to and reviewed by Members, with evidence of the review retained.			

Venue Usage From 18/10/2025 to 17/11/2025

Launceston Town Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	24	63.25
Entire Town Hall	1	14
External Hires	3	9
Guildhall	10	41.5
Kitchen Bar and Reception Area	8	49.5
Main Hall	29	133.5
Otho Peter Suite 01	12	26
Otho Peter Suite 02	1	1
Otho Peter Suite Both Rooms	7	60
Town Square	6	22.5
Total	101	