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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING

held on THURSDAY 21 MAY 2026 at 2pm at Launceston Town Hall
and adjourned until TUESDAY 26 MAY 2026 at 7pm in the Guildhall

PRESENT Cllrs, Anston-Race, Bailey, Bullen, Conway, Gilbert, Gordon, Green, Harris, Haynes, Heaton, Hogan, Lankston, O'Brien, Soanes, Tremain, Young. Town Clerk (Christopher Drake).

Guests of the Mayor and Council and Town Council staff present on 21 May.

2605/24 Election of the Town Mayor
Cllr Bailey proposed, and Cllr Gordon seconded, that Cllr Nicola Gilbert be elected as Mayor for 2026/2027. This was **unanimously agreed**.

2605/25 Acceptance of Office
Cllr Gilbert formally accepted the nomination and signed the Acceptance Book and Declaration

2605/26 Election of the Deputy Town Mayor
Cllr Heaton proposed, and Cllr Soanes seconded, that Cllr John Conway be elected as Deputy Mayor for 2026/2027. This was **unanimously agreed**.

2605/27 Acceptance of Office
Cllr Conway formally accepted the nomination and signed the Declaration.

2605/28 Adjournment of Meeting
It was **resolved** to adjourn the meeting until Tuesday 26 May at 7pm.

2605/29 Apologies for absence
Cllr O'Brien gave apologies for part one of the meeting
Cllr Green gave apologies for part two of the meeting

2605/30 Declarations of Interest
There were no declarations of interest

2605/31 Reports from Cornwall Councillors
Cornwall Councillor Dennis provided updates that the Cornwall Road Safety Strategy had been approved by Cabinet, that the Devolution Bill gave powers against pavement parking, that Cornwall had become part of the Age Friendly Community scheme and that the Mental Health in Secondary Schools motion had been supported at Full Council.

Cllr Conway stated that the prevention of pavement parking needed to be enforced. **Cllr Tremain** concurred with this statement

Cllr Gordon requested that the overgrown vegetation outside the former Cornish and Devon building be removed

Cllr Soanes raised points regarding the roadworks at Race Hill and the ongoing issue of moss on the town pavements. **Cllr Dennis** advised that the Race Hill works were on schedule and that he would chase up contractors in regards to the issue of weeds and moss on pavements

Cllr Lankston stated that the handrail at Windmill Lane was still in need of repair

2605/32

Reports from Town Councillors

Cllr Heaton provided an update on the Patient Participation Group (PPG) and advised that the minutes of the recent meeting were available on the PPG website. Cllr Heaton gave details of the hospital car service and advised that the PPG had provided funds to the 24 hour monitor service and the transport support service. She also spoke about the Cornwall Nature Recovery Strategy.

Cllr Harris provided an update from the recent meeting of the Cornwall Association of Local Councils (CALC) Larger Council meeting, held in Launceston and the subjects included the Armed Forces Covenant, Safer Streets Funding and the recent issues regarding the use of weed spraying within the area.

Cllr Bailey spoke about local residents undertaking maintenance works to highways grass areas and expressed thanks to them for taking this on

Cllr Anston-Race stated that the matter raised by Cllr Bailey was the subject of social media interest but that the Town Council was not seen to be responding to this

Cllr Gordon provided a written report to all councillors on the proposals regarding a train link for the town

2605/33

Report from the Town Mayor

The Mayor provided a written report to all Members

2605/34

To confirm the Minutes of the last meeting, previously circulated

It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the meeting held on Tuesday 21 April 2026 at 7.00pm

2605/35

To receive the minutes of committees and sub-committees, previously circulated

It was **agreed** to receive the minutes of the following committees and sub-committees, previously circulated:

- i) Draft Extraordinary Finance and General Purposes Committee held on Tuesday 28 April 2026
- ii) Draft Planning and Economic Development Committee held on Thursday 30 April 2026
- iii) Draft Library, Arts, Business and Information Committee held on Tuesday 5 May 2026
- iv) Draft Finance and General Purposes Committee held on Wednesday 6 May 2026

2605/36

To review and adopt Committee Terms of Reference

It was **resolved** that all Terms of Reference as attached be adopted subject to;

- i) the amendment that the Library, Arts, Business and Information Committee membership be extended to 7 members and that this include the Chair of the Planning and Economic Development Committee

- ii) part 10 of the Finance and General Purposes Committee be amended 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'
- iii) part 23 of the Finance and General Purposes Committee be removed as the criteria for General Power of Competence eligibility needs to be resolved at the Annual Meeting of Council following elections.

A recorded vote against the proposal was requested for ii) of the above

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

2605/37

Standing Committees

It was **resolved** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:

- a) **Finance and General Purposes Committee**
Cllrs Anston-Race, Haynes, Heaton, Hogan, O'Brien, Soanes, Young
- b) **Planning and Economic Development Committee**
Cllrs Anston-Race, Green, Gordon, Harris, Hogan, Lankston, Tremain
- c) **Staffing Committee**
Chairs of the Finance, Planning, LABI and Estates committees
- d) **Estates and Properties Committee**
Cllrs Bailey, Gordon, Harris, Heaton, Hogan, Young and Chair of Finance & General Purposes Committee
- e) **Library, Arts, Business and Information Committee**
Cllrs Gordon, Haynes, Harris, Lankston, Soanes, Young and Chair of Planning and Economic Development Committee

2605/38

To review and adopt Standing Orders

It was **resolved** to adopt Standing Orders subject to the following amendments:

- i) Standing Order 1g be removed
- ii) Standing Order 3i be amended to read 'A person shall raise their hand when requesting to speak and stand when speaking, with the exception of committee meetings. The chairman of the meeting may at any time permit a person to be seated when speaking'
- iii) Standing Order 12b to read 'There shall be no discussion about the draft minutes of a preceding meeting of that Committee except in relation to their accuracy'
- iv) Standing Order 13 f Allegations of breaches of the Code of Conduct paragraph 2 to read 'Such recommended or suggested options from the Principal Authority 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'
- v) Standing Order 14b be removed

Cllr O'Brien left the meeting at 8.32pm and returned at 8.34pm during the discussion of the above

2605/39

Appointments to Organisations

It was **resolved** to make the following appointments:

- a) Twinning Association - Cllr Gilbert
- b) CALC - Cllr O'Brien and Cllr Harris
- c) Launceston Sports – Cllr Gordon
- d) Launceston In Bloom - Cllr Bullen
- e) Police Liaison - Cllr Heaton and Cllr Anston-Race
- f) Launceston Chamber of Commerce – Cllr Haynes
- g) Friends of Launceston Priory – Cllr Tremain
- h) Launceston Town Youth Council – Cllr Young and Cllr Lankston
- i) Community Area Partnership – Cllr O'Brien and Cllr Conway
- j) Town CCTV Committee – Cllr Heaton and Cllr Anston-Race
- k) FLIC – Cllr Young
- l) Launceston Poetry Festival – Cllr Heaton
- m) Coronation Park Trust – Cllrs Bailey, Bullen, Gordon and Soanes
- n) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- o) Street Pastors – Cllr Harris
- p) Emergency Plan – Cllr Conway, Gordon, Cllr Bailey, Cllr O'Brien, Cllr Gilbert
- q) Town Band – Cllr Hogan
- r) Launceston PPG – Cllr Heaton
- s) Launceston Town Planning Group – Cllr Gordon and Chair/Vice Chair of Planning
- t) Launceston Rugby Club – Cllr Lankston
- u) Lawrence House Mgt – Cllrs Young, Gordon, Hogan, Conway, Heaton, Lankston, Tremain
- v) Launceston Show – Cllr Lankston

2605/40

Calendar of Meetings 2026-27

The calendar had been circulated with the agenda and it was **resolved** to agree the calendar subject to the amendment that an additional Finance and General Purposes Committee meeting was required on 3 February 2027 in line with the Council's adopted Grants Policy and for a future meeting of the Council to agree councillor surgeries

2605/41

Banking arrangements

It was **resolved** to agree the Council's banking arrangements, including the bank mandate and that the Council bank with HSBC plc, Lloyds Bank, Cornwall Council and CCLA and that the arrangements shall be reviewed annually for security and efficiency.

2605/42

General Power of Competence

It was **resolved** to confirm that the Town Council was eligible for the General Power of Competence as;

- i) at least two-thirds of the total seats on the council are held by members who stood at the last ordinary election
- ii) the Town Clerk holds the Certificate in Local Council Administration
- iii) the Clerk has passed the Cilca module on the General Power of Competence

- 2605/43 Council Priority Projects**
It was **agreed** that the projects the Council wishes to be the priority work for the municipal year are:
a) the works to the proposed library hub
b) the works to the Lawrence House site
c) the building of the new grounds compound
d) works as required to the multi storey car park
e) the Connect North Cornwall railway project
- 2605/44 Library Hub Funding**
It was **resolved** that details of funding schemes, such as the Public Works Loan Board be considered at the next meeting of Council
- 2605/45 Correspondence and Matters to Note**
It was **resolved** to note the following items of correspondence:
i) the Town Council venues usage
ii) the letters of thanks from the Twinning Association and from Ms Caitlin Clarke
- 2605/46 Urgent Items**
There were no items for consideration
- 2605/47 Exclusion of members of the press and public**
It was **resolved** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involved the likely disclosure of confidential information
- 2605/48 Lease Proposal for Land Use as Amenity Space**
Members considered the proposal for land to be offered for use as an amenity space and it was **resolved** not to agree the proposed offer as its terms were not worth undertaking

Date of the next meeting

The next Full Council meeting will be held on Tuesday 16 June 2026

The meeting ended at 9.45 pm.

Signed Date



MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 28 May 2026 at 7.00pm
The Guildhall, Launceston Town Hall

- Present** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Green, Gordon, Harris, Hogan and Lankston,
In attendance: 7 x public
Christopher Drake - Town Clerk
- 2605/49 Election of Committee Chair**
Cllr Gilbert proposed and Cllr Gordon seconded that Cllr Rob Tremain be elected Chairman. This was **unanimously agreed**
- 2605/50 Election of Committee Vice Chair**
Cllr Hogan proposed and Cllr Lankston seconded that Cllr Dave Gordon be elected Vice Chairman. This was **unanimously agreed**
- 2605/51 Apologies**
Apologies for absence were received from Cllr Tremain
- 2605/52 Declarations of Interest**
Cllr Conway declared an interest in planning applications PA26/02219 and PA26/02220 – Launceston Community Centre car park
- 2605/53 Public Representation**
Q1 – Points were raised regarding approved outline application PA24/0804 – Land at Stourscombe Farm and that the drainage systems within the area were already at capacity causing sewerage overflow issues and that the proposed new site will add to these issues. The application was being undertaken without any regards to current residents and in addition the scheme will cause highways concerns within the location

Q2 – Points were raised regarding approved outline application PA24/0804 – Land at Stourscombe Farm stating that the overflow of sewerage was causing drain covers to lift and that gullies were overflowing and that 250 proposed homes will make the issues even worse.

Q2 – Points were raised regarding approved outline application PA24/0804 – Land at Stourscombe Farm stating the detailed effects of the overflow of sewerage in the area and noxious smells causing serious concern

Cllr Gordon requested that Cornwall Council Planning Officers visit the site to see the challenges caused to local residents
- 2605/54 Minutes of the last meetings**
The minutes of the meeting held on 30 April 2026 were signed as a correct record
- 2605/55 Change to Order of Business**
It was **resolved** to make Agenda Item 8 – Planning Decisions to Note, the next item for consideration
- 2605/56 Planning Decisions to Note**

It was **resolved** that a letter be sent to Cornwall Council Planning regarding planning application PA24/02804 – Land at Stourscombe Farm advising of the Town Council’s continued objections to the application and that prior to a full application at the site being considered the issue of over capacity of the drainage system in the area be reviewed and that the letter be copied to the Cornwall Council planning committee, the local MP and South West Water

2605/57

Current Planning Applications for comment

Application	PA26/02219
Proposal	Installation of car park management infrastructure comprising 2 no. pay and display machines, 1 no. ANPR camera mounted on an existing lighting column, associated poles and replacement signage (13 no. signs including tariff, BPA, terms and conditions, disabled and instruction signs) together with ancillary equipment.
Location	Launceston Community Centre Car Park Launceston Cornwall PL15 9DQ
Decision	Support
Application	PA26/02220
Proposal	Advertisement consent for car park signage
Location	Launceston Community Centre Car Park Launceston Cornwall PL15 9DQ
Decision	Support
Application	PA26/02678
Proposal	Construction of a Single-storey modular building for office space.
Location	2 Dunheved Court Pennygillam Way Pennygillam Industrial Estate Launceston
Decision	Support
Application	PA26/02836
Proposal	Conversion of the site into a Banking Hub. New external ATM on the front elevation of the building. Supply and extract air to enter and exit building in the rear side courtyard. Proposed condenser also to be located in the rear side courtyard and proposed advertisement signage
Location	19 - 21 Broad Street Launceston Cornwall PL15 8AB
Decision	Support
Application	PA26/02837
Proposal	Advertisement Consent for New Banking Hub signage consists of two fascia signs, with external illumination applied to the two signs. An internally illuminated directory of services and banking availability poster, two marketing posters and a community vinyl message. On the main entrance door, signage will include an opening hours sign, CCTV sign and DDA compliance sign. Signage also at the top of the ATM.
Location	19 - 21 Broad Street Launceston Cornwall PL15 8AB
Decision	Support

2605/58

Potential Closure of DS Smith Company

It was **resolved** to that the Town Council offer DS Smith meeting spaces or provide a link to Cornwall Council for advice in support of the company

2605/59

Correspondence and Items to Note

The Chair and Vice Chair were thanked for their work for the Committee over the previous municipal year

Next Meeting

The next meeting will be held on Thursday 18 June 2026

The meeting closed at 7.36pm

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

Agenda item: 9

Committee: Full Council

Date: Tuesday 16 June 2026

Subject: Clerk's Report

Summary: To note the updates regarding works and Council business

Recommendations.

The Council is recommended to:

- i) note the update of the library hub building tender process
- ii) note the update regarding repair works at the multi storey car park
- iii) note the staffing update
- iv) consider how the Council operates future councillor surgeries
- v) consider supporting the Dwr Glan/Sick of South West Water campaign
- vi) agree in principle that the Clerk undertakes the necessary work for the consideration of a Public Works Loan Board application

1 Library Hub

- 1.1 The closing date for the receipt of tenders for the new library hub was Wednesday 10 June. Tenders were requested from architects to undertake the design and build works to the site, and for a project manager to oversee the project. A total of 10 architect tenders were received and 6 project management tenders. In line with Council Financial Regulations, the tenders were opened by the Mayor and recorded by the Town Clerk.
- 1.2 Officers will now collate the received tender documents and forward them to Trevor Humphreys Associates for scoring and shortlisting, and following this the shortlisted companies will be invited to interview. The interview panel will be the Mayor, Cllr Lankston as the project councillor lead, Trevor Humphreys and the Town Clerk. Further shortlisting may follow the interview process and the final remaining tenders will be considered by Full Council and a decision to appoint made by councillors.
- 1.3 Mr Humphreys is on leave until 22 June, so it should be noted that no works on the tenders will take place until after this date. If necessary an Extraordinary Meeting of the Council can be called to expedite the appointment of both architect and project manager, should the need arise

2 Multi storey car park

- 2.1 Surface repairs to the multi storey car park have now been completed. The works required were larger than first noted as deeper excavation of the surface was required to ensure that the new surface had a proper base that should ensure a better future wearing of the surface.
- 2.2 Officers are still awaiting a specification for repairs from PCA Construction for any future required works to the structure of the site.

3 Staffing Update

- 3.1 As will have been seen in the email correspondence to all councillors, the Council is experiencing absence within the grounds maintenance and stewards team. In addition to this, there are two vacancies within the library team.
- 3.2 The stewarding areas are being covered by staff from across the business, but this does mean that there will be an increase in overtime payments and/or time in lieu being accrued. The grounds team is not as easy to cover and this is having a detrimental effect on the grass cutting schedule. Whilst every effort is being made to keep works up to date, there will inevitably be some backlog in the schedule.
- 3.3 Interviews for the library vacancies were held last week and appointments made, and we are awaiting start date confirmation for these roles. These appointments will alleviate the pressures on the library team which have been exacerbated by periods of absence with two colleagues requiring surgical procedures which has seen them out of the business in recent weeks
- 3.4 Three organisations have been contacted to provide quotes for a full review of the Council's services and staffing levels and these will be presented to Members for consideration and appointment. The three companies are: LGRC Associates, Council HR and Governance Support Ltd and Solace

4 Councillor Surgeries

- 4.1 The Council has held regular councillor surgeries for a number of years and at various locations. Following the disbanding of the monthly Council led market, surgeries were held as follows:
- Visitor Information Centre. This was a good site in terms of location and access, but the limited floor capacity meant that colleagues found the environment challenging to work in and there was also an issue with privacy
 - The Town Hall. The venue size met the required needs but the site was deemed to be out of the way from people using the town centre. There was also an issue of loan working on the occasions when only one cllr was available to cover the rota.
 - Library. Similarly to the Town Hall, the venue size was relevant but space and visitor use prohibited the surgery from being a focal point. As with the VIC, there was a detrimental effect on colleagues working at the site.
 - Town General Market. This saw the surgeries move back to the town centre, however the market was not always held on a regular basis and has now stopped operation for the remainder of the current year
- 4.2 Members are asked to consider how they wish to hold surgeries and to consider where they are to be held. One option is that the Council sets up surgeries at events, such as the Launceston Show, and when holding consultations (such as the proposed strategic plan workshops due to be organised)

5 Dowr Glan/Sick of South West Water Campaign

- 5.1 Dowr Glan (meaning clean water in Cornish) / Sick of South West Water is a grassroots campaign by Cornish local councillors, activists and residents regarding the ongoing sewage crisis. The campaign aims to:
- Mobilise councillors to get parish and town councils across Cornwall to sign a letter of no-confidence regarding South West Water (SWW) to the government, Ofwat and Cornwall Council

- Put pressure on the government and local MPs to support the removal of SWW from managing water and sewage in Cornwall and to transition its assets into a publicly-owned organisation, run as a public service
- 5.2 A total 32 town and parish councils have voted to support the Dowr Glan motion since April 2026.
- 5.3 The Council is recommended to agree a Motion that it notes with grave concern the systemic failure of South West Water to manage the sewage system in Cornwall. Despite record bills and government intervention, raw sewage continues to impact our environment and public health and resolves to formally declare a vote of no confidence in South West Water and sign the collective letter to the Secretary of State demanding the removal of South West Water's management through a Special Administration Order (copy attached as an appendix to this report)

6 Public Works Loan Board application

- 6.1 At the May meeting of Council it was resolved that details of funding schemes, such as the Public Works Loan Board be considered at the next meeting of Council. Officers have explored a number of grant and funding schemes, including meetings with National Lottery Heritage, but the library conversion scheme is not conducive to any current funding pots.
- 6.2 The Council does have the authority to apply to the Public Works Loan Board (PWLb). This is a lending facility operated by the UK Debt Management Office (DMO) on behalf of HM Treasury. It provides loans to local authorities and other specified bodies from the National Loans Fund, operating within a policy framework set by HM Treasury. This borrowing is for capital projects.
- 6.3 The Ministry for Housing, Communities and Local Government (MHCLG) coordinates parish and town council applications for PWLB loans and applicants must obtain borrowing approval from MHCLG. All parish and town council PWLB application forms must be checked, vetted and submitted to MHCLG by their county association and MHCLG will not accept applications directly from parish and town councils.
- 6.4 To complete the necessary application to the County association, the purpose must be detailed on the application and in a report to Council. It must also include:
- a minute of the Full Council Meeting with the resolution to seek the Secretary of State's approval for the proposed borrowing drafted in accordance with the example criteria
 - a copy of the Council's budget or cash flow forecast for the current year, and next year (if available), showing the provision made to meet the loan costs, as well as a copy of the latest Annual Governance & Accountability Return (AGAR)
 - a full report to the Council or business case. This should include a breakdown of the proposed works, estimated costs, financial planning to fund the loan repayments and the steps in place to mitigate the risk for not being able to afford the loan repayments
 - information on how the Council will afford the loan repayments, breakdown of funding resources, amounts to be used from reserves, and any increase of precept to fund the borrowing
 - if the Council precept is to be increased to cover the loan repayment, confirmation of the amount and percentage of the planned increase related to the loan only
 - if applicable, please provide evidence of public support to increase the precept to cover the loan repayment (e.g. the result of any consultation).

- details on how local residents were consulted on the project and associated borrowing even if you there is not an increase in the precept to fund the loan

6.5 A breakdown of costs is attached as an appendix to this report

Contact officer: Christopher Drake – Town Clerk
Wednesday 10 June 2026

Formal Letter of No Confidence

TO: Secretary of State for Environment, Food and Rural Affairs (DEFRA)

CC: The Chief Executive of Ofwat; The Leader of Cornwall Council; Cornwall's Members of Parliament.

DATE: [Insert Date]

SUBJECT: Formal Vote of No Confidence in South West Water (SWW) and Petition for Special Administration.

To the Secretary of State,

We, the undersigned Town and Parish Councils of Cornwall, representing the residents, businesses, and ecosystems of the Duchy, hereby formally issue this **Vote of No Confidence** in the management of South West Water (SWW).

We are no longer requesting "improvements" or "consultations." South West Water has failed for more than a decade to show its capability and willingness to manage our water and sewage system. We are formally petitioning the Government and Ofwat to remove SWW from the management of the Cornish sewage and water systems, and transfer the ownership and management of our sewage and water system to a publicly-owned organisation, run as a public service.

Our decision is based on a systemic and catastrophic failure in the following three areas:

1. Failure of Infrastructure and Public Health

Despite Cornwall's residents paying the highest water bills in the UK, our coastline and rivers have become conduits for raw sewage. In 2025 and early 2026, we have witnessed unprecedented spill durations that have closed our beaches, impacted our tourism economy, and posed a direct threat to public health. The current management has proven incapable of maintaining a sewage system fit for the 21st century.

2. Financial Mismanagement and Breach of Public Trust

While our constituents face further bill increases this April, SWW continues to prioritise shareholder dividends and executive bonuses over essential capital investment. The "investment plans" touted by the company have repeatedly failed to yield results on the ground, leading to a total breakdown of trust between the utility provider and the Cornish people.

3. Inadequacy of Governance

It is the view of these Councils that SWW's leadership has lost the confidence of the Cornish communities and its "social license" to operate. The repeated fines and enforcement cases from Ofwat have acted as a "cost of doing business" rather than a deterrent. We believe the company is now structurally incapable of delivering the environmental protections required by law.

Our Formal Demand:

We call upon the Government to intervene and make this situation stop at once, using powers such as those granted by the **Water (Special Measures) Act** to remove the offending company from operating in Cornwall. We demand that South West Water be placed into **Special Administration**, stripping the current management of their mandate. We call upon the Government to transition Cornish sewage and water assets into a publicly-owned organisation, run as a public service, answerable to elected representatives of Cornish voters, that will prioritise the Cornish environment and its people over private profit.

Cornish rivers and seas are the lifeblood of our economy and our identity. We will no longer stand by while they are managed into decline.

We await your urgent response regarding the steps you will take to revoke SWW's licence in the Duchy.

Yours faithfully,

[Name of Council]

On behalf of the Collective Councils of Cornwall



**United Kingdom
Debt Management
Office**

**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 1,000,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.20	266,458.51	1,065,834.04	5.20	276,000.00	6,500.00	1,065,000.00
Over 2 not over 2½	5.23	215,959.94	1,079,799.70	5.23	226,150.00	5,230.00	1,078,450.00
Over 2½ not over 3	5.26	182,340.09	1,094,040.54	5.26	192,966.67	4,383.33	1,092,050.00
Over 3 not over 3½	5.28	158,335.73	1,108,350.11	5.28	169,257.14	3,771.43	1,105,600.00
Over 3½ not over 4	5.31	140,390.59	1,123,124.72	5.30	151,500.00	3,312.50	1,119,250.00
Over 4 not over 4½	5.33	126,435.38	1,137,918.42	5.32	137,711.11	2,955.56	1,133,000.00
Over 4½ not over 5	5.35	115,294.40	1,152,944.00	5.34	126,700.00	2,670.00	1,146,850.00
Over 5 not over 5½	5.37	106,200.36	1,168,203.96	5.36	117,709.09	2,436.36	1,160,800.00
Over 5½ not over 6	5.39	98,641.75	1,183,701.00	5.38	110,233.33	2,241.67	1,174,850.00
Over 6 not over 6½	5.41	92,264.41	1,199,437.33	5.40	103,923.08	2,076.92	1,189,000.00
Over 6½ not over 7	5.43	86,815.41	1,215,415.74	5.41	98,478.57	1,932.14	1,202,875.00
Over 7 not over 7½	5.45	82,109.24	1,231,638.60	5.43	93,816.67	1,810.00	1,217,200.00
Over 7½ not over 8	5.47	78,006.77	1,248,108.32	5.45	89,750.00	1,703.13	1,231,625.00
Over 8 not over 8½	5.49	74,401.61	1,264,827.37	5.47	86,173.53	1,608.82	1,246,150.00
Over 8½ not over 9	5.51	71,211.02	1,281,798.36	5.49	83,005.56	1,525.00	1,260,775.00
Over 9 not over 9½	5.54	68,400.21	1,299,603.99	5.51	80,181.58	1,450.00	1,275,500.00
Over 9½ not over 10	5.56	65,855.99	1,317,119.80	5.53	77,650.00	1,382.50	1,290,325.00
Over 10 not over 10½	5.59	63,597.34	1,335,544.14	5.55	75,369.05	1,321.43	1,305,250.00
Over 10½ not over 11	5.61	61,528.01	1,353,616.22	5.57	73,304.55	1,265.91	1,320,275.00
Over 11 not over 11½	5.64	59,681.43	1,372,672.89	5.60	71,478.26	1,217.39	1,336,000.00
Over 11½ not over 12	5.67	58,002.85	1,392,068.40	5.62	69,766.67	1,170.83	1,351,250.00
Over 12 not over 12½	5.70	56,472.29	1,411,807.25	5.64	68,200.00	1,128.00	1,366,600.00
Over 12½ not over 13	5.73	55,072.79	1,431,892.54	5.66	66,761.54	1,088.46	1,382,050.00
Over 13 not over 13½	5.75	53,757.81	1,451,460.87	5.69	65,487.04	1,053.70	1,398,300.00
Over 13½ not over 14	5.78	52,579.03	1,472,212.84	5.71	64,264.29	1,019.64	1,413,975.00
Over 14 not over 14½	5.81	51,493.87	1,493,322.23	5.74	63,182.76	989.66	1,430,500.00
Over 14½ not over 15	5.84	50,493.08	1,514,792.40	5.76	62,133.33	960.00	1,446,400.00
Over 15 not over 15½	5.87	49,568.63	1,536,627.53	5.78	61,158.06	932.26	1,462,400.00
Over 15½ not over 16	5.90	48,713.47	1,558,831.04	5.81	60,300.00	907.81	1,479,325.00
Over 16 not over 16½	5.93	47,921.41	1,581,406.53	5.83	59,453.03	883.33	1,495,550.00
Over 16½ not over 17	5.96	47,186.97	1,604,356.98	5.85	58,661.76	860.29	1,511,875.00
Over 17 not over 17½	5.99	46,505.33	1,627,686.55	5.88	57,971.43	840.00	1,529,200.00
Over 17½ not over 18	6.02	45,872.16	1,651,397.76	5.90	57,277.78	819.44	1,545,750.00
Over 18 not over 18½	6.04	45,249.22	1,674,221.14	5.92	56,627.03	800.00	1,562,400.00
Over 18½ not over 19	6.07	44,701.66	1,698,663.08	5.94	56,015.79	781.58	1,579,150.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	6.10	44,192.22	1,723,496.58	5.97	55,491.03	765.38	1,597,000.00
Over 19½ not over 20	6.12	43,682.98	1,747,319.20	5.99	54,950.00	748.75	1,613,975.00
Over 20 not over 20½	6.15	43,241.46	1,772,899.86	6.01	54,440.24	732.93	1,631,050.00
Over 20½ not over 21	6.17	42,794.88	1,797,384.96	6.03	53,959.52	717.86	1,648,225.00
Over 21 not over 21½	6.19	42,376.32	1,822,181.76	6.05	53,505.81	703.49	1,665,500.00
Over 21½ not over 22	6.22	42,019.96	1,848,878.24	6.07	53,077.27	689.77	1,682,875.00
Over 22 not over 22½	6.24	41,652.19	1,874,348.55	6.09	52,672.22	676.67	1,700,350.00
Over 22½ not over 23	6.26	41,307.27	1,900,134.42	6.11	52,289.13	664.13	1,717,925.00
Over 23 not over 23½	6.28	40,983.79	1,926,238.13	6.13	51,926.60	652.13	1,735,600.00
Over 23½ not over 24	6.30	40,680.41	1,952,659.68	6.15	51,583.33	640.63	1,753,375.00
Over 24 not over 24½	6.32	40,395.94	1,979,401.06	6.17	51,258.16	629.59	1,771,250.00
Over 24½ not over 25	6.34	40,129.26	2,006,463.00	6.18	50,900.00	618.00	1,787,950.00
Over 25 not over 25½	6.35	39,841.69	2,031,926.19	6.20	50,607.84	607.84	1,806,000.00
Over 25½ not over 26	6.37	39,607.37	2,059,583.24	6.22	50,330.77	598.08	1,824,150.00
Over 26 not over 26½	6.39	39,387.98	2,087,562.94	6.23	50,017.92	587.74	1,841,050.00
Over 26½ not over 27	6.40	39,144.40	2,113,797.60	6.25	49,768.52	578.70	1,859,375.00
Over 27 not over 27½	6.42	38,952.28	2,142,375.40	6.26	49,481.82	569.09	1,876,400.00
Over 27½ not over 28	6.43	38,734.09	2,169,109.04	6.28	49,257.14	560.71	1,894,900.00
Over 28 not over 28½	6.44	38,527.48	2,196,066.36	6.29	48,993.86	551.75	1,912,050.00
Over 28½ not over 29	6.45	38,331.86	2,223,247.88	6.30	48,741.38	543.10	1,929,250.00
Over 29 not over 29½	6.46	38,146.64	2,250,651.76	6.32	48,549.15	535.59	1,948,000.00
Over 29½ not over 30	6.47	37,971.31	2,278,278.60	6.33	48,316.67	527.50	1,965,325.00
Over 30 not over 30½	6.48	37,805.37	2,306,127.57	6.34	48,093.44	519.67	1,982,700.00
Over 30½ not over 31	6.49	37,648.36	2,334,198.32	6.35	47,879.03	512.10	2,000,125.00
Over 31 not over 31½	6.50	37,499.83	2,362,489.29	6.36	47,673.02	504.76	2,017,600.00
Over 31½ not over 32	6.51	37,359.39	2,391,000.96	6.38	47,525.00	498.44	2,036,750.00
Over 32 not over 32½	6.52	37,226.64	2,419,731.60	6.39	47,334.62	491.54	2,054,350.00
Over 32½ not over 33	6.52	37,060.59	2,445,998.94	6.40	47,151.52	484.85	2,072,000.00
Over 33 not over 33½	6.53	36,942.00	2,475,114.00	6.41	46,975.37	478.36	2,089,700.00
Over 33½ not over 34	6.54	36,830.08	2,504,445.44	6.42	46,805.88	472.06	2,107,450.00
Over 34 not over 34½	6.54	36,683.37	2,531,152.53	6.42	46,592.75	465.22	2,123,500.00
Over 34½ not over 35	6.55	36,583.75	2,560,862.50	6.43	46,435.71	459.29	2,141,325.00
Over 35 not over 35½	6.55	36,448.45	2,587,839.95	6.44	46,284.51	453.52	2,159,200.00
Over 35½ not over 36	6.56	36,360.05	2,617,923.60	6.45	46,138.89	447.92	2,177,125.00
Over 36 not over 36½	6.56	36,235.15	2,645,165.95	6.46	45,998.63	442.47	2,195,100.00
Over 36½ not over 37	6.56	36,115.03	2,672,512.22	6.46	45,813.51	436.49	2,211,250.00
Over 37 not over 37½	6.57	36,041.61	2,703,120.75	6.47	45,683.33	431.33	2,229,300.00
Over 37½ not over 38	6.57	35,930.58	2,730,724.08	6.48	45,557.89	426.32	2,247,400.00
Over 38 not over 38½	6.57	35,823.74	2,758,427.98	6.48	45,387.01	420.78	2,263,600.00
Over 38½ not over 39	6.58	35,763.48	2,789,551.44	6.49	45,270.51	416.03	2,281,775.00
Over 39 not over 39½	6.58	35,664.61	2,817,504.19	6.50	45,158.23	411.39	2,300,000.00
Over 39½ not over 40	6.58	35,569.40	2,845,552.00	6.50	45,000.00	406.25	2,316,250.00
Over 40 not over 40½	6.58	35,477.72	2,873,695.32	6.51	44,895.68	401.85	2,334,550.00
Over 40½ not over 41	6.58	35,389.40	2,901,930.80	6.51	44,745.12	396.95	2,350,825.00
Over 41 not over 41½	6.58	35,304.31	2,930,257.73	6.52	44,648.19	392.77	2,369,200.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	6.58	35,222.32	2,958,674.88	6.52	44,504.76	388.10	2,385,500.00
Over 42 not over 42½	6.58	35,143.31	2,987,181.35	6.53	44,414.71	384.12	2,403,950.00
Over 42½ not over 43	6.58	35,067.15	3,015,774.90	6.53	44,277.91	379.65	2,420,275.00
Over 43 not over 43½	6.58	34,993.73	3,044,454.51	6.53	44,144.25	375.29	2,436,600.00
Over 43½ not over 44	6.58	34,922.94	3,073,218.72	6.54	44,063.64	371.59	2,455,150.00
Over 44 not over 44½	6.58	34,854.67	3,102,065.63	6.54	43,935.96	367.42	2,471,500.00
Over 44½ not over 45	6.58	34,788.84	3,130,995.60	6.54	43,811.11	363.33	2,487,850.00
Over 45 not over 45½	6.58	34,725.34	3,160,005.94	6.55	43,739.01	359.89	2,506,500.00
Over 45½ not over 46	6.58	34,664.08	3,189,095.36	6.55	43,619.57	355.98	2,522,875.00
Over 46 not over 46½	6.58	34,604.98	3,218,263.14	6.55	43,502.69	352.15	2,539,250.00
Over 46½ not over 47	6.57	34,503.33	3,243,313.02	6.56	43,438.30	348.94	2,558,000.00
Over 47 not over 47½	6.57	34,448.19	3,272,578.05	6.56	43,326.32	345.26	2,574,400.00
Over 47½ not over 48	6.57	34,394.96	3,301,916.16	6.56	43,216.67	341.67	2,590,800.00
Over 48 not over 48½	6.57	34,343.59	3,331,328.23	6.56	43,109.28	338.14	2,607,200.00
Over 48½ not over 49	6.56	34,248.96	3,356,398.08	6.57	43,054.08	335.20	2,626,075.00
Over 49 not over 49½	6.56	34,200.98	3,385,897.02	6.57	42,951.01	331.82	2,642,500.00
Over 49½ not over 50	6.56	34,154.65	3,415,465.00	6.57	42,850.00	328.50	2,658,925.00

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2026.

ISSUE DATE: 01/06/2026.
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2025.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We have provided a table of audit recommendations, if required, to allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing of payments made revealed no issues to report.

Risk

Insurance

The Fidelity Guarantee remains adequate at £2.5 million.

Risk

The risk assessment was reviewed in March 2026 along with the effectiveness of internal controls.

IT & Data Protection

A .gov.uk domain is used for the Council's website as well as officer and councillor e-mail.

IT and GDPR policies are in place.

The council website contains an Accessibility Statement.

Not all of the required elements of the Transparency Code have been published on the website.

Whilst not mandatory publication is now expected as part of compliance with Assertion 10 on the Annual Governance Statement. Full compliance should be achieved as soon as practicable. We understand this is scheduled to coincide with the launch of the new website.

Budgets

Setting

The 2026/27 budget and precept were properly approved at Full Council in January 2026 following a robust process.

Monitoring

Quarterly budget monitoring reports have been provided to Members.

Adequacy of Reserves

After allowing for earmarked reserves of £959,743 the general reserve stands at £308,488; equating to 33% of net revenue expenditure which is within generally accepted parameters.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Interest

Interest earned on investments has been accurately reflected in the Ledger.

VAT

VAT claims for the year have been submitted.

The year-end claim is in accord with balances held in the accounting statements.

Library

The library till is balanced daily and cash received is banked monthly.

Postings to the Ledger have a good audit trail.

TIC

The till is balanced daily and postings take place monthly. Cash is regularly banked.

A good audit trail is in place.

Assets

The asset register has been updated to reflect changes in the year and the total value of assets held has been accurately disclosed in the AGAR.

Payroll

The January payroll was tested with no issues to report.

An increase in an employee's hours was approved by Members and was accurately implemented.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely manner throughout the year.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

Debtor and creditor balances have been properly treated.

Trusts

The affairs and finances of the Trust are managed separately to those of the Council and Charity Commission returns are up to date.

Annual Internal Audit Report 2025/26

LAUNCESTON TOWN COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/10/2025

18/02/2026

01/06/2026

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

01/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
---------------------------	--

☐ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Launceston Town Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

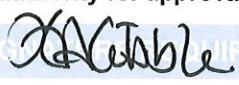
Launceston Town Council
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,150,639	1,214,416	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,049,424	1,162,399	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	593,632	447,590	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-661,521	-712,831	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-51,318	-51,318	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-866,440	-792,025	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,214,416	1,268,231	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,089,499	1,131,896	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	14,441,067	14,622,045	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	887,930	877,381	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

 Date 11/06/2026.

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda item: 14

Committee: Full Council

Date: Tuesday 16 June 2026

Subject: Public Spaces Protection Order renewals

Summary: To consider the Public Spaces Protection Order renewals

Recommendations.

The Council is recommended to note the information regarding the Public Spaces Protection Order renewals and consider if any changes to the Orders are required

1 Public Spaces Protection Order renewals

- 1.1 Cornwall Council (CC) has a number of dog related Public Spaces Protection Orders which expire on 15 October 2026. These were agreed in 2023 and have been in force for a period of 3 years and now must be reviewed and if appropriate renewed. CC are now seeking views as part of the formal consultation process regarding the existing restrictions. This consultation is being made available to all our key stakeholders including Town and Parish Councils, major landowners, the police and other interested local and national bodies.

The four orders for renewal are;

Dog Fouling – This order currently makes it an offence for a person in charge of a dog not to clear up after them in any public space.

Dog Exclusion Order – This makes it an offence to take a dog into an excluded area.

Dogs on Leads – This makes it an offence not to have a dog on a lead in certain prescribed areas.

Dogs on Leads by direction – This gives the ability for an authorised officer to require a dog to be put on a lead should it be causing a nuisance.

The detail and exemptions are set out in the orders attached as an appendix to this report

Breach of any of these orders may result in a £100 Fixed Penalty Notice or a maximum of a £1,000 fine.

- 1.2 Cornwall Council is proposing to renew these orders in their current format, however Town and Parish Councils are asked to consider if the areas set out in the schedule are still appropriate for the restrictions to be applied. If the Council request areas to be added to the restrictions, it must set out a rationale for the request alongside evidence of engagement with local users to evidence a public need for the restriction. All responses to the consultation must be received by 20 August 2026.

Contact officer: Christopher Drake – Town Clerk

Wednesday 10 June 2026

Anti-Social Behaviour Crime & Policing Act 2014

Cornwall Council Public Space Protection (Dog Fouling) Order 2023

Cornwall Council hereby makes the following Order:

1. The Order comes into force on 15 October 2023 for a period of 3 years
2. This Order applies to the land specified in the Schedule

Offence

3. If a dog defecates at any time to which this Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith; that person shall be guilty of an offence if he does not comply with this order, unless

- (a) one has a reasonable excuse for doing so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.

4. A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time.

Placement of the faeces in a container on the land which is for this purposes, or for the disposal of waste, shall be sufficient removal from the land

Being unaware of the defecation shall not be a reasonable excuse for not complying with this Order.

Exemptions

5. This Order does not apply to any person who;

- (a) is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
- (b) is deaf, in respect of a dog trained by Hearing Dog for Deaf People and upon which he relies for assistance; or
- (c) has, a disability which requires being in charge of an Assistance Dog registered with Assistance Dogs UK and upon which he relies for assistance.
- (d) Working Dogs: When actually working e.g. those working on a land under the control of a farm worker when moving livestock. Working dogs includes dogs that are being used in connection with emergency Search and Rescue, Law Enforcement and the work of the HM Armed Forces.

Penalty

6. Failure, without a reasonable excuse, to comply with the prohibitions imposed by this Order, as set out above would be a criminal offence.

A person found guilty of such an offence, under Section 67 of the Act, would be liable on summary conviction to a fine not exceeding level 3 (£1,000) on the standard scale.

A Police Officer, Police Community Support Officer or authorised person from the Council under Section 68 of the Act, may issue a fixed penalty notice in the sum of £100, to a person believed to have committed an offence under this Order this discharging liability for prosecution.

Given the Common Seal of Cornwall Council

Executed as an Order by)

THE CORNWALL COUNCIL)

Whose common seal was hereunto)

Affixed in the presence of)



Jenna Ryder
JENNA RYDER
 Authorised Officer

070185

This 25th day of October 2023

SCHEDULE

This order applies 24 hours, 365 days of each given year to the following land:

The Order shall apply to all land which is open to the air and to which the public are entitled or permitted to have access, with or without payment, within the County of Cornwall other than land which is at the disposal of the Forestry Commissioners under Section 39(1) of the Forestry Act 1967.

Anti-Social Behaviour Crime & Policing Act 2014

Cornwall Council Public Space Protection (Dog Exclusion) Order 2023

Cornwall Council hereby makes the following Order:

1. The Order comes into force on 15 October 2023 for a period of 3 years
2. This Order applies to the land specified in the Schedule

Offence

3. A person in charge of a dog shall be guilty of an offence if, during any time, they take a dog onto, or permit the dog to enter or to remain on, any land in the Schedule to which this Order applies unless --

- (a) one has a reasonable excuse for doing so; or
- (b) the owner, occupier or other person, or authority having control of the land has consented (generally or specifically) to his doing so.

A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time.

Exemptions

4. This Order does not apply to any person who;
 - (a) is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
 - (b) is deaf, in respect of a dog trained by Hearing Dog for Deaf People and upon which he relies for as assistance: or
 - (c) has a disability which requires being in charge of an Assistance Dog registered with Assistance Dogs UK and upon which he relies for assistance.

Penalty

5. Failure, without a reasonable excuse, to comply with the prohibitions imposed by this Order, as set out above would be a criminal offence.

A person found guilty of such an offence, under Section 67 of the Act, would be liable on summary conviction to a fine not exceeding level 3 (£1,000) on the standard scale

A Police Officer, Police Community Support Officer or authorised person from the Council under Section 68 of the Act, may issue a fixed penalty notice in the sum of £100, to a person believed to have committed an offence under this Order this discharging liability for prosecution.

Given the Common Seal of Cornwall Council

Executed as an Order by)
THE CORNWALL COUNCIL)
whose common seal was hereunto)
affixed in the presence of:)


JENNA RYDER
Authorised Officer



070184

This 25th day of October 2023

SCHEDULE

1. Aberdeen Close, St Blazey
2. Ashburgh Pare Play Area, Saltash
3. Badgers Walk Play Area, Saltash
4. Barnoon Cemetery, St Ives
5. Beacon Playing Field (to include the play area & cricket/sports field only)
6. Borough Farm (Play Area A), Torpoint
7. Boscawen Fields, Falmouth
8. Brea Playing Field (enclosed play area only)
9. Camborne Park (enclosed play area only)
10. Cambridge Field, Torpoint
11. Champion Close Play Area, Saltash
12. Carclaze Play Area, St Austell
13. Carharrack Playing Field
14. Carrisbroke Way, Latchbrook Gate Play Area, Saltash
15. Castle Park (Play Areas A), Liskeard
16. Chestnut Close (Play Area A), Torpoint
17. Children's Play Area and Tennis Court, Whitemoor Recreation Ground
18. Clover Walk Play Area, Saltash
19. Coombe Park (Areas A), Cawsand
20. Coronation gardens, Heston (enclosed play area only)
21. Coronation Park, Helston (enclosed play area and skate park only)
22. Country Park Play Area, Seaton
23. Culverland Park, Liskeard
24. Diggorys Field, St Cleer
25. Duloe (play Area A)
26. Edmund Road, Redruth (enclosed play area only)
27. Edwards Crescent (Far End) Play Area, Saltash
28. Edwards Crescent, Saltash .

29. Forth Scol, Illogan (enclosed play area only)
30. Fosters Fields, Gunnislake
31. Four Lanes Playing Field (enclosed play area only)
32. Garlacher Way, Yellow Tor Road Play Area & Toddler Play Area, Saltash
33. Glebelands, Sunrising Estate, East Looe
34. Golberdon Play Area
35. Grassmere Way Site 1 Play Area, Saltash
36. Grassmere Way Site 2 Play Area, Saltash
37. Greenfinch Crescent Play Area, Saltash
38. Grenfell Avenue Play Area, Saltash
39. Grenville Gardens, Troon (enclosed play area only)
40. Hall Road Play Area , St Dennis
41. Hallet Close Play Area, Saltash
42. Hannafore Gardens, Hannafore
43. Harebell Close Play Area, Saltash
44. Heartlands Children's play area, Redruth
45. Henfordh Grange, Liskeard
46. Heron Close (Play Area), Millbrook
47. Highfield Park Play Area, Saltash
48. Highway Estate Play Area, East Taphouse
49. Hackings House Sportsground, St Cleer
50. Illogan Park (enclosed play area only)
51. Jack Bice Close, Liskeard
52. Play area, Long Rock recreation Ground
53. King George V Playing Field, Helston (rugby ground and enclosed play area only)
54. Langreek (Play Area), Polperro
55. Lanner Moor Recreation Ground (enclosed play area only)
56. Launceston Road Recreation Field, Callington
57. Listry Road Play Park, Newquay
58. Longstone Cemetery, Carbis Bay
59. Longstone Park Play Area, tennis courts and bowling green (Area A), Saltash

60. Lower Estate Play Area, Saltash
61. Luxulyan Playing Field
62. Madron Cemetery
63. Markvall Play Area, Saltash
64. Maudlin Farm (Play Area), Liskeard
65. Middlefield Close Play Area, Saltash
66. Milch Park Play Area, Saltash
67. Millpool Play Area, West Looe
68. Mount Charles Recreation Ground, Woodland Road, St Austell
69. Mulberry Road (Play Area A), Saltash
70. North Close, Redruth (enclosed play area only)
71. North Country Recreation Ground (enclosed play area only)
72. Paul Cemetery
73. Pendray Gardens (Play Area A), Dobwalls
74. Pengegon Park (enclosed play area only)
75. Penrose Park, Porthleven (enclosed play area only)
76. Penzance Cemetery
77. Pilmere Main Site 1 & 2 Play Areas, Saltash
78. Plain-an-Gwarry, Redruth
79. Playing Field at rear of Woodland View, St Stephen Coombe
80. Pollards Close Play Area, Saltash
81. Poltair Park, St Austell
82. Pondfield Road (Far End) Play Area, Saltash
83. Pondfield Road Play Area, Saltash
84. Pound Dean (Play Area), Liskeard
85. Rapsons Field (Area B), Liskeard
86. Reeds Way Play Park, Newquay
87. Roseland Gardens, Redruth (enclosed play area only)
88. Roskear Playing Field (enclosed play area only)
89. Rye Hill, Two Hills Park Play Area, Saltash
90. Salt Mill Play Area, Saltash

91. Saltash Road Recreation Field, Callington
92. Sewhim Drive (Play Area A), Kelly Bray
93. Silvanus Jenkin, Kiskeard
94. Small Children's Play Area, St Stephen Recreation Ground
95. Small Play Area, Tregrehan. St Austell
96. Snell Drive Play Area, Saltash
97. St Columb Minor Recreation Ground
98. St. Breaca Close, Breage (enclosed play area only)
99. Stanley Maggs Way, Liskeard
100. Summerfields Play Area, Saltash
101. Sunnyvale Park, Porthreath (enclosed play area only)
102. Sycamore Road.Play Area, Saltash
103. Teddler Road Play Area, Penwithick
104. Thanks Park Play Area, tennis courts and bowling green (Area A), Torpoint
105. The Village Collection (Play Area A & Fenced Areas C), Callington
106. Thorn Park, Liskeard
107. Timber Close Park, St Austell
108. Trailblazer Park, St Blazey
109. Trebartha Close (Areas A), Callington _
110. Trefusis Playing Field, Redruth (enclosed play area only)
111. Trenance Under 5's Play Park, Newquay
112. Trenant Playing Field, St Day (enclosed play area only)
113. Trevance Park, Tywardreath
114. Treviscoe Playing Field, Central Treviscoe
115. Tuckingmill -valley Park (enclosed play area and \ skate park)
116. Twelvewoods Playground, Dobwalls
117. Two Hills Park Play Area, Saltash
118. Upper Area Squires Field, Fowey
119. Upper Chapel Field Play Park, St Austell
120. Valley Road Toddler Area, Valley Road, Mevagissey
121. Victoria Bottoms Playing Field Childrens Area, Nanpean

- 122. Victoria parkens, Saltash
- 123. Victoria Park, Redruth (enclosed play area and tennis court only)
- 124. Warfelton Sports Ground Play Area and Tennis Courts (Area A), Saltash
- 125. Waterside (Area A), Saltash
- 126. Welmoor/Cades Pare, Helston
- 127. Wentworth Way Play Area, Saltash
- 128. West Meadow (Play Area A), Millbrook
- 129. Westbourne Gardens, Liskeard
- 130. Wheal Jewell Playing Field, St Day (enclosed play area only)
- 131. Wilcove Play Area
- 130. Wood Close Play Area, Saltash
- 132. Yellow Tor Road Play Area, Saltash
- 133. Canonstown Play Area, Canonstown
- 134. Playground, Hatt Recreation Field, Hatt
- 135. Children's Play area, Boscastle Playing field, Boscastle
- 136. Penbeagle Park, Playground, St Ives
- 137. Ayr Field Playground, St Ives
- 138. Richmond Park, Playgroud, St Ives
- 139. Anthony Play Area, Anthony
- 140. Sheviocck Parish Play park, Crafhole
- 141. South Fistral Play Area Newquay
- 142. Doorstep Green Play area, Newquay
- 143. Bencoolen Play Park Bude
- 144. Poughill Play Park, Bude
- 145. Bude Skate Park, Bude
- 146. Tamar Close Playground Callington
- 147. Rosemullion Park Playground Callington
- 148. Play area, recreation ground, Port Isaac

Anti-Social Behaviour Crime & Policing Act 2014

Cornwall Council Public Space Protection (Dogs on Leads) Order 2023

Cornwall Council hereby makes the following Order:

1. The Order comes into force on 15 October 2023 for a period of 3 years
2. This Order applies to the land specified in Schedule 1, 2 and 3

Offence

3. A person in charge of a dog shall be guilty of an offence if, in places specified in Schedules 1, 2 and 3, if the dog is not on a lead and under close control, unless –

(a) one has a reasonable excuse for doing so; or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.

A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time.

Exemptions

4. This Order does not apply to any person who;

(a) is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or

(b) is deaf, in respect of a dog trained by Hearing Dog for Deaf People and upon which he relies for assistance; or

(c) has a disability which requires being in charge of an Assistance Dog registered with Assistance Dogs UK and upon which he relies for assistance.

Penalty

5. Failure, without a reasonable excuse, to comply with the prohibitions imposed by this Order, as set out above would be a criminal offence.

A person found guilty of such an offence, under Section 67 of the Act, would be liable on summary conviction to a fine not exceeding level 3 (£1,000) on the standard scale.

A Police Officer, Police Community Support Officer or authorised person from the Council under Section 68 of the Act, may issue a fixed penalty notice in the sum of £100, to a person believed to have committed an offence under this Order discharging liability for prosecution.

Given the Common Seal of Cornwall Council

Executed as an Order by)

THE CORNWALL COUNCIL)

whose common seal was hereunto)

affixed in the presence of:)



070198

K.M. Nicholls

Authorised Officer KATRINA NICHOLLS

This 25th day of October 2023

SCHEDULE 1

This Order applies to the land listed in Schedule 1 365 days of any given year;

- 1.Barrow Park (Area A), Cremyll
- 2.Brunel Green, Saltash
- 3.Camborne Park (Other than play area)
- 4.Carew Pole Close, Truro
- 5.Carne View, Gwennap
- 6.Castle Park (Area C), Liskeard
- 7.Coronation Park, Helston (the lake area – excluding enclosed play area)
- 8.Deer Park North (Area A), Cremyll
- 9.Deer Park South, Cremyll
- 10.Ferndale Road, Falmouth
- 11.Folly Scope, Cremyll
- 12.Footpath from St Uny Church to Porthkidney Sands, Lelant, St Ives
- 13.Formal Gardens, Cremyll
- 14.Hannafore Fields, West Looe
- 15.Horson Cemetery
- 16.Killacourt Field, The Crecent, Newquay
- 17.Lanchard Cemetery, Liskeard
- 18.Land at Heartlands Site
- 19.Maker Cemetery
- 20.Malabar Road, Truro
- 21.Marlborough Estate, Falmouth
- 22.Memorial Gardens, Downterry
- 23.Mount Edgcumbe Country Park, Cremyll
- 24.Oakfield Road, Falmouth
- 25.Orchard Close, Flushing
- 26.Permarin Road, Penryn
- 27.Playing Field (Area B), Duloe
- 28.Polperro Cemetery
- 29.Quethiock Cemetery

- 30. Rapsons Field (Area A), Liskeard
- 31. Rosedale Estate, Truro
- 32. Silverway, Threemilestone
- 33. St Clements Close, Truro
- 34. St Stephen Recreation Ground (excluding small children's play area), Trethosa Road, St Stephen
- 35. The Beacon, Falmouth
- 36. Torpoint Cemetery
- 37. Tregundy Road, Perranporth
- 38. Tregurra Estate, Truro (enclosed play area only)
- 39. Treheath Road (Open Space Area B), Dobwalls
- 40. Trelander Estate, Truro
- 41. Trelawney Estate, Frogpool
- 42. Trenance Gardens, including Trenance Boating Lake Grounds, Trevemper Road, Newquay
- 43. Valley Road Recreation Ground, Mevagissey, Valley Road, Mevagissey
- 44. West Looe Cemetery
- 45. West Meadow (Open Space Area B), Millbrook

SCHEDULE 2

This Order applies to the land listed in Schedule 2 between Easter Day and 1st of October of any given year;

- 1. Polruan Beaches and any slope or staircase leading to the beaches.
- 2. Polruan Beach promenade

SCHEDULE 3

This Order applies to the land listed in Schedule 3 between 21 May and 30 September between 10am and 6pm of any given year;

- 1. Summerleaze Beach

Anti-Social Behaviour Crime & Policing Act 2014

Cornwall Council Public Space Protection (Dogs on Leads by Direction) Order 2023

Cornwall Council hereby makes the following Order:

1. The Order comes into force on 15 October 2023 for a period of 3 years
2. This Order applies to the land specified in the Schedule

Offence

3. A person in charge of a dog shall be guilty of an offence if, during the times specified in the Order, he does not comply with this order, unless (

a) one has a reasonable excuse for doing so; or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.

A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time.

An authorised officer of the Council may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any person on any land to which this Order applies or the worrying or disturbance of any animal or bird.

Exemptions

4. This Order does not apply to any person who;

(a) is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or

(b) is deaf, in respect of a dog trained by Hearing Dog for Deaf People and upon which he relies for assistance; or

(c) has a disability which requires being in charge of an Assistance Dog registered with Assistance Dogs UK and upon which he relies for assistance.

Penalty

5. Failure, without a reasonable excuse, to comply with the prohibitions imposed by this Order, as set out above would be a criminal offence.

A person found guilty of such an offence, under Section 67 of the Act, would be liable on summary conviction to a fine not exceeding level 3 (£1,000) on the standard scale

A Police Officer, Police Community Support Officer or authorised person from the Council under Section 68 of the Act, may issue a fixed penalty notice in the sum of £100, to a person believed to have committed an offence under this Order this discharging liability for prosecution.

Given the Common Seal of Cornwall Council

Executed as an Order by)

THE CORNWALL COUNCIL)

KMN whose ^{Common} ~~common~~ seal was hereunto)

affixed in the presence of)



K.M. Nichols

Authorised Officer

KATRINA NICHOLS

070199

This 15th day of October 2023

SCHEDULE

This order applies 24 hours, 365 days of each given year to the following land:

The Order shall apply to all land which is open to the air and to which the public are entitled or permitted to have access, with or without payment, within the County of Cornwall other than land which is at the disposal of the Forestry Commissioners under Section 39(1) of the Forestry Act 1967.

Agenda item: 15

Committee: Full Council

Date: Tuesday 16 June 2026

Subject: Lawrence House Museum – Project Director

Summary: To consider the Lawrence House Museum – Project Director proposals

Recommendations.

The Council is recommended to consider the Lawrence House Museum – Project Director proposals as prepared by Annie Lucas (Museum Development Officer - MDO Cornwall) on behalf of the Lawrence House Museum Steering Group

1 Background Information

- 1.1 The Launceston Town Collection was housed in Lawrence House, as Lawrence House Museum however Covid Lockdowns and subsequent degeneration of the building have forced an extended closure.
- 1.2 The Town Council employed a paid curator in the museum until 2022. At that time, it was decided that due to the lack of permanent home, or clear vision for the future of the museum, the vacant role would not be filled. Since then, the museum has been run entirely by a group of dedicated volunteers, who continued to maintain and care for the collection to a high standard, maintaining their commitment to accreditation, and enabling public access to the collections through a series of temporary displays at Merchant House in the town centre.

2 Context

- 2.1 In July 2025 a formal steering group was formed to drive the project forward. This group consists of Cllr Margaret Young, Martin Cornish (LTC Estates and Properties Manager), Ewan Murray (VIC Manager), Lauren Greene (LTC Projects Officer) Tamsin Daniel (Heritage Lead CC) Annie Lucas (MDO CC), Trevor Humphreys (Project Manager) Clare Fear (Thread Architects) and selected volunteers from the Museum.
- 2.2 To date, significant progress has been made by the steering group on developing an initial single stage funding application to National Lottery Heritage Fund (NLHF) for a grant to support the research and development required to plan a much larger capital project which will be the subject of a subsequent, two stage application to NLHF. However, it has become clear that the responsibilities of maintaining this large and significant collection over multiple locations, alongside the pop-up museum, and contributing to the continuing development of the bids and project ideas, is more than enough for this dedicated team of volunteers. Additionally, once the steering group receives the NLHF grant for which it is applying, the workload will far outweigh what could or indeed should be reasonably expected of volunteers given skills and experience required. From this point on, the museum needs to be properly resourced so as to ensure the best possible outcomes from funding applications, project delivery, and to ensure the long-term sustainability of the organisation, which is a huge asset to Launceston and the Cornish Diaspora.

3 Proposal

- 3.1 The Steering Group proposes the recruitment of a Project Director, a new post which will cover the responsibilities of the previous curator but also takes into account the additional skills and experience required for a role of this nature, which carries with it significant responsibility.
- 3.2 This person will act as a conduit between volunteers, the Town Council, the Steering Group and appointed consultants (included in and funded by the grant application) and will, in effect, along with the Town Council lead on this project, which is anticipated to last in the region of 4 years.
- 3.3 The Project Director will be a Town Council employee for a fixed term contract of (in the first instance) 12 months, to cover the period of this initial research and development project. After this time, it is anticipated that progress will have been made on developing a suitable governance structure (essential for the long-term sustainability of the project) and at this time future employer status could move to the Museum Charity or a new entity established as a result of the project.
- 3.4 The Project Director will be responsible for supervising the Volunteers, overseeing on going accreditation compliance, and liaising with the Collections Review consultant, Audience Development Consultant, and Business Planning Consultant where required. It will be their responsibility to ensure that Town Council due diligence is followed (alongside Cllr Young and Martin Cornish and other members of the steering group.) They will support with the development of the project, drawing up of relevant paperwork, and will bring previous museum expertise to the project team, while being a Town Council employee.
- 3.5 After 12 months, the contract will be reviewed, and pending available funds, and future project planning and applications, will be renewed or extended where applicable. The role is proposed to be funded from grant funding generated through the current application to NLHF. It is anticipated that future grants could cover on going costs as part of project delivery (though the job title may need to change in order to secure this funding). The expected salary bracket will be £30-£35k pro rata with hybrid working.

Contact officer: Christopher Drake – Town Clerk
Wednesday 10 June 2026

From 20/05/2026 to 16/06/2026

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	25	48.25
Entire Town Hall	1	14
External Hires	2	1
Guildhall	10	33
Kitchen Bar and Reception Area	2	16
Main Hall	28	149.75
Otho Peter Suite 01	14	109.5
Otho Peter Suite 02	11	51.5
Otho Peter Suite Both Rooms	1	1.5
Town Square	6	16
Total	100	