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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), Chamber of Commerce Chair, members of the press

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 16 December 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: 10 December 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 meeting of Full Council held on Tuesday 18 November 2025 at 7.00pm

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

- (i) Finance and General Purposes held on Wednesday 5 November 2025
- (ii) Planning and Economic Development held on Thursday 27 November 2025 at 7.00pm

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 consider Report 28/25 concerning the above (copy attached)

10. Correspondence and matters to note

Additional information can be provided at the meeting if required.

1 Note the venue usage

2 Note the email correspondence

11. Urgent Items

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

12. Exclusion of members of the press and public

To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of confidential information

13. Agree Budgets for Salaries and Wages

To agree the resolution of the Staffing Committee (minutes attached as Agenda Item 14) regarding budgets for salaries and wages, including employer contributions for the following financial year and evidence this by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee as per the Council's Financial Regulations (copy to be distributed at meeting)

14. Staffing Committee Minutes

To note and agree the minutes of the Staffing Committee meeting held on 13 November 2025 (copy attached)

Date of next Meeting

The next Full Council meeting will be held on Tuesday 27 January 2026 7.00pm