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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

cc Cornwall Councillors (Adam Paynter, Damon Dennis), Chris Sims (Community Link Officer), Ben Maguire MP, Honoured Burgess (Arthur Wills), Chamber of Commerce Chair, members of the press

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 17 March 2026 in The Guildhall, commencing at 7.00pm

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

The agenda for the meeting is set out below.

A handwritten signature in black ink, appearing to read 'C. W. Drake'.

Christopher Drake
Town Clerk

Date of issue: 11 March 2026

AGENDA

1. Apologies for absence

2. Declarations of Interest

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the meeting while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.

3. Public Representation Session

To receive any written representations or previously submitted questions from Members of the public in attendance. (A maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

4. To confirm and sign the minutes of the last meeting previously circulated:

- (i) Minutes of the meeting of Full Council held on Tuesday 17 February 2026 at 7.00pm

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

- (i) Finance and General Purposes held on Wednesday 4 February 2026 at 7.00pm
- (ii) Planning and Economic Development held on Thursday 19 February 2026 at 7.00pm
- (iii) Library, Arts, Business and information held on Tuesday 3 March 2026 at 7.00pm
- (iv) Finance and General Purposes held on Wednesday 4 March 2026 at 7.00pm

6. Reports from Cornwall Councillors

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

7. Reports and Questions from Town Councillors

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

8. Report from the Town Mayor

To receive the Mayor's Monthly Report

9. Report from the Town Clerk

To consider Report 07/26 concerning the above (copy attached)

10. Mayor Elect – 2026-27

To consider Notices of Motion for the position of Mayor and Deputy Mayor for the civic year commencing in May 2026 (copies attached)

11. Council policies

To review and agree the following Council policies (copies attached)

- Museum Procurement Policy
- Grants Policy
- Financial Regulations
- Management and Safekeeping of Money Policy
- Statement of Internal Control
- Investment Strategy
- Operational and Financial Risk Assessment
- IT Policy

12. Staff Handbook

To agree the new Staff Handbook (copy attached)

13. BT Public Payphone Removal Consultation

To consider Report 08/26 concerning the above (copy attached)

14. Correspondence and matters to note

Additional information can be provided at the meeting if required.

- 1 Note the venue usage

15. Urgent Items

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

16. Exclusion of members of the press and public

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

17. Staffing Committee Minutes

To note and agree the minutes of the Staffing Committee meeting held on 9 March 2026 (copy attached)

Date of next Meeting

The next Full Council meeting will be held on Tuesday 21 April 2026 7.00pm