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 17 FEBRUARY 2026 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 Dennis
Christopher Drake (Town Clerk)
15 x public

2602/15 Apologies for absence
Apologies for absence were received from Cllrs Young and Green and Cornwall Cllr Paynter

2602/16 Declarations of Interest
There were no declarations of interest

2602/17 Long Service Award
The Mayor presented Mr Andrew Frain with his award marking 40 years of service with the Town Council

2602/18 Public Representation Session
Question 1 – Was in relation to the forthcoming Launceston Poetry Festival and opportunities to sponsor the event

Question 2 – Was in relation to the Finance and General Purposes Committee minutes from the meeting held on 4 February 2026 and in regards to the validity of the grant policy that was used to decide on the awarding of grants

2602/19 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 27 January 2026 at 7.00pm

2602/20 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 18 December 2025 at 7.00pm
(ii) Planning and Economic Development held on Thursday 29 January 2026 at 7.00pm
(ii) Estates and Properties held on Monday 2 February 2026 at 10.00am

It was further **resolved** that the minutes of the Extraordinary Finance and General Purposes meeting held on Wednesday 4 February 2026 at 7.00pm were not a correct record of the proceedings

A recorded vote was requested on this resolution

For	Against	Abstain
Cllr Heaton	Cllr Tremain	
Cllr Anston-Race	Cllr Lankston	
Cllr Soanes	Cllr Bullen	
Cllr O'Brien	Cllr Bailey	
Cllr Hogan	Cllr Gordon	
Cllr Harris	Cllr Gilbert	
Cllr Conway		

2602/21 Reports from Cornwall Councillors

Cornwall Cllr Dennis advised that he had raised the issue of the lack of funding infrastructure for the town, that Cornwall Council were seeking a commercial option for the running of Newquay Airport to relieve the burden on local taxpayers and that the engineers report for works at Race Hill was now complete and the appointment of contractors was in place. He concluded by advising that the Police and Crime Commissioner had confirmed that there would not be any funding to enable the opening of a police front desk at Launceston

Cllr Heaton stated that there had been no inspection undertaken in regards to the footpath at Race Hill that she had previously reported

Cllr Tremain re-iterated the need for works to be undertaken at the aforementioned footpath

Cllr Conway requested Cllr Dennis follow up on the response regarding a police front desk at Launceston

Cllr Bailey stated that following works to the road surface on the bridge across the A30, that the road was left in a very uneven condition. **Cllr Dennis** advised that he had reported the matter to Cornwall Highways

Cllr Soanes asked for a follow up regarding the issue of pavements in the area being very slippery due to weeds and algae. **Cllr Dennis** advised that he was still awaiting a response on the matter

2602/22 Reports and Questions from Town Councillors

Cllr Heaton provided an update from the Patient Participation Group (PPG) member events and work ongoing regarding integrated care teams. A lot of work was being undertaken with voluntary groups and the Exeter Street Health Hub was working very well. The South West Peninsula Cluster group had met in January and issues regarding access to dental care provision were considered

Cllr Conway provided an update on the Joint South East Cornwall Area Partnership health meeting and stated that the Exeter St Health Hub was working very well and that invitations had been offered to visit the site to explore ongoing funding possibilities

2602/23 Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements

2602/24 Report from the Town Clerk

Members considered Report 05/26 concerning the above (previously circulated)
It was **resolved** that;

i) the update of the library hub building 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 on works on site at the Town Hall be noted
v) the details regarding repair works to Southgate Arch be noted
vi) the update regarding ongoing damage and antisocial behaviour at the multi storey car park be noted

2602/25 **Mayor Elect – 2026-27**

It was **agreed** that Notices of Motion be used for the nominations for Town Mayor and Deputy Mayor for the civic year commencing in May 2026 and that nominations be received for consideration at the March meeting of Council

2602/26 **Wellbeing Policy**

It was **resolved** to agree the Wellbeing Policy subject to the amendment to point 2 c of the policy objectives that the wording 'Disability Discrimination Act' be replaced with 'the Equality Act 2010'

2602/27 **Correspondence and Matters to Note**

It was **resolved** to;

i) note the venue usage
ii) note the update regarding recent damage caused to one of the high street traffic bollards
iii) note the details of the forthcoming vacancy for the North ward

2602/28 **Urgent Items**

There were no matters for consideration

Date of the next meeting of the Council

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

The meeting ended at 8.14pm

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 Conway (Deputy Mayor), Bailey, Bullen (Chair),Heaton, Hogan, Lankston (substitute for Cllr Young), O'Brien, Soanes
In attendance:
Responsible Finance Officer

2602/08 **Apologies for absence**
Apologies were received from Cllrs Gilbert (Mayor) 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 awarded to The Charles Causley Trust.

***A recorded vote was requested ***

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

As there was an equality of votes, the Chair exercised their casting voted for the motion to not make a grant.

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

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 ....

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 19 February 2026 at 7.00pm
The Guildhall, Launceston Town Hall

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

2602/29 Apologies
Apologies for absence were received from Cllrs Gilbert (Mayor) and Green

2602/30 Declarations of Interest
There were no declarations of interest

2602/31 Public Representation
There were no representations made

2602/32 Minutes of the last meetings
The minutes of the meeting held on 29 January 2026 were signed as a correct record

2602/33 Current Planning Applications for comment

Application	PA26/00248
Proposal	Removal of existing unit and replace with proposed additional B8 storage unit with B2 use
Location	Harrison Forklift Trucks Quarry Crescent Pennygillam Industrial Estate Launceston
Decision	Support

Application	PA26/00609
Proposal	Reserved Matters application following Outline Approval PA22/10670 dated 31st January 2023 for the construction of three dwellings for appearance, landscaping, layout and scale
Location	Land South Of The Ranch Chapel Launceston Cornwall
Decision	Support

Application	PA26/00635
Proposal	Advertisement Consent for 2 black coated aluminium fascia signs and 6 vinyl adhesive window films. All signs are non-illuminated.
Location	Halifax 1 Southgate Street Launceston Cornwall
Decision	Support

2602/34 Planning Decisions to Note
It was **resolved** to note the decisions

Application	PA25/08639
Location	Land Adj To Manaton Dunheved Road Launceston Cornwall PL15 9JE
Proposal	New build 3 bedroom detached house with variation of condition 2 of decision notice PA25/02219 dated 04.06.2025.

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

2602/35 Correspondence and Items to Note

There were no matters for consideration

Next Meeting

The next meeting will be held on Thursday 12 March 2026

The meeting closed at 7.06pm

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 Library, Arts, Business and Information Services Committee meeting held on
Tuesday 3 March 2026 at 7.00 pm in the OP Rooms

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

In attendance: Cllrs Heaton, Soanes, Tremain
Andi Snook (Library Manager)
Ewan Murray (VIC Manager – minutes)

2603/01 Apologies for Absence
No declarations were made

2603/02 Declarations of Interest
There were no declarations of interest.

2603/03 Public Representation Session
No members of the public were in attendance.

2603/04 Minutes of Previous Meetings
The minutes of the meeting held on Tuesday 6 January 2025 were agreed and signed as a correct record.

2603/05 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.

2603/06 Report from VIC Manager
The committee **noted** content the report, which had been previously circulated including:

i. Feedback by Cllr Young on the Lawrence House Museum project
ii. Councillors raised general concerns regarding the current level of anti-social behaviour in the town
iii. Cllrs Conway and Gordon proposed the council seek recompense following the bollard incident by the church but the VIC manager explained that following a quick repair by the grounds' manager, the bollard is fully operational and not damaged.

2603/07 Update of Broader LABI Activities
The committee **received updates** from the Library Manager including:

i. Following accidental damage by a third party, the library was without computers for some time. Cornwall council provided a backup system
ii. The library is liaising with the Causley Trust to host 9 poets

iii. The library is hosting 4 D of E participants

2603/08 Current library condition

The committee received an update from the Library Manager and **noted** the following:

i. There continues to be problems but various support organisations are trying to rectify the issues
ii. There is a wide cost-range to replace damaged carpets
iii. There is an indication that drains blocked with gravel, may be the cause of the leaks
iv. Library staff are receiving complaints from residents about the building's condition

2603/09 Connect Launceston

The committee **noted** a project-progress update by Cllr Gordon including:

i. A new 'passenger demand forecast' indicates a likely 11% increase in rail usage
ii. The group is in the process of contacting all Cornwall MPs and the government's rail minster
iii. Anticipated changes, related to the Benefit-cost Ration (BCR) in the treasury's "Green Book", could be beneficial to the project

It was **resolved** that, if allowed within LTC Finance Regulations, the council should fund one of the group's advisors, to attend government training on passenger demand forecasting

Proposed: Cllr Gordon
Seconded: Cllr Gilbert
Carried

2603/10 Launceston Show 2026

It was **resolved** that LTC will be represented at this year's Launceston Show but that an amended programme of participation is established

Proposed: Cllr Lankston
Seconded: Cllr Conway
Carried

2603/11 Items to note and any urgent matters (information only)

The Priory Park official opening date is 14 April 2026

Cllr Anston-Race raised a number of concerns regarding play equipment at the park. VIC Manager explained this is in hand but the councillor said he would contact the Estates and Properties Manager.

2603/12 Date of Next Meeting

The next meeting is scheduled for Tuesday 5 May 2026 at 7:00pm.

The meeting closed at 7.55pm

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 FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 4 MARCH 2026 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

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

2603/13 Apologies for absence
There were no apologies for absence

2603/14 Declarations of Interest
There were no declarations of interest

2603/15 Public Representation Session
There were no members of the public present

2603/16 Minutes of the last meeting
The minutes of the meeting held on 4 February 2026 were signed as a correct record.

2603/17 Finance
It was resolved to;
i) approve the payment listings for January & February 2026
ii) approve the balance sheet for December 25
iii) approve the budget monitoring report to December 25

2603/18 Segregation of Duties
It was **resolved** to note the Segregation of Duties

2603/19 Asset Register
It was **resolved** to approve the Asset Register

2603/20 Financial Regulations
It was **resolved** to defer the Financial Regulations to Full Council

2603/21 Management and Safekeeping of Money Policy
It was **resolved** to approve the Management and Safekeeping of Money Policy

2603/22 Statement of Internal Control
It was **resolved** to approve the Statement of Internal Control

2603/23 Investment Strategy
It was **resolved** to approve the Investment Strategy

2603/24 Hall Hire Charges Request
Members consider a request from Comical Entertainment in relation to hall hire

It was **resolved** that the current charging system remains in place for the charge of an afternoon session and that this payment act in lieu of payment for the storage facility provided by the Town Council

2603/25 **Christmas Opening Hours for Council Services, Properties and Facilities**
It was **resolved** that all Council sites close from 24 December 2036 until 2 January 2027 and that the Westgate public facilities are the only public facility site open during this period with the exception of recognised public holidays

2603/26 **Exceptional Grants**
It was **agreed** to award the Cornwall International Male Choral Festival an Exceptional Grant of £350

2603/27 **Urgent Items**
There were no urgent items

The meeting closed at 7.50pm.

Signed .... Date ....

Agenda item: 9

Committee: Full Council

Date: Tuesday 17 March 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 repair works to damage at the multi storey car park

---

1 Library Hub

1.1 The Council has received the full draft tender documents for the appointment of contractors and for a Project Manager. A meeting is to be arranged with Trevor Humpheys Associates to agree the details and then advertise the tender opportunity using the usual channels.

2 Lawrence House

2.1 The Council have received a response from the National Lottery Heritage Fund in relation to the Councils submitted Expression of Interest for funding of works to Lawrence House Museum. The response stated that National Lottery Heritage agree the project shows potential for funding, and encourage the Council to work towards submitting a full application for detailed assessment and decision-making.

3 Grounds Compound

3.1 Officers continue to seek alternative storage solutions for ground maintenance equipment and to work on the project to build the new grounds compound. Site visits and meetings between officers and Cllr Bailey, the designated Councillor have taken place and updates will be provided to Council when available.

4 Town Hall

4.1 Steeplejacks completed repair works to the damage on the Main Hall roof which occurred during Storm Goretti and attended to a total of ten missing or slipped tiles.

5 Southgate Arch

5.1 Following the appointment of contractors, a number of site visits have been undertaken by various professional bodies and the next meeting with contractors is scheduled for 17 March and scaffolding is due to be erected week commencing 23 March.

6 Multi storey car park

6.1 Following a spate of vandalism at the site, quotes have been received and agreed for the replacement to the damaged fire door on the top level of the car park and safety glass replacement to the other doors is scheduled to take place in the coming weeks. In addition officers are seeking quotes for the installation of CCTV equipment within the stairwells.

6.2 A Community Resolution was undertaken after CCTV footage showed images of those responsible for some of the recent damage are for attempting to start fires at the site. Community Resolution (CR) is an informal justice system outcome offering a fair and swift way of dealing with an offence which can only be used when the person committing the offence accepts responsibility for it, and in most cases, where the victim has agreed that they do not want more formal action taken. (CR) is used to deal with less serious offences, such as lower value thefts, public disorder, criminal damage (such as vandalism) or lower-level violent offences that cause no or only minor injury. Community Resolution allows police officers to balance the wishes of the victim against the seriousness of the offence and the circumstances of the person responsible for it, to reach an outcome which best meets the interests of the victim and delivers a timely outcome.

6.3 When a Community Resolution is offered to a person committing an offence, there are a range of activities they might be required to complete, which seek to change their behaviour and/or achieve positive outcomes for victims.

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

NOTICE OF MOTION

I, Councillor..........Helen Bailey.., propose that

Cllr ....NICOLA GILBERT..

Be elected as Mayor of Launceston Town Council for the Municipal year 2026/27

I, Councillor D. L. Gordon..second the above proposal

Date: 20.2.2026

RECEIVED 17 FEB 2026

NOTICE OF MOTION

I, Councillor..........JOAN HEATON.., propose that

Cllr ....JOHN CONWAY.....................................

Be elected as Deputy Mayor of Launceston Town Council for the Municipal year 2026/27

I, Councillor ..BONNIE...CHRISTOPHER...SOANES...second the above proposal

Date: 25 FEBRUARY 2026

NOTICE OF MOTION

I, Councillor……CONWAY……, propose that

Cllr ……GILBERT……

Be elected as Mayor of Launceston Town Council for the Municipal year 2026/27

I, Councillor ……LANKSTON.……second the above proposal

Conway.

SG.

3-3-26.

Date: 3-3-26.

Launceston Town Council

Museum Project Procurement Policy

2026

Adopted at Full Council on:
Minute Reference:

Review Date: March 2027

Prepared By: Helen Gribble
Responsible Finance Officer

1. INTRODUCTION

1.1 This document has been prepared to explain the policy for procurement to be adopted by the Project Steering Group for contracts and appointments entered into by Launceston Town Council (LTC) for the sole purpose of the Project Planning phase.

1.2 The services and values from consultants / companies involved in this phase have been summarised in the Project Enquiry issued to the National Lottery Heritage Fund in February 2026 and will be developed in detail with briefs for the Single Stage Application for grant aid.

1.3 The appointment of a Project Director is excluded from this Policy as that will be arranged through LTC employment rules and processes.

1.4 Defining the scope of the overall project in future phases of development and delivery will be part of this Project Planning phase. At that point procurement will recommence based on the thresholds current at that time for the next phases of Development and Delivery.

1.5 LTC are a sub-central government contracting authority and will follow the principles of public procurement where applicable and appropriate.

1.6 LTC also have their own procurement rules as described within their Financial Regulations 2025 section 5 (extract appended).

1.7 The principal LTC thresholds and their processes are: -

- Over £50,000

  Formal tender
- Over £25,000 less than £50,000

  Comply with legislation regarding publication of invitations and notices
- Over £10,000 less than £25,000

  3 fixed price quotes
- Over £2,000 less than £10,000

  3 estimates or quotes
- Less than £2,000

  Seek value for money

1.8 For the Project Planning phase no appointments exceed the threshold of £207,720 (PPN 023:2026) that require the full Public Procurements Regulations in respect of tendering, award and notification.

1.9 LTC will maintain documented records of the procurement to satisfy funders.

1.10 The NHLF thresholds and rules are: -

- For all goods, works or services worth more than **£10,000** (excluding VAT), you must get at least three competitive tenders/quotes.
- For all goods, works and services worth more than **£50,000** (excluding VAT), you must provide proof of competitive tendering procedures in the form of a report on

the tenders received, together with your decision on which to accept. When you don't select the lowest tender, you will need to give full reasons.

- If you are a public body grantee or your project is subject to public procurement legislation, you must follow relevant legislation.

NLHF also require you to take their investment principles into account in procurement, which means decisions should: -

- increase diversity in your supply chain
- strengthen heritage's contribution to local economies by employing local suppliers where possible
- protect the environment

The LTC regulations and the Steering Group's intent are compliant with NLHF guidelines.

1.11 In amplification of the above guidelines the Steering Group will endeavour to undertake procurement on the following principles: -

- Non-discrimination – all parties treated equally in an open, fair and transparent manner
- Best value for money – consideration of quality proportional to cost certainty
- Clarity - criteria of evaluation stated
- Fair risk transfer
- Be compatible with programme
- Emphasis on sustainable use of products and methods
- Use of available local resources and supply chain

2. CONSULTANTS AND SPECIALISTS

2.1 Summary of approximate procurements by threshold (exclusive of VAT): -

	Estimate	Incl VAT
• Audience Development	£10,000	£12,000
• Collection Auditor	£30,000	£36,000
• Business Planner	£12,000	£14,400
• Governance	£10,000	£12,000
• Conservation Architect	£47,000**	£56,400
• Structural Engineer	£ 5,000	£ 6,000
• Building Services including Energy	£15,000	£18,000
• Quantity Surveyor	£ 3,500	£ 4,200
• Project Manager	£ 6,000	£ 7,200
• VAT Advisor	£ 2,500	£ 3,000
• Subsidy Control advice	£ 2,500	£ 3,000
• Carbon Assessor	£ 1,500	£ 1,800
• Surveys / Opening Up	£ 1,500	£ 1,800
• Disbursements	£ 1,000	£ 1,200

2.2 Conservation Architect**

Thread Architecture were appointed in 2025 to undertake RIBA 1 services following a compliant competitive process and were awarded the commission for a value of £24,500 excluding VAT.

Their appointment has been subject to variation and the current Project Planning budget encompasses a residual amount of that appointment of approximately £17,000. Added to a further estimated £30,000 for RIBA 2 this will require at least 3 fixed price quotes and the relevant publication of invitations and notices to comply with the requirements of the Legislation.

Post Project Planning the appointment will be subject to full procurement rules.

2.3 Project Manager

Trevor Humphreys has been engaged to provide advice to date for the Project Enquiry within the £2,000 threshold. Further advice for the preparation of the Project Planning application will exceed this and bring into play the next threshold. An appointment for the Project Planning phase will result in a cumulative total of approximately £10,000.

As per clause 5.9 of LTC Financial Regulations the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

2.4 Other Appointments

These will follow the guidelines as all are new appointments.

2.5 Evaluation

The evaluation of consultants should normally be based only on technical considerations including, but not limited to, experience in similar assignments, local experience and presence, qualifications of key personnel proposed for the assignment, and suitability and quality of the work plan.

APPENDIX

Extract from LTC Financial Regulations 2026

5. 5. Procurement

5.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/RFO shall seek formal tenders from at least three suppliers agreed by the council or appropriate committee. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.8. For contracts greater than £10,000 excluding VAT the Clerk [or RFO] shall seek at least 3 fixed-price quotes;

5.9. where the value is between £2,000 and £10,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk or the RFO shall seek to achieve value for money.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk & the RFO, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £3,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Finance department.

Launceston Town Council

Grants Policy

2026

Approved by Finance & General Purposes on: Minute Reference:	*Date 4 February 2026* *Number 2602/12*
Adopted at Full Council on: Minute Reference:	*Date*
Review Date:	March 2027
Prepared By:	Helen Gribble Responsible Finance Officer

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

LAUNCESTON TOWN COUNCIL
GRANTS TO COMMUNITY ORGANISATIONS

PURPOSE
Launceston Town Council budgets each year to support non-profit making organisations and groups in the community. This policy is to ensure that grants are awarded fairly, legally and provide value for money to the taxpayers of Launceston

DEFINITION
A grant is any payment made by Launceston Town Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community.

Typically, grants are awarded between £50 and £500 and no more than 50% of the project costs if over £500.

Applications should be submitted to the Town Council Offices by either of the following two dates: 7 January or 31 July for consideration at the February or September meeting of Finance & General Purposes Committee where grants will be considered. (The exact dates of these meetings can be found at www.launceston-tc.gov.uk)

ELIGIBILITY
To be eligible for a grant the applicant must evidence that it fulfils all of the following requirements:

- Be a charity, voluntary organisation, community group or other non-profit making body. (Local authority maintained, grant maintained and private schools, individuals and commercial organisations and 'Upward Funders' i.e. local groups whose total fundraising is sent to a central HQ for redistribution will not be eligible)
- Provide accounts no older than eighteen months.
- Provide a copy of a bank statement no older than 2 months at the time of the meeting, clearly showing the balance held on account.
- Have a bank or building society account in the name of the organisation which operates a two-signatory system. (Grants to successful applicants will only be paid by BACS. Payments cannot be made to individuals.)
- Have appropriate policies, measures and insurances in place for the activities the organisation is engaged in. If evidence of this is requested and not provided to the satisfaction of Council the application will be denied.
- Be available to attend and present or answer questions on their application and the organisations accounts during the Committee meeting where your application will be heard.
- Complete an end of grant report within two months of the conclusion of any activity funded via a grant from Launceston Town Council
- Be available to report on the results of their funded activity at the next available Annual Town Meeting which take place in April each year (the exact date of this meeting can be found at www.Launceston-tc.gov.uk)

For the application to be eligible it must:

- Be for activity/project/service that benefits the people of the Parish of Launceston (Parish boundary maps are available at www.cornwalll.gov.uk using the interactive mapping facility). If this is not demonstrated clearly on the application form consideration of the grant may be delayed/denied.
- Not be the direct replacement of statutory funding
- Not promote a political and/or religious belief
- Not be to recover costs retrospectively
- Not be for the repayment of borrowing
- Have completed the application form in full and provided all requested information/policies etc.
- Be prepared to provide evidence of competitive quotes if requested.

No requests will be considered from organisations or individuals who have outstanding obligations, commitments or disputes with Launceston Town Council until such time as these are resolved to the satisfaction of the Council.

Conditions

- The Town Council reserves the right to reclaim the grant in the event of it not being used, or not being used for the purpose specified on the application form.
- The Town Council has the right to reduce the amount awarded in relation to the amount requested
- Recognition of the Councils support must be given on all printed and electronic publicity materials produced by the organisations in relation to the grant awarded.
- The Grant must be spent for the purposes it was awarded in no more that twelve months or from date of issuance or longer with prior approval.
- An audit trail of receipts and supporting documents must be retained for 12 months following the completion of the project for which the award was granted and made available to the Council on request
- On-going commitments to award grants in future years will not be made. A fresh application will be required each year.
- The Council expects to see, where possible, that organisations have applied to other sources for funding before making their application to the Council.
- The Council is entitled to consider the applicants application history with the Council when considering the current application.

This grant scheme may be ended at any time by the Council at which point any application not yet determined will be refused

Awarding

Before an application is presented to the Finance and General Purposes Committee for consideration, a review of the application will be carried out by an officer and member of the Committee, to ensure that the application is complete and all requested documentation has been provided and the application meets the grant eligibility criteria detailed above. Any found to be incomplete or not meeting the eligibility criteria will not be presented to the Committee, the applicant will be notified in writing of this.

The Council will determine grants at certain meetings of its Finance and General Purposes Committee. These are February and September meetings. Applications will not be considered outside of this schedule regardless of project timescales.

Your applications may be refused for one or more reason. For example, your application does not meet the eligibility criteria, it is not complete, there is a lack of remaining funds for grants, the project is considered too high risk for public money, it may be harmful to the Council's image if supported – this is not an exhaustive list. It may be that you are invited to re-apply following amendments to your application or a request to provide further information.

All applications will be considered on their merits. Awards will be at the discretion of the Council and all decisions are final. There is no process of appeal. Once a decision has been made you will be notified in writing as soon as possible following the meeting, and if successful two copies of the Council's grant terms and conditions will be sent to successful applicants. One copy should be returned to the Responsible Finance Officer, signed by the successful applicant to indicate acceptance of the terms and conditions, the other copy kept for your records. Payment of the grant amount will be made to the account details provided within three weeks of receipt of the signed terms and conditions.

Launceston Town Council

Financial Regulations

2026

Adopted at Full Council on:
Minute Reference:

Review Date: March 2027

Prepared By: Helen Gribble
Responsible Finance Officer

Contents

These Financial Regulations were adopted by the council at its meeting held on 18 March 2025.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance & General Purposes Committee.

2.7. Back-up copies are on-going via the cloud system. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & General Purposes Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the council.

4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/RFO shall seek formal tenders from at least three suppliers agreed by the council or appropriate committee. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £10,000 excluding VAT the Clerk [or RFO] shall seek at least 3 fixed-price quotes;

5.9. where the value is between £2,000 and £10,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk or the RFO shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk & the RFO, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £3,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Finance department.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC plc, Lloyds Bank, Cornwall Council and CCLA. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque or credit card, in accordance with a resolution of the Finance & General Purposes committee, unless the Finance & General Purposes resolves to use a different payment method.

6.6. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £1,000 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.

6.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Finance & General Purposes committee. The committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank current account online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval shall be sent by email to all members of the Finance & General Purposes committee.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next Finance & General Purposes committee meeting and appended to the minutes.

7.9. With the approval of the Finance & General Purposes committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance & General Purposes committee at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Finance & General Purposes committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance & General Purposes at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

7.15. Cards and card readers for the purpose of internet banking payments should be pin or password protected and kept in a safe place when not in use. Passwords shall be changed regularly. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk or RFO.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any corporate credit card or debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed. Other members of the finance team and senior managers will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk or the RFO.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes. Transactions and purchases made will be reported to the Finance & General Purposes and authority for topping-up shall be at the discretion of the Finance & General Purposes.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy

10. Petty Cash

10.1. The RFO shall maintain a petty cash float of an aggregate amount of £150 across all Council sites and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the staffing committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the staffing committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by any member of the staffing committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually]and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order Number 19 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Launceston Town Council

Management & Safe Keeping of Money Policy

2026

Approved by Finance and General Purposes on: Minute Reference:	 *Date 4 March 2026* *Number 2603/21*
Adopted at Full Council on: Minute Reference:	*Date* *Number*
Review Date:	March 2027
Prepared By:	Helen Gribble Responsible Finance Officer

1. **Introduction**

   The management and safekeeping of cash is of prime importance to Launceston Town Council (LTC). It is essential that all LTC staff adhere to the Cash Policy in place to reduce the risk of misappropriation of funds to LTC and to protect all staff dealing with cash as part of their duties. Failure to adhere to the Procedures is a serious matter and will be dealt with in line with LTC's Disciplinary Policy.

   This procedure document applies to all locations owned and managed by LTC where cash is handled.

2. **Payments received by Cheque**

   All cheques should be made payable to 'Launceston Town Council'.

   Cheques received at the Town Council Offices should be receipted using the duplicate receipt book and purpose and details of the transaction must be clearly written on the receipt to allow for accurate appropriation and cross referencing of income.

   Cheques received at the Visitor Information Centre and Launceston Library should be receipted through the till and a note of the purpose and details of the transaction must be noted on the cheque and placed in the till.

3. **Payments received in Cash**

   Cash received at the Town Council Offices must be receipted in the duplicate receipt book and a copy given to the customer if present. The purpose and details of the transaction must be clearly written on the receipt to allow for accurate appropriation of income.

   Cash received at the Visitor Information Centre and Launceston Library must be receipted and recorded in the appropriate manner through the till.

4. **Insurance and safe keeping**

   Insurance: The Cash in Safe Limit is £2,000. The limit during Business Hours/Transit is also £2,000. In the absence of a safe, the cash limit at the VIC and Launceston Library outside business hours is £250.

   The only safe to be used is the Town Hall safe (Muniment Room) which has a maximum insurance value of £2,000. This value should not be exceeded and no other safes can be used for the storage of cash.

5. **Banking**

   At the Town Hall money should be banked regularly (three times a week) following the emptying of the car park machines.

   At the Visitor Information Centre money should be banked on a monthly basis, unless the insurance limits are met, when it should be transferred to the Muniment Room and banked as soon as possible.

At Launceston Library money should be banked on a monthly basis, unless insurance limits are met, when it should be transferred to the Muniment Room and banked as soon as possible.

If the balance of cash held at the Visitor Information Centre and Launceston Library exceeds £250 the money should be banked that day or stored in the Town Council's safe until such time that it can be banked.

Cash to the value of £250 can be taken to the bank in a nondescript bag by one person. Should the person be challenged and threatened for the money, the money should be handed over and no risk to the person taken.

Cash to a value over £250 to £2,000 should be taken to the bank by 2 members of staff. No risk to the staff should be taken if they were to be challenged and threatened for the money.

Cash to a value over £2,000 should be divided to amounts lower than £1,000 and taken to the bank in tranches and at irregular intervals.

If a large amount of cash cannot be banked on a specific day that cash should be stored in the Town Council's safe until such time as it is possible to bank the money.

6. Petty Cash

Petty cash floats are held at the Town Hall, the Visitor Information Centre and Launceston Library.

At each location the cash box is stored in a secure and discrete location and can only be accessed by authorised individuals for incidental day to day expenditure.

Maximum Cash Float - £50 at the Town Hall, Visitor Information Centre and Launceston Library.

Launceston Town Council

Statement of Internal Control

2026

Approved by Finance & General Purposes on:	*Date 4 March 2026*
Minute Reference:	*Number 2603/22*
Adopted at Full Council on:	
Minute Reference:	
Review Date:	March 2027
Prepared By:	Helen Gribble Responsible Finance Officer

Contents

STATEMENT ON INTERNAL CONTROL

FOR THE YEAR ENDING 31 MARCH 2026

1. SCOPE OF RESPONSIBILITY

Launceston Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2025, and accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman, who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council regularly reviews its obligations and objectives, and approves budgets for the following year at its December meeting. The December meeting of the Council approves the level of precept for the following financial year.

The Finance & General Purposes Committee monitors progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters.

The Full Council meets 11 times each year and monitors progress against its aims and objectives at each meeting by receiving committee minutes and relevant reports from members of the Council and the Town Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and manager. The Council has appointed a separate officer to act as the Responsible Financial Officer who advises on financial related issues and is responsible for the administration of the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and polices are adhered to.

Payments:

Members of the Finance & General Purposes Committee authorise every payment. All payments are reported to the Full Council. The RFO is responsible for checking the legality of each payment and that payments are within the powers of the Council prior to presentation to the Finance and General Purposes Committee.

Risk Assessments / Risk Management:
The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:
The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:
The Council's External Auditors, BDO LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- the Full Council;
- the Clerk to the Council and Responsible Financial Officer are responsible for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. An Audit Certificate is issued.
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2025-2026 financial year.
Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted.

Launceston Town Council

Investment Strategy

2026

Approved by Finance & General Purposes on:	*Date 4 March 2026*
Minute Reference:	*Number 2603/23*
Adopted at Full Council on:	*Date*
Minute Reference:	
Review Date:	March 2027
Prepared By:	Helen Gribble Responsible Finance Officer

Contents

1. Introduction

1.1 Launceston Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

1.2 This Strategy complies with the revised requirements set out in the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing on 1 April 2018 and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

2. Objectives

2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard

a) to such guidance as the Secretary of State may issue, and
b) to such other guidance as the Secretary of State may by regulations specify.

2.2 The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sum invested from loss
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed.
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.

2.3 All investments will be made in Sterling.

2.4 Although the Department for Communities and Local Government allow a local authority to make loans to local enterprises, charities etc, they may not be seen as prudent. Therefore, the Council will consider any such requests on a case by case basis.

2.5 If external investment managers are used, they will be contractually required to comply with the policy.

3. Specified Investments

3.1 Specified investments are those offering high security and high liquidity. All investments will be in sterling and for no more than one year.

3.2 Such short-term investments made with the UK Government or a local authority or town and parish council will automatically be Specified Investments, as will those bodies or investment schemes of "high credit quality" i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent[1].

3.4 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with UK banks, UK building societies, UK local authorities or UK public authorities.
- CCLA Property Fund, but no more than 10% of reserves will be invested, for no longer than five years.
- The debt management agency of HM Government.

3.5 Launceston Town Council currently holds investments with Lloyds Bank (Business Account - instant access), HSBC UK (Deposit – instant access), Cornwall Council (Deposit – 24 hours notice) and CCLA Investment Management Limited (Deposit – 1 months notice).

4. Non-specified Investments

4.1 These are investments that have greater potential risk – examples include investment in the money market, subordinated bonds from banks, permanent interest-beating shares from building societies and corporate stocks and shares.

4.2 Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. Liquidity of Investments

5.1 Subject to retaining no less than three months' average working capital requirement in current and deposit accounts giving immediate access, the Responsible Finance Officer will determine the amounts and maximum period for which such funds may be prudently invested, in accordance with paragraph 3 above, so as not to compromise liquidity.

5.2 The placement of surplus funds shall be delegated to the Responsible Financial Officer.

6. Long Term Investments

6.1 Long term investments are defined in the Guidance note as greater than 12 months and it requires that, should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums.

6.2 The Council currently holds one long term investment with Launceston Development Trust to the value of £5,000.

[1] A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor'; Moody's Investors Service Ltd; Finch Rating Ltd.

6.3 The Council does not envisage any further long term investments being made during the financial year 2025/26.

7. External Borrowing

6.1 No borrowing approval is required for temporary loans or borrowing by way of an overdraft. Approval must be given by the Department for Communities and Local Government to borrow to fund capital expenditure.

6.2 The Town Council's current external borrowing position as at 31 March 2026 will be £877,381. This loan was taken out through the Public Works Loan Board to finance the extensive repair and refurbishment of the Town Hall.

8. End of Year Report

8.1 Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purposes Committee.

9. Review and Amendment of Regulations

9.1 The Strategy will be reviewed annually prior to the start of the financial year by the Finance and General Purposes Committee and approved by Full Council.

9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10. Alternative Formats

10.1 If you require this document in another format please contact the Council on 01566 773693 or email admin@launceston-tc.gov.uk.

11. Freedom of Information

11.1 In accordance with the Freedom of Information Act 2000, this document will be published on the Council's Website www.launceston-tc.gov.uk and is also available by contacting Launceston Town Council, The Town Hall, Western Road, Launceston, Cornwall, PL15 7AR. Telephone: 01566 773693 or email admin@launceston-tc.gov.uk

Launceston Town Council

Operational and Financial Risk Assessment

2026

Adopted at Full Council on:	*Date*
Minute Reference:	*Number*
Review Date:	March 2027
Prepared By:	Christopher Drake Town Clerk

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken	Medium
Damage to public seating and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular inspections carried out by a member of the Council's maintenance team	
Damage to bus shelters and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters Council has an agreement with Fernbank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Damage to litter bins and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to litter bins Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Regular additional inspections carried out by the Council's maintenance team	
Damage to fixtures and fittings of public toilets and risk to third party as a consequence of damage	High	Public Liability Insurance Ongoing maintenance of fixtures and fittings Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Daily inspections carried out by the Council's maintenance team	Medium
Damage to play equipment and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to play equipment Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (T Clerk) Logged system of issues received and action taken Weekly, Quarterly and Annual Inspections of Play areas carried out by competent persons	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Protection of Council properties, furniture and equipment	Medium	Insurance Cover obtained Up to date Asset Register Regular Maintenance of equipment Annual Portable Appliance Testing. Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing. Early warning smoke detection system installed in the municipal buildings Security marking on equipment kept up to date	Annual check on insurance values (T Clerk) Asset Register (Year end) and annual asset check carried out. Use of qualified technicians Use of reputable insurance provider	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of buildings Town Hall Ambulance Hall Visitor Information Centre Southgate Arch	Low	Fire alarm installed Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored locations External contractor emergency call out	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training undertaken and reviewed External contractor ensures emergency contacts advised to attend in the event of alarm activation	
Protection of Civic Insignia	Medium	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (T Clerk) Mayor and Deputy Mayor aware that Civic Insignia must be kept under secure conditions	
Insolvency of insurance company Reduction of available companies to insure Council	Low Medium	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Legal liability as a consequence of asset ownership	Low	Public Liability Insurance Professional advice available if required from Council's solicitor, CALC, NALC, SLCC	Annual check on level of cover in place (T Clerk)	
Personal Accident to Members and Officers	Low	Employer's Liability cover Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training. Trained first aiders and first aid kits	Annual check on level of cover in place (T Clerk) Regular refresher training	
Health of Members and Officers	Low	Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in Town Hall, Ambulance Hall, Southgate Arch and Information Centre	
Assault to Members and Officers	Low	Employer's Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (T Clerk)	
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (T Clerk)	

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of officers working alone in building	Medium	Use of digital CCTV in Town Hall Lone Working Policy	Staff meetings to review and staff appraisals Weekly alarm checks	
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team.	Where possible an officer is not left alone to exit building	
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Low	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests on the agenda as a prompt to members	Internal audit check Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Loss of cash through theft or dishonesty	High	Fidelity Guarantee Premises are secure Secure storage of cash Money is regularly banked Petty cash is kept to a minimum Segregation of duties between receipting, recording and banking of cash and cheques	Fidelity Insurance reviewed and increased appropriately annually (T Clerk) Internal procedures reviewed by officers and segregation of duties reviewed annually by Finance and General Purposes committee	
Loss of Investments	High	Deposits spread between separate organisations No stocks and shares investments	Finance and General Purposes committee regularly reviews the consolidated bank reconciliation	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Keeping proper financial records in accordance with statutory requirements	Low	Use of accounts package by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Finance and General Purposes committee and Full Council Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit Officer and Member training	
Ensuring all requirements met under employment law and Inland Revenue regulations and Salaries in accordance with adopted scales	Low	Use of payroll system with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Bi-monthly internal checks carried out by Members of the Finance and General Purposes committee Annual Internal and External Audit	
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts WorkNest for advice on personnel management	Robust policies and procedures. Staff appraisal process.	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's and Cloud based system in operation Daily backups undertaken Town Clerk holds delegated powers for emergency purchasing in accordance with the Councils Standing Orders	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	
Banking Arrangements	Low	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations.	Bi Monthly internal checks carried out by two Members of the Council Annual Internal and External Audit	
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring all requirements are met under Customs and Excise regulations	Low	Accounts software calculates VAT and produces VAT claim form	VAT return total compared to VAT control account to ensure totals match	
Ensuring adequacy of annual precept within sound budgeting arrangements	Low	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation. Approval of budget by Full Council.	Regular budget monitoring report to Finance and General Purposes Committee	
Ensuring all business activities are within legal powers applicable to local councils	Low	All activity and payments resolved and minuted at Full Council or relevant Committee. Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate. Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks. Reporting of matters to the Finance and General Purposes Committee Councillor and staff training	Standing Orders and Financial Regulations Internal Audit External Audit	
Complying with restrictions on borrowing	Low	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Low	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	
Breach of Confidentiality	Medium	Registration under the Data Protection Act Registration with an external adviser for confidential data Details included in Contracts of Employment Where necessary confidential matters considered without Public or Press involvements Passwords on computer systems stored in restricted server file	Town Clerk maintains up to date registration entry Members and Officer training Redaction of shared documents as necessary	
Proper, timely and accurate reporting of Council business in minutes	Low	All items resolved and numbered with a master copy maintained in a safe Minutes circulated	Minutes approved and signed at next meeting of Council or Committee Internal Audit check	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure to respond to electors wishing to exercise their rights of inspection	Low	Minutes published on Council website Financial Information published on Website Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Electorate informed of Council's complaints procedure Council compliance with the Transparency Code – section of website set up dedicated to this matter	

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Document control – correspondence, postage, storage and filing, etc	Medium	Filing systems maintained in lockable cabinets Record of postage maintained Regular review of need to retain documents and other records Any deeds or other legal documents stored in fire proof safe Remote backup to cloud undertaken daily.	Quarterly internal checks carried out by officers	
Provision of amenities/facilities for occasional use by third parties and community groups	Low	Booking Application Forms in place for use/hire of facilities by third parties and community groups Health and Safety Issues highlighted to hirers and contractors	Review of systems by Estates and Properties Committee	

LAUNCESTON TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Changes to legislation and procedures	Medium	Provide effective training for Staff and Councillors Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils Standing Orders, policies and procedures reviewed regularly	Provide adequate budget for staff and Councillor training Annual Review of Internal Controls carried out by Finance and General Purposes committee	
Loss of Officers due to sudden departure or long term illness	Medium	Staff trained in different duties. Production of detailed instructions for key tasks e.g. salaries, posting payments. SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.	Appraisals system Staffing report presented to the Staffing Committee on an as required basis to ensure up to date information	
Supplies and Services provided to the Council	Medium	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover Ensure Contractors have appropriate Health and Safety policy	Contract compliance monitoring Sight of insurance certificate before award of contract	Low

Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Project Management	Medium	Identify staff responsible for specific projects Enable staff to seek professional guidance from preferred contractors locally. Report project progress to Full Council	All schemes considered by Council and/or relevant committee and regular updates of active schemes reviewed by Council	
Breakdown/ Accidents with Council Vehicle	Low	Annual service and MOT of vehicles. Vehicle routinely inspected by the town grounds maintenance team with any faults recorded and immediately reported to the Properties Manager. Only Members and Officers of the Council with a valid driving license are permitted to drive the vehicle.	A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.	

LAUNCESTON TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by members of the Launceston Town Council Management team.

Key to risk level employed

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

Signed:		Date:	March 2025	
Subject to review, monitoring and revision by: T Clerk	In the event of a service delivery failure	Every:	Year	

Organisation name: Launceston Town Council.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by
External Events					
Major epidemic.	*All staff, operatives & service delivery.*	*Immunisation, testing, isolation*	Respond in accordance with national guidelines.	Emergency	*NHS Central government.*
Major natural disaster.	*All staff, operatives & service delivery.*	Respond in accordance with national guidelines.		Emergency	*Central government.*
War.	*All staff, operatives & service delivery.*	Respond in accordance with national guidelines		Emergency	*Central government.*
Extreme weather conditions.	*All staff, operatives & service delivery.*	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		High	Town Clerk/Snr Management
Social unrest or rioting.	*All staff, operatives & service delivery.*	Liaise with police with regard to safe service provision.		Medium	Police & *Central government.*
Radical political change.	*Service delivery.*	Respond in accordance with the Council's direction.		Medium	Town Clerk
Loss of power Loss of heating/water	All staff and customers	Assess need to close and signpost to another building	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Estates and Properties Mgr

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by
Town Hall and Council offices					
Bomb Threat	*All staff, operatives & members of the public*	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	Town Clerk
Fire in Municipal Building	*All staff, operatives & service delivery.* *Town Council Art Collection* *Cornwall Council Book Stock* *Museum Collection*	Weekly fire drills and evacuation procedure ensures safety of personnel • Employees have phone communications. • Emergency services – fire relayed information on the traffic management plan and the event management plan • No smoking permitted • Emergency exits identified and kept clear. • Fire-fighting equipment available.	Library close branch and signpost to nearest branch	Emergency	Town Clerk, Estates Mgr, Library Mgr
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months	Medium	Estates Mgr
Screens – eye sight damage	All team members Continually looking at a monitor	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests	Medium	T Clerk
IT – back problems	All team members Poor posture from being seated for long periods	Use of appropriate seating and regular breaks	Ensure seating in good order	Medium	T Clerk/Estates Mgr
Museum Exhibitions Risk					
Public Entry Injury to the public through open exhibition space when installing	Employees/volunteers Members of the public	• Signs around space to warn members of public of any hazards • Verbal direction from staff to visitors • Objects to be placed around the edge of the rooms to prevent trip hazards • Any tools/artworks are to be monitored at all times by at least one member of staff •	No workshops or events to be scheduled during installation weeks	Low	Estates Mgr/ Museum team
[illegible]	[illegible]	[illegible]			Estates Mgr/Museum

working at height - Physical injury	Members of the public	see guidance notes for proper usage • Adequate staffing i.e. 2 members of staff to use steer ladder			

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by
		• Ladders to be climbed up on the inside and never the outside			
Movement of large structures - Physical injury	Employees / volunteers	• Movement of large structures/artworks to be scheduled in advance	• Movement to be handled by experienced staff with object handling skills. • Inspection of structure/fixings to be completed before installation. • Heavy objects to be lifted by a team of experienced staff with a safe weight distribution guide of 7-10kg for each person • Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks	Low Exhibition team is trained and experienced	Estates Mgr
Object handling	Employees/volunteers Lenders	• Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks • All artworks to be condition checked and quarantined if necessary before handling	Exhibition team is trained and experienced	Low	Estates Mgr
Museum Collection Risk					
Disposal/Sale of Art Gallery Collections	Collection's Accreditation status LTC reputational risk Art Collection through dispersal	Museum abides by the Museum Association code of ethics . Ensure all Town Councillors are aware of the significance of the collection	Maximising access to the collection Public support and pride in the collection	Low	Estates Mgr
Outdated/tired displays	Loss of visitors Reputational risk	Rotate exhibitions on a regular, planned basis Formulate an exciting and attractive programme of exhibitions	Keep visitors aware of the offer	Medium	Museum team
Lack of space for stored collections	Puts contemporary and future collecting at jeopardy Bequests and gifts may have to be refused	Evaluate all new acquisitions to ensure adequate storage (and environmental conditions) available.		High	T.Clerk/ Museum team

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by
Theft	LTC financially and reputationally	• Volunteers/contractors/visitors aware of all visitors and contractor in the building		Low	All staff
Damage to wall works	Condition of Collection Financial implication	• Extra care to be taken when carrying large objects (and tables) through corridors or in areas where wall works are hung		Medium	All staff
Cultural and Information Services Systems, staff and generally					
Websites poorly maintained Social media poorly maintained	LTC reputation	• Appoint social media colleagues		Medium	T Clerk/Snr Management

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by
Server fails	Data	• Regular server back ups		Medium	RFO
Failure to comply with GDPR	LTC reputationally	• All personal information held on Excel databases to be amalgamated into one encrypted Access database		Medium	T Clerk
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	• Training undertaken by Front of House staff • Diplomatic approach	Inform police if required / CCTV	Medium	All staff
Visitors needs not understood/recognised	All staff, volunteers and members of the public	• Staff training – we are just people serving people • Monitor social media for adverse comment		Medium	T Clerk
Staff succession not managed	All employees	• All staff have job descriptions • Roles are regularly reviewed and staff are aware of one another's roles • Issues raised at regular staff meetings • Annual appraisals • Volunteer support		Medium	T clerk
Safe-guarding incident	All employees, volunteers members of the public	• Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed • Ensure all DBS checks are regularly reviewed • Ensure all staff know what to do in the event of a safe-guarding incident	Inform police / social services	High	VIC Mgr

Launceston Town Council

Information Technology (IT)

2026

Adopted at Full Council on:
Minute Reference:

Review Date:

Prepared By: Christopher Drake
Town Clerk

Information Technology Policy

1. Introduction

Launceston Town Council (the Council) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This Policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by councillors, employees, volunteers, and contractors.

2. Scope

This Policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts. It also applies to those using their own devices for Council business.

3. Acceptable use of IT resources and email

All staff and Councillors are responsible for the safety and security of the Council's IT and email systems. By adhering to this Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.

The Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this Policy or General Data Protection Regulations (GDPR).

All users must adhere to ethical standards and in line with Council's Code of Conduct, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Documents and emails containing confidential data must not be forwarded to unauthorized parties or saved to unsecured platforms.

Councillors and staff must not download or save documents outside of the Council's secure environment unless authorised by the Town Clerk or Deputy Clerk. Councillors may save documents to personal devices if the requirements in section 11 are met.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Use of Artificial Intelligence (AI)

AI may be used for low level tasks such as efficiency and automation (e.g., customer service chatbots), data analysis, and drafting assistance with documents such as letters or reports. However, there must always be a sense check edit performed by a competent member of staff and this must include a bias and fairness check.

AI must not be used for automated decision-making on services that affect residents' rights or on subjects where the staff member or Councillor does not have the expertise to be able to weigh up the appropriateness and validity of outputs.

You must not load confidential data into any AI platform.

Any document produced using AI must carry a disclaimer stating "Portions of this document have been drafted using AI tools. The final document has been signed off by a competent person."

Officers and Councillors should be aware of the current concerns globally regarding the amount of power and water being used to support AI platforms and usage. Usage should be kept to a minimum in recognition of the environmental impacts.

6. Data management and security

All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary. Staff and Councillors are required to comply with the Council's Retention and Disposal Policy and the Council's Data Protection and Privacy Policy.

7. Network and internet usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

8. Email communication

Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone.

Users are to be cautious with attachments and links to avoid phishing and malware and verify the source before opening any attachments or clicking on links.

9. Password and account security

Individuals, whether using their own devices or not, are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

10. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

11. Use of personal devices

Councillors and staff may use their own devices for Council business, provided they meet the following requirements:
• devices must be password protected and locked when not in use
• up-to-date antivirus and security software must be installed
• automatic screen lock must activate after a short period of inactivity (recommended 5 minutes)
• Council documents should not be stored locally unless password-protected or encrypted

12. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this Policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

13. Retention and archiving

Emails, documents, and other information should be retained and archived in accordance with legal and regulatory requirements and the Council's Retention and Disposal Policy. Regularly review and delete unnecessary emails and documents is strongly suggested to ensure compliance.

14. Reporting security incidents

All suspected security breaches or incidents related to IT and emails should be reported immediately to the designated IT administrator for investigation and resolution.

15. Training and awareness

The Council will provide training and resources to educate users about IT and email security, best practices, privacy concerns, and technology updates.

16. Compliance and consequences

Breach of this IT and any other relevant Council policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

17. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

18. Contacts

The Council's IT administrator First Choice PC's Ltd