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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 APRIL 2026 at 7.00pm in the Town Hall

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

Prayers were read by the Mayor's Chaplain Jess Lancaster

A presentation was received from Steph Good - Community Project Manager, Devon & Cornwall Neighbourhood Watch Network

- 2604/17 Apologies for absence**
Apologies for absence were received from Cllrs Bailey and Green
- 2604/18 Declarations of Interest**
There were no declarations of interest
- 2604/19 Change in Order of Business**
It was **resolved unanimously** to consider Agenda Item 10 – Re-introduction of Weed Treatment, as the next agenda item
- 2604/20 Re-introduction of Weed Treatment**
The Mayor advised of the update received from Cornwall Council in regards to their proposed consultation stating that the commencement of chemical weed treatment scheduled for May 2026 be paused until a meaningful public consultation process had been completed and it was **resolved** to note the update
- 2604/21 Public Representation Session**
Q1 – Would the town be burdened with the cost of future weed treatment?
Q2 – It is pleasing to hear the new decision taken by Cornwall Council
Q3 – Thanks were given regarding the Neighbourhood Watch Network presentation
- 2604/22 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 17 March 2026 at 7.00pm
- 2604/23 Reports from Cornwall Councillors**
Cornwall Cllr Paynter spoke regarding the issue of speeding on Western Road and advised he had raised the matter with Cornwall Highways. He also stated that the speed limit along the Link Road was to be reviewed

Cllr Bullen advised of the issue of speeding vehicles on Dutson Road and the Newport area

Cllr Young stated that a flashing speed indicator had been promised in the past

Cllr Haynes agreed with the above comments

Cllr Gordon stated that speeding was an issue throughout the town

Cllr Harris agreed with the above statement

Cllr Paynter advised that he would raise the issues with the police.

Cllr Soanes asked for an update regarding the removal of weed and moss on pavements.

Cllr Paynter stated that he would follow up the matter with the appropriate contractor

Cllr Conway stated that a survey of drainage systems was required to ensure they were operational prior to the inclement winter weather

Cllr Anston-Race raised the matter of the timings of the street lighting operations and that these may need checking. **Cllr Paynter** advised he would check the coverage areas and their appropriate timings

Cllr Lankston stated that repairs to the hand rail at Windmill Lane needed to be redone

2604/24

Reports and Questions from Town Councillors

Cllr Heaton provided an update of the Causley Trust and the events taking place as part of the Launceston Poetry Festival

Cllr Gordon advised that he would provide an update on Connect Launceston at the next meeting of Council

Cllr O'Brien gave an update on the work of Cornwall Association of Local Councils (CALC) in regards to the Cornwall Council weed treatment consultation

Cllr Gilbert provided an update on the recent Twining Association event that included day trips and a celebratory evening meal at the Town Hall

Cllr Tremain advised that the Summer of 2027 would mark the anniversary for Cuthbert Mayne and that events were being organised

2604/25

Report from the Town Mayor and Deputy Mayor

The Mayor provided a verbal update on the Mayoral Engagements and thanks were minuted to staff for their work on the Priory Park project

2604/26

Report from the Town Clerk

Members considered Report 09/26 concerning the above (previously circulated)

It was **resolved** that;

- i) the update of the library hub building tender be noted and copies of the tender documents be sent to all councillors
- ii) the details regarding repair works to Southgate Arch be noted
- iii) the update regarding repair works at the multi storey car park be noted
- iv) the staffing update be noted
- v) public consultation events be held for the implementation of the Council's Strategic Plan

2604/27 Open Letter to MPs: Building Personal Climate Resilience
It was **resolved unanimously** that the Council supports the open letter to MPs regarding Climate Resilience

2604/28 Correspondence and Matters to Note
It was **resolved** to;
i) note the venue usage

2604/29 Urgent Items
There were no matters for consideration

Date of the next meeting of the Council
The next Full Council meeting will be the Annual Meeting of Council to be held in the Town Hall on Thursday 21 May at 2pm and then adjourned to Tuesday 26 May 2026

The meeting ended at 8.27pm

Signed Date



MINUTES OF THE EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY 28 APRIL 2026 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Bailey, Bullen (Chair), Haynes, Hogan, O'Brien, Soanes and Young
In attendance: Town Clerk
1 x Public
- 2604/30 Apologies for absence**
Apologies for absence were received from Cllr Heaton who was substituted by Cllr Haynes
- 2604/31 Declarations of Interest**
There were no declarations of interest
- 2604/32 Public Representation Session**
Q1 – A representative of the Causley Trust provided details supporting the work of the Trust, initiatives and events undertaken, funding received and how it was supporting local schools as well as providing information of the forthcoming Launceston Poetry Festival
- Cllr Bailey** asked about other Causley events within the town.
Details were provided of other acts in the town throughout the year
- Cllr Bailey** asked about plans to ensure future financial sustainability.
Details were provided highlighting the challenges to festivals of this nature that weren't given grant funding and that these would always be required for any arts event, as well as details of the income streams provided by Cyprus Well and the Causley bookshop
- Cllr Gilbert** asked about reducing the fees to festival participants.
Details were provided highlighting that ticket sales covered the costs of acts at the event
- 2604/33 Extraordinary Grant**
It was **resolved** not to award an extraordinary grant of in kind hire cost for the Town Hall to the Causley Trust
- | <u>For</u> | <u>Against</u> | <u>Abstain</u> |
|--------------|----------------|----------------|
| Cllr Young | Cllr O'Brien | |
| Cllr Hogan | Cllr Haynes | |
| Cllr Bailey | Cllr Soanes | |
| Cllr Gilbert | Cllr Conway | |
| Cllr Bullen | | |
- 2604/34 Urgent Items**
There were no urgent items

The meeting closed at 7.50pm.

Signed

Date

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Launceston Town Council
The Town Hall
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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 30 April 2026 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Gordon, Harris, Lankston, and Tremain (Chair)

In attendance: Town Clerk
1 x public

2604/30 Apologies
Apologies for absence were received from Cllr Green

2604/31 Declarations of Interest
There were no declarations of interest

2604/32 Public Representation
There were no representations made

2604/33 Minutes of the last meetings
The minutes of the meeting held on 9 April 2026 were signed as a correct record

2604/34 Current Planning Applications for comment

Application	PA26/02494
Proposal	Proposed alterations and extension to existing dwelling. Removal of existing detached garage. New attached double garage with room over. Loft conversion to main dwelling with dormer extension to rear. Minor increase to rear flat roof extension.
Location	10 Hurdon Road Launceston Cornwall PL15 9DB
Decision	Support

2604/35 Planning Decisions to Note
It was **resolved** to note the decisions

Application	PA26/00248
Location	Harrison Forklift Trucks Quarry Crescent Pennygillam Industrial Estate Launceston Cornwall PL15 7PF
Proposal	Removal of existing unit and replace with proposed additional B8 storage unit with B2 use
Decision	APPROVED
Town Council	SUPPORT

Application	PA25/06781
Location	St Leonards Equitation Centre St Stephens Launceston Cornwall PL15 9QR
Proposal	Change of use of existing equestrian land and buildings to zoo use (Sui Generis) for the housing of non-domesticated herbivores including rhinos, with associated storage, staff and welfare facilities
Decision	APPROVED
Town Council	SUPPORT

Application	PA23/10325
Location	Land South Of Monks Park Cottages Launceston Cornwall PL15 9QW
Proposal	Outline application for the development of up to 53 dwellings and care facility and associated works, with all matters reserved except for access in detail
Decision	APPROVED
Town Council	The Town Council object to this application. Whilst the Town Council supports the principle of a care home, it does not support the application as a whole and objects to the application due to the following; There is inadequate infrastructure provision The development is inappropriate for the proposed location and too large and is over intensive development. If Cornwall Council is minded to approve the application, then the Town Council would request that no development can commence until the stated road layout is completed. In addition, any junction at Ridgegrove, must be in the form of an underpass.
Application	PA26/00635
Location	Halifax 1 Southgate Street Launceston Cornwall PL15 9DP
Proposal	Advertisement Consent for 2 black coated aluminium fascia signs and 6 vinyl adhesive window films. All signs are non-illuminated.
Decision	APPROVED
Town Council	SUPPORT

2604/36

Correspondence and Items to Note

It was requested that there be an agenda item at the next meeting of the Committee to consider any actions that the Town Council can undertake in regards to the potential closure of the DS Smith factory in Launceston

Next Meeting

The next meeting will be held on Thursday 28 May 2026

The meeting closed at 7.07pm

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



**Minutes of The Library, Arts, Business and Information Services Committee meeting held
on**

Tuesday 5 May 2026 at 7.00 pm in the OP Rooms

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

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

2605/01 Apologies for Absence

No declarations were made

2605/02 Declarations of Interest

There were no declarations of interest.

2605/03 Public Representation Session

In addition to councillors, one member of public was in attendance. No representations were made.

2605/04 Minutes of Previous Meetings

The minutes of the meeting held on Tuesday 3 March 2026 were agreed and signed as a correct record.

2605/05 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.

2605/06 Report from VIC Manager

The committee **noted** content the report, which had been previously circulated including:

- i. Safeguarding and lone-working in the VIC
- ii. Changes to staffing
- iii. Cllr Young gave an update on the Lawrence House Museum Project

2605/07 Update of Broader LABI Activities

The committee **received written updates** from the Library Manager including:

- i. The current newsletter
- ii. A list of current events and activities
- iii. A staffing update

2605/08 Current library condition

The committee received a written summary from the Library Manager and **noted** the following:

- i. Despite gallant efforts by both officers and contractors, the condition of the building continues to be a concern in relation to staff working conditions.
- ii. The full assessment reports, which were the source of the summary update, should be circulated to councillors.
- iii. This subject should be an agenda item at the next Estates and Properties' Committee.
- iv. The committee welcomed the progress on the new library hub with the work now at to tender as when completed, this will ameliorate the current concerns.
- v. Cllr Conway requested it be noted that *'Barclays needs to move forward at the earliest opportunity'*.

2605/09

Connect Launceston

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

- i. There is new and widespread support from Cornwall Council and Cornish MPs.
- ii. Shortly, there will be a press release and the project is being broadcast on BBC Spotlight in the near future.
- iii. The inclusion of freight improves the Benefit Cost Ratio to 'greater than 2', putting it in the same category as Northern Powerhouse Rail.

It was **resolved** that, the Connect Launceston working party will be consulted on a possible project name change, and the recommendation be presented to full council at the June 2026 meeting for adoption or otherwise.

Proposed: Cllr Gordon

Seconded: Cllr Young

Carried

2605/10

Launceston Show 2026

It was **resolved** that LTC and related groups will be represented as follows:

- i. Lawrence House Museum will have an independent 6m x 6m pitch and will be responsible for staffing that pitch.
- ii. Connect Launceston will have an independent 6m x 6m pitch which will be staffed by members of the working party
- iii. By the end of May, the VIC Manager will circulate a timetable and location chart for the day, to establish which councillors are able to participate in a councillor surgery.
- iv. The library will not participate in the 2026 show, but will undertake a series of events in key locations within the town, over the summer months.

Proposed: Cllr Young

Seconded: Cllr Lankston

Carried

2605/11

Items to note and any urgent matters (information only)

- i. Councillors asked for clarification about the recent tenders for the new library hub.

- ii. Relating to the paperwork previously circulated by the Town Clerk, the VIC Manager clarified there are two separate tenders but that both link to the new library hub project.
- iii. One is a tender brief for a Project Manager RIBA Stages 4 – 6 with a value of £48,000 (including VAT)
- iv. The second is a tender brief for an Architect Led Design Team RIBA Stages 4 – with a value of £270,000 (including VAT)
- v. The professional and technical aspects are being coordinated by TH Associates, who are also supporting with the museum project.

2605/12 Date of Next Meeting

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

The meeting closed at 7.50 pm

Signed :

Date:



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 6 MAY 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: Responsible Finance Officer
- 2605/13 Apologies for absence**
There were no apologies for absence
- 2605/14 Declarations of Interest**
There were no declarations of interest
- 2605/15 Public Representation Session**
There were no members of the public present
- 2605/16 Minutes of the last meeting**
The minutes of the meeting held on 4 March 2026 were signed as a correct record.
- 2605/17 Finance**
It was resolved to;
i) approve the payment listings for March & April 2026
ii) a draft balance sheet for March 26 was circulated the approval of the final accounts were deferred to a future meeting
iii) a draft budget monitoring report to March 26 was circulated the approval of the final accounts were deferred to a future meeting
- 2605/18 Petty Cash**
It was **resolved** to approve the petty cash expenditure for October 26 to March 26
- 2605/19 Town Hall Lighting**
It was **resolved** to approve the purchase and installation of new led spotlights within the Town Hall and the funds to come from general reserves.
- 2605/20 Grants Cheque not collected at Annual Town Meeting & Grant Presentation Evening**
It was **resolved** to forward on the cheques to the two organisations who were unable to attend the presentation evening.
- 2605/21 Community Infrastructure Levy (CiL) Funding Allocation**
It was **resolved** to allocate the CiL Neighbourhood Parish Payment of £13,027.83 to earmarked reserve for Play Areas.
- 2605/22 Hall Hires**
It was **resolved** to approve the recommendation to not to take back to back hall hires which require large room set up changes whilst investigations are made into the staff structure.

It was **resolved** that the Council requires a review of the staffing structure and a date for this review to be carried out needs to be set for this within 60 days of this meeting.

2605/23

Urgent Items

Cllr Conway raised the deficit in the new library development budget and asked that this be added to the Full Council agenda.

Cllr Heaton asked Councillors when considering grants under the new policy to be vigilant to ensure the funds are for the benefit of Launceston residents, the necessary feedback is received in relation to projects awarded a grant.

Cllr Bullen thanked the committee for their support during her time as Chairman but reiterated that Councillors need to ensure all interests are declared.

Cllr Bailey thanked Cllr Bullen for her time as Chair.

The meeting closed at 8.00pm.

Signed

Date

Agenda item: 13

Committee: Annual Meeting of Council

Date: Tuesday 26 May 2026

Subject: Committee Terms of Reference

Summary: To note and agree the changes to the Council Committee Terms of Reference

Recommendations.

The Council is recommended note and agree the advised changes to the Council's Terms of Reference

1 Background Information

1.1 Further to a proposal paper regarding amendments to Standing Orders (included at Agenda Item 15), officers sought advice from Cornwall Association of Local Councils (CALC) on the Council's Terms of Reference (ToR's). As part of this the following recommendations were received for the ToR's of the Finance and General Purposes Committee:

- i) Amend part 10 - from 'To consider grants to local organisations in accordance with the Council's adopted grants policy' to read 'To consider and decide upon grants to local organisations in accordance with the Council's adopted grants policy'
- ii) Remove part 23 – 'The delegated power to maintain the Council's eligibility for the General Power of Competence'. This is because the criteria for General Power of Competence eligibility needs to be resolved at the Annual Meeting of Council following elections. This Council follows the example of some others whereby this criteria is resolved at every Annual Meeting of Council

Contact officer: Christopher Drake – Town Clerk
Wednesday 13 May 2026



Launceston Town Council

Terms of Reference

2025

Approved by Full Council on:

Minute Reference:

Introduction

Launceston Town Council has appointed a number of committees to undertake work for and on behalf of the council. The specific responsibilities of each committee are confirmed by terms of reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following :

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the committee and reporting structure
- Scheme of delegation

In the absence of any policy, a committee of the council will abide by the criteria established for full council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees, sub committees and any other group established to undertake work on behalf of the council in an advisory capacity.

Launceston Town Council has the General Power of Competence as a power of first resort. Where the council becomes ineligible, it will refer to the powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Committees

The Terms of Reference of all committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the full Council for determination
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval
5. Day to day management of Council matters rests with the Town Clerk
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of the appropriate committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate committee or full Council meeting, whichever is first
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Launceston
8. The Minutes of all Committee Meetings will contain all recommendations it wishes to make to the full Council. These will be clearly set out so that members can fully understand the implications of their acceptance/rejection of them when they are moved at a meeting of the full Council.
9. Guest speakers should normally be limited to one per meeting with a time limit placed upon them
10. Public participation
 - a. There will be, during each committee meeting, a 15 minute public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee
 - c. There will be no public participation at meetings of the Staffing Committee.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Town of Launceston
12. Where a committee resolves to exclude the press and public from all or part of the a meeting, the Committee may resolve to permit councillors not elected to the committee to remain in the meeting.

13. From time to time a committee may appoint up to two (2) members of the public to serve on a council committee or sub committee as non voting members. Appointed members will be required to abide by the Council's Code of Conduct.
14. All members will attend training relevant to the work of the committee as identified by the Town Clerk in conjunction with the Chairman of the appropriate Committee; such training to be provided at the expense of the Council.

Delegation of Authority to Sub-Committees

Where a function within the Terms of Reference of a committee has been further delegated to a sub-committee or working party that sub-committee or working party will report its findings and any recommendations back to the appropriate committee or direct to the Council, as per the remit

Estates & Properties Committee (ES & P)

Composition:	Six elected members, plus Mayor, Deputy Mayor (ex-officio, voting) and Chair of F & GP (voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Meetings:	Town Hall
Timing:	Bi-monthly
Venue:	Town Hall albeit regular site inspections will be required
Reports to:	Full Council
Administration:	Town Council – the Estates and Property Manager will act as Clerk to the Committee (non-voting)
Remit :	Town Hall and all other premises or properties owned or administered by the Council. All land owned or administered by the Council, whether used as allotments or for recreational purposes.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by the full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the F & GP Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate committee or the full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior and structural fabric of all Council buildings/structures

7. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of any bus shelters owned or administered within the area of Launceston
9. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F & GP Committee
10. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee
11. All aspects of Health and Safety.
12. Making recommendations to the Council on all matters not within existing policy
13. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
18. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Estates & Property Committee's total budget is permissible

Finance and General Purposes Committee (F & GP)

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum:	Five members
Timing:	Bi-monthly but with the ability to schedule additional meetings if deemed necessary.
Reports to:	Full Council
Administration:	Town Council – The Responsible Finance Officer will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To review, from time to time, policy objectives within the committee's Terms of Reference for consideration by the Council
3. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls
6. To receive and approve schedules of payments
7. To agree virements between approved budget headings
8. To make recommendations to the Council on the use of financial reserves
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year
10. To consider grants to local organisations in accordance with the Council's adopted grants policy

11. To undertake annually the risk assessment in the relation to the Council's insurance cover
12. To insure against such risks as the committee deems necessary to cover
13. To make recommendations to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies
14. To make recommendations to the Council regarding the prosecution or defence of any legal proceedings
15. To make recommendations to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land
16. To make recommendations to the Council for the use of its powers to promote a lottery
17. To make recommendations to the Council for the use of its powers to accept gifts, including land
18. To make recommendations to the Council regarding the future provision of civic regalia
19. To agree the use by any other organisation of the Town Crest
20. To review the Financial Regulations on a regular basis and make recommendations to the Council
21. To make recommendations to the Council regarding the review of existing policy matters
22. The delegated power to keep all procedures under active review
23. The delegated power to maintain the Council's eligibility for the General Power of Competence.
24. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents
25. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the F & GP Committee's total budget is permissible.
26. The negotiation of tenders which do not fall within the terms of reference of any other committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate committee
27. Making recommendations to the Council on all matters not within existing policy
28. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

29. The consideration of recommendations of sub- committees, working groups etc under the control of the F & GP Committee
30. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
31. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press releases
32. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other committee referred either by the Council or the Town Clerk.

Planning and Economic Development Committee

Composition:	Seven elected members, plus Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
Quorum :	Five members
Timing:	Every three weeks – to accord with the schedule of time afforded to a local Council to respond to issues raised by Cornwall Council
Reports to:	Town Council

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. Full delegated authority to make responses on behalf of Launceston Town Council to all applications for development in and outside the Launceston Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc) received from Cornwall Council.
3. To consider any request for pre application discussions with any developer and make a response on behalf of the council
4. To review council planning policy and procedure make recommendations to council to ensure that the council is able to meet any additional requirements of the planning process.
5. To respond to consultation documents regarding tree preservation and other matters regarding general land development
6. To consider all appeals against planning refusal by Cornwall Council within Launceston Town Council area and with an ability to submit comments to the Planning Inspectorate
7. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council
8. During Planning Committee meetings members of the public may speak at the discretion of the Chairman and with the approval of members of the Planning Committee

9. The consideration of recommendations of sub-committees, working groups etc under the control of the Planning Committee
10. Consultation with the Chamber of Commerce and other relevant bodies with similar interests, including other Town Councils, their committees and sub-committees, and consideration of their recommendations
11. To consider and submit to the F & GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
12. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Planning & Economic Development Committee's total budget is permissible.

Staffing Committee

Composition:	Chairman of Finance, Planning and Estates committee (voting) Mayor and Deputy Mayor (ex officio, voting) Vice Chair of Finance, Planning or Estates committee in the absence of a standing member
Chairmanship:	Chair and Vice Chair to be the Mayor and Deputy Mayor respectively
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but <u>must</u> leave the room whenever the press and public are excluded. There will be no public participation at the meetings of the committee
Extra Terms:	A member will not be eligible for nomination to the committee – or if already a member must step down - if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months.
Meetings:	As and when required
Quorum :	Three members

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. The overall performance of the staff, delegating the day to day line management to the Town Clerk
3. To receive reports from the Town Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
4. To review and implement all employment policies in consultation with members of staff
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.

8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment
9. To maintain confidentiality over all staffing matters as required under the General Data Protection Regulation 2018 and the Code of Conduct
11. To deal with all matters relating to councillor/staff conduct
12. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of the Committee.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.
13. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
14. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Launceston Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
15. All aspects of Health and Safety that fall within the remit of the committee.
16. To prepare and submit to the F & GP Committee budget proposals in respect of salaries and training for all staff not later than 30 November each year
17. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget is permissible.

Library, Arts, Business and and Information Services Committee

Composition:	Four elected members (voting). Mayor, Deputy Mayor (ex-officio, voting)
Chairmanship:	Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year
Non members	Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded. Representatives of Chamber of Commerce, We Love the Tamar Valley, English Heritage -
Quorum :	Four members
Timing:	Bi-monthly
Reports to:	Full Council
Administration:	Town Council - the VIC Manager will act as Clerk to the Committee (non-voting)

Terms of Reference & Matters Delegated to the Committee:

To consider such matters as may be delegated by the Council from time to time.

1. To promote and offer a range of community, business, information and visitor services through the library and the Visitor Information Centre
2. To promote Launceston as a destination of choice for tourists, visitors and travel organisations
3. To develop a comprehensive range of marketing strategies which promote and underpin the work of the council
4. To coordinate and cooperate with businesses, the maintained and third sector organisations, to support town events and infrastructure developments
5. To facilitate and promote local art and cultural events and offer a broad range of entertainment at Town Council venues
6. To promote regular markets and town events to increase footfall to the town
7. To consider and submit to the F & GP Committee annual estimates of income and capital and revenue expenditure
8. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The

committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Library, Arts, Business and Information Services Committee's total budget is permissible.

Key Relationships:

Launceston Town Council

Cornwall Council

Launceston Library

Launceston Visitor Information Centre

Launceston Chamber of Commerce

Lawrence House Museum

Coronation Park Trust

The Causley Trust

Launceston Town Plan Group

English Heritage

Visit Tamar Valley

Visit Cornwall

COMMITTEE MEMBERSHIP 2025-26

The Mayor Cllr and Deputy Mayor are ex-officio members of all committees

Finance and General Purposes	Planning & Economic Development
Helen Bailey	Gregory Anston-Race
Paula Bullen	Davey Green
Joan Heaton	Dave Gordon
Brian Hogan	John Harris
Paul O'Brien	Sally Lankston
Bonnie Soanes	
Margaret Young	Rob Tremain

Library, Arts, Business, Information	Estates and Properties (plus Chairman of F+GP)
Gregory Anston-Race	Helen Bailey
Dave Gordon	Dave Gordon
Sally Lankston	John Harris
Margaret Young	Joan Heaton
	Brian Hogan
	Margaret Young

Staffing	Policies
Planning Chairman	Joan Heaton
Estates Chairman	Brian Hogan
F+GP Chairman	Paul O'Brien
	Rob Tremain

Agenda item: 15

Committee: Annual Meeting of Council

Date: Tuesday 26 May 2026

Subject: Standing Orders

Summary: To consider the requested amendments to the Council's Standing Orders

Recommendations.

The Council is recommended note the report and consider the proposed amendments to Standing Orders

1 Information

- 1.1 As part of the Annual Meeting of Council, the Council is required to review and agree its Standing Orders for the municipal year. The Council has received proposed amendments to the current Standing Orders and these are attached as appendices to this report.
- 1.2 Following receipt of the proposals, officers sought clarification from the Cornwall Association of Local Councils (CALC) to ensure correct governance was followed regarding the proposed amendments. The following advice was received for the proposed amendment from Cllr O'Brien (attached as Appendix 1 to this report), namely that a Council does not need to resolve to approve the minutes of any committee/sub committee and is required to receive any such minutes, as it is the purpose of the committee itself to agree its own minutes. Therefore it is recommended that when committee minutes are considered at Full Council meetings, the minute will read;
'The minutes of the following committees and sub committees were received'. If the minutes have not been resolved by the committee prior to a Full Council meeting, then they will be listed as draft minutes.
- 1.3 Following receipt of proposals from Cllr Haynes (attached as Appendix 2 to this report), the Town Clerk advised as follows;
Standing Orders 1g, 3e and 3i all form part of the NALC Model Standing Orders. Standing Order 4f was introduced to ensure an understanding of areas of work of the Council, specifically in relation to planning and staffing matters and is included within the current Terms of Reference for committees
- 1.4 Members are requested to consider taking each proposed amendment individually.

Contact officer: Christopher Drake – Town Clerk
Wednesday 13 May 2026

Standing Orders - Amendment 1. Introduction

- 1.1** During the course of our February meeting it became obvious that there was a disagreement between our Clerk and myself concerning the right of members to discuss and/or amend the minutes of a F&GP meeting that had been proposed to the Full Council by that Committee's Chair; the Clerk, advising that members were restricted to only deciding as to the accuracy of the minutes before them.
- 1.2** Since then I have had the time to read - several times - the relevant Standing Orders and discuss them with the Clerk. As a result I believe it is necessary to amend our Standing Orders.

2. Reasons for amendment

- 2.1** I do not accept that when the minutes of a Committee (e.g F&GP, Planning or Estates and Properties) are proposed to the Full Council that Councillors can only consider their accuracy. Apart from anything else the question arises as to how Councillors who were not present at that meeting could even comment, let alone adjudicate on their accuracy.
That view is corroborated by the fact that the confirmation of the minutes of all of the Committee meetings is always one of the first items on the agenda of the next meeting of that Committee.
- 2.2** By also confining Councillors ability to a question of the accuracy of Committee minutes it restricts their ability to question, challenge or reject any conclusion or recommendation made in those Minutes.
- 2.3** I contend that the reference to "*Confirmation of the accuracy of the minutes of the last meeting of the Council*" {S.O. 5j(ii)} relates solely to the minutes of the Full Council and NOT to the minutes of any other Committee it may be considering. It should be noted that S.O. 5 is titled "Ordinary Council Meetings", ie. it only relates to full Council Meetings and **does not** relate to the minutes of a sub-committee being considered by the full Council.
That point is corroborated by the next para of Standing Orders {(5j(iii))} which clearly shows that any Committee minutes are dealt with separately.
Further the next paragraph {(S.O. 5j(iv))} shows very clearly that the Full Council is entitled to consider any recommendations made by a committee.
- 2.4** It maybe argued that S.O. 12(b) "*There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.....*" limits the Full Councils right to discuss and/amend/reject a Committee's recommendations but again I disagree, I contend that this provision can only refer to the right of a meeting (irrespective of whether it is a full Council meeting or a Committee meeting) to discuss **its own** previous meeting(s).
However I accept that the wording of this Standing Order is ambiguous and therefore I propose an amendment to remove this ambiguity.

3. Impact of "Terms of Reference"

3.1 Members may recall that during the course of the debate in February the Clerk referred to the effect of the Terms of Reference of the F&GP Committee. I have examined them in detail and argue that their impact is non-existent in relation to the issue of the full Council debating and deciding on the issue of the principal of the award of grants.

In fact item 10 of the Terms of Reference states:-

"To consider grants to local organisations in accordance with the Council's grants policy."

Whilst that maybe ambiguous as to whether the Committee has the right to decide on a specific grant application (as opposed to recommending its acceptance or rejection) to the point at issue at the meeting was the content of the F&GP minutes, specifically in relation to the change of policy to a system of dealing with two applications per year instead of the current one per annum.

3.2 I accept that the Terms of Reference list certain items that the Council has agreed should be delegated to the Committee but also lists those where the Committee lacks the power to make changes to policy and can therefore only make a recommendation to the full Council only.

In the context of this issue Term of Reference No 27 states:-

"Making recommendations to the Council on all matters not within existing policy."

It follows that the debate that took place and the right to make a decision on the item under debate was both lawful and legitimate.

My conclusion therefore is that there is no necessity to amend the Terms of Reference.

Recommendation

I propose that Standing Order 12b be amended as follows.

In line 2, between the first two current words - ("meeting" and "except") insert "of that Committee"

The amended Standing Order 12b would then read.....

There shall be no discussion about the draft minutes of a preceding meeting of that Committee except in relation to their accuracy.

Paul O'Brien

John Conway

Dave Gordon

Brian Hogan

Rob Tremain

STANDING ORDERS REVIEW AND PROPOSALS

When thinking about SOs, it should be remembered that they apply to both Full Council and Committee Meetings.

1. Rules of Debate at Meeting

Proposal to remove 1.g

1.g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chairman.

Rationale

This order is unclear and potentially stifles a creative response to a Motion within debate; rather than reject a Motion, there may be an opportunity to modify and improve it in a way that satisfies more councillors and produce a potential action as a result of discussion and helpful amendment.

3. Meetings Generally

Proposal to amend 3.e

3.e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Propose adding:

The Chair may agree to allow the public to contribute to debate at any point in a meeting.

Rationale

To enable committees and Full Council to involve and question non-councillors at the point of discussion of an Item if the Chair wished, and also represent an invitation for greater active engagement from the public who turn up.

Proposal to add new SO after 3e

The Chair, Town Clerk or Officer advising the Council may reject a question (from members of the public) if it:

- *is not about a matter for which the Council has a responsibility or which affects the Town;*

- *is defamatory, frivolous or offensive;*
- *is substantially the same as a question which has been put at a meeting of the Council in past six months; or*
- *requires the disclosure of confidential or exempt information.*

Rationale

If encouraging greater active participation from the public with the amendment of 3.e above, this would protect the council from vexatious engagement and offer clear guidelines to members of the public.

Proposal to amend 3.i

3.i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

Propose removing the bulk of this so that it only says:

A person shall raise their hand when requesting to speak.

Rationale

At present, the SO requires an individual to disclose a disability or discomfort or a medical condition, and gives a Chair arbitrary power over their movement. We don't do this in committee.

4. Committees and Sub-Committees

Proposal to remove 4.f

4.f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk.

Rationale

This SO gives arbitrary power to the Chair of a Committee and Clerk to dismiss a Councillor from a committee. It contradicts that there is no required qualification to be a Councillor beyond those specified by the Electoral Commission, and the Councillor has a right to be on a committee through election via their peers.

13. Code of Conduct and Dispensations

Proposal to amend 13(*Allegations of breaches of Code of Conduct*) f.

This states:

Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.

Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.

Propose amend second paragraph to replace 'action' with 'recommended or suggested options from the Principal Authority'

Rationale

The second paragraph seems to contradict the first.

14. Code of Conduct Complaints

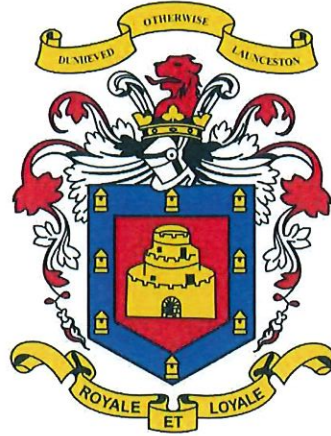
Proposal to remove 14.b

14.b Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.

Rationale

SO 13. (*Allegations of breaches of the Code of conduct*) a. states: *Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.*

14.b is a contradiction of 13. (*Allegations of breaches of the Code of conduct*) a. It does not respect privacy or the reputation of a councillor or the basic assumption of innocence until found guilty of a breach (and after the process of a possible appeal).



Launceston Town Council

Standing

Orders

2025

Approved by Full Council on:

Date 17 June 2025

Minute Reference:

Number 2506/28

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Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings •
 Committee meetings •
 Sub-committee meetings •

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public**

thanksgiving or mourning.

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written**

commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- **U A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a**
 - **meeting is subject to statutory limitations or restrictions under**
 - **the code on their right to participate and vote on that matter.**
 - **V No business may be transacted at a meeting unless at least one-**
 - **third of the whole number of members of the Council are present**
 - **and in no case shall the quorum of a meeting be less than three.**
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- **W If a meeting is or becomes inquorate no business shall be**
 - **transacted and the meeting shall be closed. The business on the**
 - **agenda for the meeting shall be adjourned to another meeting.**
 - x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-

committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.
- e The quorum for any committee shall be at least half plus one.
- f Continuing Membership of any of the Councils Committees will be dependent upon the Councillors having undertaken appropriate training, within a suitable time limit as agreed by the chair of that Committee and the Town Clerk
- g The Town Mayor and Deputy Town Mayor shall be ex officio voting members of every committee.
- h The Town Mayor and Deputy Town Mayor will be the Chairman and Vice Chairman of the Staffing Committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been**

re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. The Council may resolve to defer to a specified later date the provisions of this paragraph and those up to and including sub section xx.
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by the quorum number of members of the committee [or the sub-committee], a quorum number of members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda

received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to record and accept apologies for absence
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to change the order of business on the agenda;

- viii. to proceed to the next business on the agenda;
- ix. to require a written report;
- x. to appoint a committee or sub-committee and their members;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvii. to adjourn the meeting; or
- xviii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not**

disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the “...” held on (date) in respect of “...” were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the**

following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**
- i All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- j All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office and must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually
- k A Councillor must not accept any gifts or hospitality offered or received in connection with their official duties as a member worth more than £50. Any such gifts offered or receive in connection with a Councillors official duties as a member and the source of the gift or hospitality must be recorded in a register of interests maintained by the Proper Officer.
- l A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of the full council.

- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council/Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d The council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against them in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.
Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.

Dispensations

- a The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.
- b This policy shall apply to all meetings of the Council, its committees and sub-committees.
- c No dispensation will be awarded for any meeting where there are no

minutes of the proceedings.

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b Upon notification by Cornwall Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- c Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14 (d) below.
- d The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper**

Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the Planning Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year

and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 (incl vat) due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- f.
 - i. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - ii. The Council's financial regulations shall be reviewed once a year.
 - iii. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the

Council's functions to be delegated to a committee, sub-committee or to an employee.

- g i The Council shall approve written estimates for the coming financial year at its meeting in December.
- ii Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing committee is subject to standing order 11.
- b The chair of the Staffing committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk . The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing committee.
- c Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk shall contact the chair of the Staffing committee or in their absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing committee
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of the Staffing committee], this shall be communicated to another member of the Staffing committee which shall be reported back and progressed by resolution of the Staffing committee
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) above if so justified.

- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.
- f The Council shall maintain a written record of its processing activities.

- g Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. CANVASSING OF, AND RECOMMENDATIONS BY, COUNCILLORS

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

27. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a motion to Full Council
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

OUTSIDE BODY MEMBERSHIP 2025-26

Twinning Association	Cllr Gilbert
CALC 1	Cllr O'Brien
CALC2	Cllr Harris/Cllr Bailey
Launceston Sports	Cllr Gordon
Launceston in Bloom	
Police Liaison 1	Cllr Heaton
Police Liaison 2	Cllr Harris
Launceston Chamber of Commerce	Cllr Lankston
Friends of Launceston Priory	Cllr Tremain
Launceston Town Youth Council	Cllr Young
Launceston Town Youth Council	Cllr Lankston
Community Area Partnership	Cllr O'Brien/Cllr Conway
Town CCTV committee 1	Cllr Heaton
Town CCTV committee 2	Cllr Anston-Race
FLIC	Cllr Young
Charles Causley Festival	Cllr Heaton
Coronation Park Trust 1	Cllr Bailey
Coronation Park Trust 2	Cllr Gordon
Coronation Park Trust 3	Cllr Soanes
Coronation Park Trust 4	Cllr Bullen
Launceston Municipal Charities 1	Cllr Tremain
Launceston Municipal Charities 2	Cllr Young

OUTSIDE BODY MEMBERSHIP 2025-26

Street Pastors	Cllr Harris
Emergency Plan 1	Cllr Conway
Emergency Plan 2	Cllr Gordon
Emergency Plan 3	Cllr Bailey
Emergency Plan 4	Cllr O'Brien
Emergency Plan 5	Cllr Gilbert
Town Band	Cllr Hogan
Launceston PPG	Cllr Heaton
Launceston Town Planning Group	Chair/Vice Chair – Planning Committee
Launceston Town Planning Group	Cllr Gordon
Launceston Rugby Club	Cllr Lankston
Lawrence House Management	Cllr Young
Lawrence House Management	Cllr Gordon
Lawrence House Management	Cllr Hogan
Lawrence House Management	Cllr Anston-Race
Lawrence House Management	Cllr Heaton
Lawrence House Management	Cllr Lankston
Lawrence House Management	Cllr Tremain

Town Clerk C W Drake
 Telephone 01566
 773693
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Launceston Town
 Council
 The Town Hall
 Launceston
 Cornwall
 PL157AR

Thursday	28 May 2026	Planning and Economic Development
Monday	1 June 2026	Estates and Properties (10.00am)
Tuesday	16 June 2026	Full Council
Thursday	18 June 2026	Planning and Economic Development
Wednesday	1 July 2026	Finance & General Purposes
Tuesday	7 July 2026	Lawrence House working party (4.00pm)
Tuesday	7 July 2026	Library, Arts, Business + Information
Thursday	9 July 2026	Planning and Economic Development
Tuesday	21 July 2026	Full Council
Thursday	30 July 2026	Planning and Economic Development
Monday	3 August 2026	Estates and Properties (10.00am)
Thursday	20 August 2026	Planning and Economic Development
Tuesday	1 September 2026	Lawrence House working party (4.00pm)
Tuesday	1 September 2026	Library, Arts, Business + Information
Wednesday	2 September 2026	Finance & General Purposes
Thursday	10 September 2026	Planning and Economic Development
Tuesday	15 September 2026	Full Council
Thursday	1 October 2026	Planning and Economic Development
Monday	5 October 2026	Estates and Properties (10.00am)
Tuesday	20 October 2026	Full Council
Tuesday	20 October 2026	Meeting of Council as Trustee of Launceston Municipal Charities (after Full Council)
Thursday	22 October 2026	Planning and Economic Development
Tuesday	3 November 2026	Lawrence House working party (4.00pm)
Tuesday	3 November 2026	Library, Arts, Business + Information
Wednesday	4 November 2026	Finance & General Purposes
Thursday	12 November 2026	Planning and Economic Development
Tuesday	17 November 2026	Full Council
Tuesday	17 November 2026	AGM of Council as Trustee of Lawrence House Museum (after Full Council)
Thursday	3 December 2026	Planning and Economic Development
Monday	7 December 2026	Estates and Properties (10.00am)
Tuesday	15 December 2026	Full Council

Tuesday	5 January 2027	Lawrence House working party (4.00pm)
Tuesday	5 January 2027	Library, Arts, Business + Information
Wednesday	6 January 2027	Finance & General Purposes
Thursday	14 January 2027	Planning and Economic Development
Tuesday	19 January 2027	Full Council
Monday	1 February 2027	Estates and Properties (10.00am)
Thursday	4 February 2027	Planning and Economic Development
Tuesday	16 February 2027	Full Council
Tuesday	16 February 2027	Annual Meeting of the Council as the Burial Authority (after Full Council)
Thursday	25 February 2027	Planning and Economic Development
Tuesday	2 March 2027	Lawrence House working party (4.00pm)
Tuesday	2 March 2027	Library, Arts, Business + Information
Wednesday	3 March 2027	Finance & General Purposes
Tuesday	16 March 2027	Full Council
Thursday	18 March 2027	Planning and Economic Development
<i>Good Friday 26 March, Easter Monday 29 March</i>		
Monday	5 April 2027	Estates and Properties (10.00am)
Wednesday	7 April 2027	Annual Town Meeting (6.30pm)
Thursday	8 April 2027	Planning and Economic Development
Tuesday	20 April 2027	Full Council
Thursday	29 April 2027	Planning and Economic Development
Tuesday	4 May 2027	Lawrence House working party (4.00pm)
Tuesday	4 May 2027	Library, Arts, Business + Information
Wednesday	5 May 2027	Finance & General Purposes
Thursday	13 May 2027	Annual Meeting of Launceston Town Council (2.00pm)
Tuesday	18 May 2027	Annual Meeting of Launceston Town Council (7pm)
Thursday	20 May 2027	Planning and Economic Development

Members of the public and the press are welcome to attend all Full Council and Committee meetings. Meetings are generally wholly open to the public but there may occasionally be confidential matters to discuss, for example staffing matters, when the public and press will be asked to leave for that section of the meeting. The agendas will make it clear if there are any such items, and they are usually taken at the end of the meeting. If members of the public have specific issues to raise at a meeting it would be appreciated if they could notify the Town Clerk in advance.

From 22/04/2026 to 21/05/2026

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	20	41
Entire Town Hall	1	14
External Hires	4	5.5
Guildhall	11	73.75
Kitchen Bar and Reception Area	9	74.25
Main Hall	28	150.75
Otho Peter Suite 01	12	92.25
Otho Peter Suite 02	15	63.25
Otho Peter Suite Both Rooms	5	47.75
Town Square	7	30.5
Total	124	