

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 27 JANUARY 2026 at 7.00pm in the Town Hall

PRESENT Cllrs Conway (Deputy Mayor), Anston-Race, Bullen, Gordon, Harris, Heaton, Hogan, Lankston, O'Brien, Soanes, Tremain and Young
In attendance: Cornwall Cllr Dennis
Christopher Drake (Town Clerk)
Helen Gribble (RFO)
Martin Cornish (Estates and Properties Manager)

In the absence of the Mayor, Cllr Conway chaired the meeting

- 2601/23 Apologies for absence**
Apologies for absence were received from Cllrs Gilbert (Mayor), Bailey and Green and Cornwall Cllr Paynter
- 2601/24 Declarations of Interest**
There were no declarations of interest
- 2601/25 Public Representation Session**
There were no representations made
- 2601/26 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 December 2025 at 7.00pm
- 2601/27 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) Estates and Properties held on Thursday 18 December 2025 at 10.00am
(ii) Library, Arts, Business and Information held on Tuesday 6 January 2026 at 7.00pm
(iii) Finance and General Purposes held on Wednesday 14 January 2026 at 7.00pm

The minutes of the Planning and Economic Development held on Thursday 18 December 2025 at 7.00pm were omitted from the agenda pack and so could not be considered

- 2601/28 Reports from Cornwall Councillors**
Cornwall Cllr Dennis provided an update on the development plans for the Link Road and advised that works on the consented housing scheme were ongoing, and contracts were being finalised for infrastructure implementation. Cllr Dennis gave details of the tourism summit to discuss the Cornwall visitor economy and for a replacement for Visit Cornwall, with the aim to make Cornwall a year round visitor attraction.
Cllr Dennis also advised that there was no further update regarding the application for a zoo at Polson and that the works at Race Hill were awaiting the submission of the landowners report

Cllr Conway requested that the Launceston VIC be included in future discussions regarding Cornwall tourism

Cllr Tremain spoke about the Cornwall Council budget and in particular the fact that investment was being made in many towns but with the exclusion of East Cornwall and asked what could be done about this matter. He also stated that Newquay airport should not be funded by local residents. **Cllr Dennis** agreed that the area needed investment and that he was working on this and that he would raise the point made in regards to Newquay airport

2601/29

Reports and Questions from Town Councillors

Cllr Harris provided an update on the Cornwall Association of Larger Councils (CALC) meeting and it was agreed to invite Cllr Sarah Preece, Cabinet Member for Tourism, Localism and Planning to visit Launceston. Cllr Harris also spoke about the fact that the second homes levy was deducted from other income received from the Government

Cllr Heaton spoke about the poor condition of a footpath leading to Coronation Park and that this had now been reported to Cornwall Highways who would undertake repairs. Cllr Heaton also provided an update from the Patient Participation Group (PPG) AGM held on 19 January and spoke of how continuity in services is important in the amalgamation of services and the new South West Clusters. The medical centre is working well and has a number of new staff however the dispensary volumes have nearly doubled. Outreach sessions are being planned locally to provide support for the new online forms system and work is ongoing with local pharmacies.

Cllr Soanes stated that the pavements in the town centre were covered in moss and this made them very slippery and that action needed to be taken

2601/30

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements

2601/31

Report from the Town Clerk

Members considered Report 04/26 concerning the above (previously circulated)
It was **resolved** that;

- i) the update of the library hub building and the process of producing a tender for the required works be noted
- ii) the update regarding Lawrence House be noted
- iii) the details regarding the grounds compound be noted
- iv) the update regarding the installation of play equipment at Priory Park be noted and officers investigate the wear of the surface beneath the fitness equipment
- v) the update on works on site at the Town Hall be noted and officers seek details regarding the installation of solar panels at Council owned buildings
- vi) the details regarding repair works to Southgate Arch and the details regarding the budget and appointing a contractor for works be noted
- vii) it be noted there is no current update on works for the multi storey car park
- viii) the details of the Cornwall Council Streetlighting Initiative be noted
- ix) the details of the Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces): Renewal of the current order for June 2026 be noted subject to amendments regarding locations and place names in the town
- x) the details of the 2026 Off Street Parking Places Order be noted

2601/32

Budget and precept 2026-2027

The budget and precept request had been resolved by the Finance and General Purposes committee and had been circulated with the agenda for the Full Council.

It was **resolved unanimously**;

- i) to adopt the budget for 2026-27
- ii) that the precept for 2026-27 be £1,291,190

2601/33

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) agree the request to fly the Ukrainian Flag on 24 February 2026
- iii) note the letter of thanks regarding the Municipal Charities payments

2601/34

Urgent Items

There were no matters for consideration

2601/35

Exclusion of members of the press and public

It was **resolved** 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 item as it involved the likely disclosure of confidential information

2601/36

Southgate Arch Tender

Members considered the recommendation of Scott and Co for the appointment of contractors for the works to Southgate Arch (previously circulated)

It was **resolved unanimously** to appoint RM Builders to undertake the works at Southgate Arch

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 17 February 2026

The meeting ended at 8.08pm

Signed Date

**This page is
intentionally left
blank**

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 18 December 2025 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2512/26 Apologies
There were no apologies for absence

2512/27 Declarations of Interest
There were no declarations of interest

2512/28 Public Representation
There were no representations made

2512/29 Minutes of the last meetings
The minutes of the meeting held on 27 November 2025 were signed as a correct record

2512/30 Current Planning Applications for comment

Application PA25/08639
Proposal New build 3 bedroom detached house with variation of condition 2 of decision notice PA25/02219 dated 04.06.2025.
Location Land Adj To Manaton Dunheved Road Launceston Cornwall
Decision Support

Application PA25/08971
Proposal Listed Building Consent for new kitchen design, and bathroom and utility changes. Open up arched niche
Location 11 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Decision Support

2512/31 Planning Decisions to Note
It was **resolved** to note the decisions

Application PA25/07160
Location 11 - 13 High Street Launceston Cornwall PL15 8ER
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.
Decision APPROVED
Town Council SUPPORT

Application PA25/04988
Location 14 Westgate Street Launceston Cornwall PL15 7AG

A handwritten signature in black ink, consisting of a stylized 'X' shape with a horizontal line through it.

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 29 January 2026 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2601/37 Apologies
There were no apologies for absence

2601/38 Declarations of Interest
There were no declarations of interest

2601/39 Public Representation
There were no representations made

2601/40 Minutes of the last meetings
The minutes of the meeting held on 18 December 2025 were signed as a correct record

2601/41 Current Planning Applications for comment

Application	PA26/00343
Proposal	Works to Trees covered by a Tree Preservation Order (TPO) - T5 - Beech - Reduce crown spread on E quarter by 1.5m to leave 3.5m. T6 Beech - Crown lift to 3m from ground level reduce remaining radial crown spread by 2m to 3m. T7 Sycamore - Remove 3 smallest stems. Crown lift largest stem to 6m . Reduce height of 2 Beech stems under canopy to height of 3 smaller stems. T8 Beech - Crown lift around to crown break. Prune remaining upper crown by 2m to leave 3m radial crown spread.
Location	The Orchid House Dunheved Road Launceston Cornwall
Decision	Support

2601/42 Planning Decisions to Note
It was **resolved** to note the decisions

Application	PA25/07757
Location	3 Duke Terrace St Stephens Launceston Cornwall PL15 8HJ
Proposal	Listed building application for the relocation of external gas meter on rear elevation.
Decision	APPROVED
Town Council	SUPPORT

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

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

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

The Town Council were notified as per the 5 day protocol for Local Councils and confirmed they agree with a recommendation of refusal, therefore the application was recommended for refusal and issued as a delegated refusal

Application PA25/07389 REFUSED
Location 15 - 17 Church Street Launceston Cornwall PL15 8AW
Proposal Removal of part of rear stone boundary wall to create a single off-street parking space
Decision REFUSED
Town Council SUPPORT

The Town Council were notified as per the 5 day protocol for Local Councils.

The Town Council stated that they agree to disagree with the recommendation of refusal of the application. Taking all of the above factors into consideration, it is considered that the proposal is not acceptable. All other matters raised have been taken into account, but none is of such significance as to outweigh the considerations that have led to the conclusion.

Application PA25/07390
Location 15 - 17 Church Street Launceston Cornwall PL15 8AW
Proposal Listed Building Consent for the removal of part of rear stone boundary wall to create a single off-street parking space
Decision REFUSED
Town Council SUPPORT

The Town Council were notified as per the 5 day protocol for Local Councils.

The Town Council stated that they agree to disagree with the recommendation of refusal of the application. Taking all of the above factors into consideration, it is considered that the proposal is not acceptable. All other matters raised have been taken into account, but none is of such significance as to outweigh the considerations that have led to the conclusion.

Application PA25/08545
Location 67 St Johns Road Launceston Cornwall PL15 7DD
Proposal Proposed first floor extension on top of the existing ground floor extension, providing one additional bedroom to the property.
Decision APPROVED
Town Council SUPPORT

Application PA25/08048
Location 30 St Johns Road Launceston Cornwall PL15 7DB
Proposal Two Storey Side Extension
Decision APPROVED
Town Council SUPPORT

Application PA25/08971

Location	11 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal	Listed Building Consent for new kitchen design, and bathroom and utility changes. Open up arched niche
Decision	APPROVED
Town Council	SUPPORT

2601/43

Correspondence and Items to Note

The Clerk provided an update regrading planning consent for the White Hart Hotel

Next Meeting

The next meeting will be held on Thursday 19 February 2026

The meeting closed at 7.07pm

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

**This page is
intentionally left
blank**

Town Clerk CW Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 2 February 2026
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Gordon, Harris & Heaton

In attendance: Martin Cornish (Estates & Properties Manager)
Ewan Murray (Visitor Information Centre Manager)
Cllrs Tremain & Soanes

- 2602/01 Apologies for Absence**
Apologies were received from Cllrs Bailey, Bullen, Hogan & Young.
- 2602/02 Declarations of Interest**
There were no declarations of interest
- 2602/03 Public Representation Session**
There were no representations made
- 2602/04 Minutes of the last meeting**
The minutes of the meeting held on Thursday 18th December 2025 were signed as a correct record.
- 2602/05 Estates & Properties Manager's Report – February 2026**
It was **resolved** to;
- i) note the update regarding the current funding bid being led by the steering group for works to Lawrence House Museum
 - ii) note the continuing anti social behaviour that is being experienced at the Multi Storey Car Park. The committee **resolved** that a formal invite to the next Full Council meeting be sent to the Police and this to be minuted
 - iii) note the award of the contract for works to the Southgate Arch. The committee asked that thanks be recorded to the staff whom are undertaking funding bids for these works
 - iv) note the update regarding the Ambulance Hall
 - v) note the update regarding water ingress and technical issues at the Town Hall
 - vi) note the update regarding the Priory Park opening event

- vii) note the update regarding the Grounds Compound
- viii) note the update in relation to the Winter works undertaken at the Cemetery. The committee asked that their thanks be passed on to the Grounds Team Manager and his team
- ix) note the update on the current training situation and future needs of the Council staff
- x) note the updates on both the current Library site and roofing works to the former Barclays Bank building

****10.41 Cllr Conway left the meeting****

2602/06 Town Hall Refurbishment works

It was **resolved unanimously** to upgrade the capacity of the rainwater goods around the Town Hall subject to relevant consent

2602/07 Urgent Items

It was agreed that a site visit to the former Barclays Bank building (6 Broad Street) would take place prior to the next committee meeting on Monday 13th April 2026 at 09.00

Date of the next meeting

The next meeting date will be Monday 13th April 2026.

The meeting closed at 11.07pm

Signed.....

Date.....

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 4 FEBRUARY 2026 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

PRESENT Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Bullen (Chair), Heaton, Hogan, O'Brien, Soanes and Young
In attendance:
Responsible Finance Officer
Town Clerk

2602/08 Apologies for absence
Apologies were received from Cllr Gilbert and Young

2602/09 Declarations of Interest
Councillor Bullen declared an interest in agenda item 6 the grant applications received from Launceston Football Club.
Councillor Hogan declared an interest in agenda item 6 the grant applications received from Launceston Town Band
Councillor Heaton declared an interest in agenda item 6 the grant application received from Launceston CCTV and The Charles Causley Trust
Councillor Lankston declared an interest in agenda item 6 the grant award to the Youth Council

2602/10 Public Representation Session
There were members of the public present

2602/11 Minutes of the last meeting
The minutes of the meeting held on 14 January 2026 were signed as a correct record.

2602/12 Grants Policy
It was **resolved** to approve the grant policy for the financial year 2027/28 onwards with the following amendments made to the draft:

There will to two meetings a year when grants will be considered February and September and the closing dates for applications will be 7 January and 31 July.

***A recorded vote was requested ***

For	Against	Abstain
Cllr Bailey	Cllr Conway	
Cllr Lankston	Cllr Heaton	
Cllr Bullen	Cllr O'Brien	
Cllr Soanes	Cllr Hogan	

As there was an equality of votes, the Chair exercised their casting vote for the motion

The following sentences are added:

a) Only one grant award will be made to an organisation per Council financial year.

- b) Organisations with reserves in excess of 12 months expenditure will not be considered unless there is a specific project which requires sums of this size to be maintained by other funding bodies.

The following sentence is removed:

If refused you may request that the application is reconsidered at the next grants meeting. (Page 3, second paragraph)

2602/13

Grants

It was **resolved** that;

- i) a grant be awarded to the following organisations;

- a) Launceston Street Pastors - £250
- b) Launceston Male Voice Choir - £250

----- Councillor Hogan declared an interest and left the room while the following grant were considered -----

- c) Launceston Town Band - £250

----- Councillor Hogan returned to the room -----

- d) Launceston Choral Society – £250
- e) 1st Launceston Scout Group
- f) Launceston Explorer Scouts
- g) Café Scientifique
- h) Launceston Agricultural Association
- i) Werrington Cricket Club
- j) Wild Young Parents Project

----- Councillor Bullen declared an interest and left the room while the following grant were considered -----

- k) Launceston Association Football Club – £250

----- Councillor Bullen returned to the room -----

- l) Cornwall Hospice Care – £250
- m) Access Theatre CIO – Free hires to the value of £250

----- Councillor Heaton declared an interest and left the room while the following grant were considered -----

- ii) a grant was not be awarded to The Charles Causley Trust in this part of the meeting.

***A recorded vote was requested ***

For	Against	Abstain
Cllr Conway	Cllr Bailey	Cllr Lankston
Cllr O'Brien	Cllr Bullen	
Cllr Soanes	Cllr Soanes	

----- Councillor Heaton returned to the room -----

As there was an equality of votes, the Chair exercised their casting vote against the motion

Annual Automatic Grants

It was resolved that the following awards be made:

- i) a) St Mary Magdalene, St Thomas', St Stephen's and St Cuthbert Mayne churches for the maintenance of churchyards - £250 each

----- Councillor Lankston declared an interest and left the room while the following grant were considered -----

- b) Youth Council – spend up to £3,000

----- Councillor Lankston returned to the room -----

- c) Launceston Carnival - £750
d) Launceston in Bloom - £1,000
e) Town CCTV - £3,000
f) Friends of Launceston Priory – up to £1,000
g) Launceston Municipal Charities - £500

----- Councillor Heaton declared an interest and left the room while the following grant were considered -----

- h) The Council Tax payments for Cyprus Well - approx. £2,250

----- Councillor Heaton returned to the room -----

- i) Launceston Community Transport Partnership - £500
j) Launceston Foodbank - £1,000
k) Launceston Money Advice Centre - £500

2602/14

Urgent Items

There were no urgent items

The meeting closed at 9.00pm.

Signed

Date

**This page is
intentionally left
blank**

Agenda item: 10

Committee: Full Council

Date: Tuesday 17 February 2026

Subject: Clerk's Update Report

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

Recommendations.

The Council is recommended to:

- i) note the update of the library hub building tender for the required works
 - ii) note the update regarding Lawrence House
 - iii) note the details regarding the grounds compound
 - iv) note the update on works on site at the Town Hall
 - v) note the details regarding repair works to Southgate Arch
 - vi) note the update regarding ongoing damage and antisocial behaviour at the multi storey car park
-

1 Library Hub

- 1.1 The Council is waiting on a full draft tender document, which once received will then be advertised in the usual manner as part of the Council's tender process.

2 Lawrence House

- 2.1 Following the most recent meeting of the steering group in January and the submission of the project enquiry, the next meeting is scheduled for Friday 13 February for an application review for the development grant.

3 Grounds Compound

- 3.1 Following the ratification of the 2026/27 budget at January's Full Council meeting, officers and designated Councillor for the project are in the process of arranging a meeting to expedite matters. The tools from the condemned storage unit at the compound will be relocated to a secure container at the Leisure Centre which has kindly been agreed by the Coronation Park Trust as an interim measure.

4 Town Hall

- 4.1 Steeplejacks are due to attend on the 19 February to undertake repair works to the damage on the Main Hall roof which occurred during Storm Goretti. The Estates & Properties committee unanimously resolved to investigate the upgrade of rainwater goods during this years refurbishment works. Unfortunately, due to the increased velocity of weather we are now experiencing the existing ogee profile is no longer sufficient and we have been advised to consider an alligator profile which has the ability to redirect double the existing capacity. RTP, the appointed Surveyors, are aiming to get the documents updated and over to the Local Authority for initial review the week commencing 15 February and will duly advise the Town Council when the pre-app has been submitted.

5 Southgate Arch

- 5.1 Following the resolution of the January meeting of Council, contractors have now been appointed to undertake repair works to the site. Following ongoing inclement weather, an interior section of the ceiling collapsed and officers appointed David Scott to undertake a review of the required works and to make the site secure

6 Multi storey car park

- 6.1 This site has been the target of ongoing antisocial behaviour and vandalism for a number of weeks. This includes graffiti, attempts to start a fire, damage to a pay point machine, damage and removal of signage, litter and broken glass across the site and damage to two of the stairwell doors, one of which will require full replacement. Every matter has been reported to the police and photographic and video evidence submitted.
- 6.2 Officers have requested pricing for the installation of additional CCTV in the stairwells of the site and are attempting to meet with the police directly to discuss the matter

Contact officer: Christopher Drake – Town Clerk
Wednesday 9 February 2026



Launceston Town Council

Wellbeing Policy

2026

Adopted at Full Council on:
Minute Reference:

15 July 2025
2507/42

Initial Review Date:
Then annually from

27 January 2026
14 July 2026

Prepared By:

Ewan Murray (VIC Manager)

To be read together with Launceston Town Council's Health and Safety Policy 2024

INTRODUCTION

The Need for a Health and Wellbeing Policy:

As a responsible employer, Launceston Town Council takes seriously its duty of care to look after the health, safety and welfare of its employees. One of the most common reasons for UK employee absence is back pain, resulting in 12 million lost work-days per year. However, in 2022/23, 17.1 million working days were lost due to work-related stress, depression, or anxiety, and 63% of UK employees believe their employer should be doing more to support mental health in the workplace. (Source - <https://www.sja.org.uk/> - 'St John's Ambulance').

Launceston Town Council takes those statistics very seriously, as well as its responsibility to support the physical and mental wellbeing of all members of staff.

There are many factors that influence the health and wellbeing and understanding and overcoming these aspects can result in a range of benefits for both individuals, and the wider work of the council.

Whilst this policy addresses physical and mental health separately, these are inextricably linked *"Our physical health can affect our mental health – and vice-versa."*

(Source – <https://www.nhs.uk/>)

Age, life experiences and the support we receive, also shapes how we feel and/or respond to illness.

The promotion of physical activity and encouraging a healthy lifestyle, can help employees manage stress, while also improving concentration and alertness. Whilst town council staff **do not** have the necessary skills, experience or qualifications to offer advice in this area, as a supportive employer, we are able to signpost colleagues to where they may receive appropriate, professional guidance and support. * - see below.

Additionally, the council subscribes to the Medigold Health System which offers a wide range of support for all colleagues including the THRIVE programme. Access may be done by speaking to your line manager, but there is also a self-referral process.

Mental wellbeing impacts all employees whether on a personal level or on staff working alongside colleagues who are experiencing difficulties. By promptly addressing mental health issues by providing support, the improved wellbeing of employees will likely reduce absenteeism, lower staff turnover and increase organisational effectiveness.

- Staff are able to access a wide range of support through external organisations, and there is a comprehensive list at the end of this policy statement

KEY AREAS OF WELLBEING

It is essential that all colleagues are supported and should feel confident to inform a senior member of the team if their health is suffering. Whilst this policy relates to health and wellbeing, it also has tangible links to the council's Health and Safety Policy.

This workplace Health and Wellbeing Policy covers the following areas:

1. Physical wellbeing

Encouraging physical health by:

- Physical activity – see list of external support organisations at the end of this policy
- Healthy lifestyle choices – see list of external support organisations at the end of this policy
- Staff should not undertake any work-related tasks if they pose a health risk but promptly report any concerns
- The council will ensure that all equipment, including workstations and places of work, meet both legal requirements, and the needs of staff
- The council will provide training to minimise risk/injury such as manual handling and machine operations, as well as ensuring there is adequate first aid cover in all council locations

2. Mental wellbeing

Promoting mental wellbeing by:

- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health
- The council notes the following:

"A mental health condition is considered a disability if it has a long-term effect on your normal day-to-day activity. This is defined under the Equality Act 2010. Your condition is 'long-term' if it lasts, or is likely to last, 12 months."

(Source – (<https://www.gov.uk/when-mental-health-condition-becomes-disability>))

3. Leadership and Management

Strong and effective leadership and management are crucial in the promotion of the health and wellbeing of staff, including:

- Equipping managers and leaders with the skills to identify, assist and/or signpost those in need
- Raising awareness of physical and mental wellbeing across the council
- Whilst staff should report poor health at the earliest opportunity, line managers should also discuss wellbeing with colleagues as part of the appraisal process
- When managing poor performance, managers should first establish if poor health may be the cause of under-performance
- Health, wellbeing and 'fitness for role' are part of the recruitment and induction processes
- Ensuring rigorous 'return to work' processes, such as phased returns, are in place and well-managed
- Ensuring secure HR processes and procedures are in place for all staff
- Staff leaving the organisation have the opportunity to participate in an exit interview.
- Providing tests and assessments, such as eye tests, occupational health referrals, etc. where relevant
- Ensuring support is provided for employees who experience/suffer from temporary and/or life-long conditions. This includes conditions such as pregnancy and menopause. **Note:**
 - Whilst pregnancy is not classed as a medical condition, it is a protected characteristic under the Equality Act 2010

(Further information – (<https://www.acas.org.uk/your-maternity-leave-pay-and-other-rights>))

- o Menopause is not a protected characteristic; however, the council notes the following:
"Menopause is not a specific protected characteristic under the Equality Act 2010. But if an employee or worker is put at a disadvantage and treated less favourably because of their menopause symptoms, this could be discrimination if related to a protected characteristic, such as age, disability, gender reassignment and sex."

(Source - <https://www.acas.org.uk/menopause-at-work/menopause-and-the-law>)

4. General Support for employees

Offering support to employees by:

- Creating a culture that supports the wellbeing of all employees
- Create a culture, where colleagues can report personal/third-party concerns regarding bullying, racism, discrimination etc, knowing their concerns will be taken seriously
- Offering help, support and guidance to those with any health issue which is negatively impacting work/performance
- Assisting those returning to work after a period of physical/mental ill-health

5. Employment for those with mental health issues

Supporting those coming back to work by:

- Not being judgmental
- Making any necessary adjustments to the role/environment, within the parameters of 'reasonable adjustments'
- Establishing agreed recruitment practices to ensure the process meets the requirements of Equalities Act 2010
- Supporting and retaining staff who develop mental ill-health post-appointment

6. The broad aims of this policy are:

- To create a workplace culture that promotes and supports the health and wellbeing of all staff
- To offer signposting to colleagues allowing them, at their own discretion, to access advice on broader health issues

POLICY OBJECTIVES

Whilst the council is not responsible for employees' health and wellbeing outside employment, as a supportive employer, it encourages colleagues to make healthy lifestyle choices. It does this by signposting staff to external agencies. Launceston Town Council accepts that whether or not individuals access this support, is entirely of personal choice.

However, the council is responsible for ensuring safe working practices and conditions within the work environment.

"Employers have a 'duty of care'. This means they must do all they reasonably can to support workers' health, safety and wellbeing. This includes:

- *making sure the working environment is safe*
- *protecting staff from discrimination*
- *carrying out risk assessments*

Employers must treat mental and physical health as equally important."

(Source – ACAS)

1. Physical Wellbeing

- Links are provided at the end of this policy directing colleagues to advice on healthy lifestyle practices, including physical fitness, diet and smoking-cessation programmes etc
- The council will provide all necessary training to ensure staff are able to work in safety with regard to areas such as manual handling and the operation of potentially dangerous machinery. More information may be found in the council's Health and Safety Policy
- As stated in the council's Health and Safety Policy, Launceston Town Council will ensure there are appropriately trained/qualified and assigned first aiders across all locations
- The council will undertake risk assessments relevant to task, role and employee needs
- The council will ensure that all employees have the necessary protective clothing and equipment in order to safely carry out their role/tasks
- Set realistic targets and deadlines for staff through an effective appraisal process.
- The council will assess how working conditions/workload, impact colleagues' physical health and wellbeing. This is done through the council's risk assessment processes
- The council offers the UK Cycle to Work Scheme to colleagues. Staff wishing to access this service should, in the first instance, contact the RFO (currently Helen Gribble)
- At the discretion of the council, and considering the business needs of the organisation, offer employees flexible working hours and consider a reduction in hours/working-days

2. Mental wellbeing

a) To create a supportive workplace culture, the council will:

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any staff member experiencing a mental health issue
- Within the induction process, provide new starters with information about health and wellbeing support within the council
- At the discretion of the council, and considering the business needs of the organisation, offer employees flexible working hours and consider a reduction in hours/working-days
- Set realistic targets and deadlines for staff through an effective appraisal process. Additionally, ensure day-to-day tasks, as set by line managers, are reasonable and achievable
- Deal quickly with any conflict and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training needed to do their job well. Job descriptions are reviewed annually to ensure they reflect employees' current roles
- Ensure good communication between managers, staff and teams

b) To provide support and guidance for any member of staff experiencing mental health issues

- Check how working conditions/workload, and the council's policies, impact colleagues' mental health
- Ensure staff members with mental health issues, are treated fairly and without judgement or discrimination
- Encourage staff, experiencing poor mental health, to talk to their GP or other appropriately qualified health professional
- If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

c) Support the employment of people who have experienced previous poor health

- Show a positive attitude to employees and job applicants with health issues, including having positive statements in recruitment literature
- Ensure that all staff involved in the recruitment process are aware of mental health issues and the Disability Discrimination Act
- The council does not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
- The council recognises that workplace stress is a health and safety issue
- The council identifies workplace stress factors when carrying out risk assessments
- The council provides training for managers to ensure good management practices

COMMUNICATION

- All employees are made aware of the council's Health and Wellbeing Policy, which is included in the employee handbook, as well as in the new employee pack. Health and wellbeing are also promoted at regular staff meetings.
- All staff are made aware of their own responsibilities in implementing the policy actions. This includes promptly raising any issues or concerns, and seeking help from, in the first instance, a line manager or a designated lead
- Regular health and wellbeing updates are provided to all staff through line management and at staff meetings
- Managers, allowing for appropriate confidentiality, raise concerns at regular managers' meetings

REVIEWING AND MONITORING

Finding the balance between ensuring the highest of outcomes and providing constructive support to staff is not easy to achieve.

"In today's competitive business environment, worker morale plays a critical role in determining the overall productivity and safety performance of an organisation. High morale among employees not only boosts efficiency but also fosters a safer and more positive workplace environment."

(Source - <https://www.linkedin.com/pulse/impact-worker-morale-productivity-safety-performance-strategies-kar-jqrff/>)

To accurately assess the quality of this policy:

Managers are responsible for reviewing the workplace Health and Wellbeing Policy, as well as monitoring its effectiveness. The outcome of this process is shared annually with the council to establish if any amendments are required

The policy's effectiveness can be measured through:

- Feedback from staff

- A health and wellbeing at work risk assessment(s)
- Annual analysis of staff sickness and staff turnover levels
- Outcomes of any exit interviews
- Anonymised/confidential analysis of referrals to occupational health/counselling services etc
- Staff complaints or referrals

To ensure it stays relevant, this policy will be reviewed six months after the policy start date, then annually from the date of adoption by Launceston Town Council.

ADDITIONAL/USEFUL LINKS

Area of Health	Link
NHS - 8 Tips for Healthy Eating	https://www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/eight-tips-for-healthy-eating/
NHS - Quit Smoking	https://www.nhs.uk/better-health/quit-smoking/
NHS - Drug addiction: getting help	https://www.nhs.uk/live-well/addiction-support/drug-addiction-getting-help/
NHS - Lose Weight – Better Health	https://www.nhs.uk/better-health/lose-weight/
NHS - Exercise & Live Well	https://www.nhs.uk/live-well/exercise/
NHS - Mental Health	https://www.nhs.uk/nhs-services/mental-health-services/
Launceston Medical Centre	https://launcestonmedicalcentre.com/
Mental Health Support (MIND)	https://www.mind.org.uk/information-support/
Samaritans	https://www.samaritans.org/how-we-can-help/contact-samaritan/
Man Down Mental Health Support	https://www.cancercaremap.org/man-down-helston-2/
Local Health Links	https://visitlaunceston.co.uk/health-medical-services/
Local Sports Clubs	https://visitlaunceston.co.uk/sports/
Bereavement Help	https://www.cornwall.gov.uk/media/1121bxuo/bereavement-guide-2018.pdf
Medigold Health (LTC Provider)	https://www.medigold-health.com/
Castle and Coast Therapies	https://stepintolearning.org.uk/castle-and-coast-therapies/

Venue Usage From 18/01/2026 to 17 February 2026

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	24	44.75
Entire Town Hall	0	0
External Hires	1	5
Guildhall	13	52
Kitchen Bar and Reception Area	9	52.5
Main Hall	30	142
Otho Peter Suite 01	10	56.75
Otho Peter Suite 02	10	49.5
Otho Peter Suite Both Rooms	3	22.5
Town Square	6	21.5
Total	106	

**This page is
intentionally left
blank**