

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



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 18 June 2026 at 7.00pm
The Guildhall, Launceston Town Hall

- Present** Cllrs Gilbert (Mayor), Anston-Race, Gordon, Harris, Hogan and Lankston, Soanes and Tremain
In attendance: 1 x public
Christopher Drake - Town Clerk
- 2606/26 Apologies**
Apologies for absence were received from Cllrs Conway (Deputy Mayor) and Green who was substituted by Cllr Soanes,
- 2606/27 Declarations of Interest**
There were no declarations of interest
- 2606/28 Public Representation**
There were no representations made
- 2606/29 Minutes of the last meetings**
The minutes of the meeting held on 28 May 2026 were signed as a correct record
- 2606/30 Current Planning Applications for comment**
- | | |
|-------------|---|
| Application | PA26/03161 |
| Proposal | Change of use from storage warehouse to two-bedroom dwelling. |
| Location | 5 Madford Lane Launceston PL15 9EB |
| Decision | Support |
| Application | PA26/03268 |
| Proposal | Listed Building Consent for proposed new shopfront signage and minor interior refurbishment works. |
| Location | Specsavers 11 Broad Street Launceston Cornwall |
| Decision | Support |
| Application | PA26/03269 |
| Proposal | Advertisement consent for proposed new Non-Illuminated Fascia Sign and Non Illuminated Hanging Sign to the North-West (Shopfront) Elevation. |
| Location | Specsavers 11 Broad Street Launceston Cornwall |
| Decision | Support |
| Application | PA26/03400 |
| Proposal | Listed Building Consent for the re-slating of all roof elevations re-using the existing Cornish rag slate |
| Location | 1 Wooda Road Launceston Cornwall PL15 8BJ |
| Decision | Support |
| Application | PA26/03759 |
| Proposal | Non Material Amendment in relation to Decision Notice PA22/09900 dated 12th December 2023, namely, entrance and exit door relocated marginally; |

4no. additional shopfronts installed; omission of the FE and ramp; height of parapet and building reduced by 1000mm; handrail, ramps and stairs to fire exits simplified and omitted where possible; garden centre canopy installed to the west elevation; substation relocated to the entrance of the site; plant condenser area shown in the service yard; 2no. EV spaces shown in the car park; reconfiguration to car park spaces including disabled and parent and child spaces; cycle hoops relocated next to the shop entrance; fence to perimeter of service yard and gates shown and forklift shed indicated on the plan

Location Land Adjoining Link Road Launceston PL15 9HH
Decision Permission already agreed by Cornwall Council

2606/31

Planning Decisions to Note

It was **resolved** to note the decisions

Application PA26/00667
Location Redmoor Pennygillam Way Pennygillam Industrial Estate Launceston Cornwall PL15 7ED
Proposal Proposed extension of an existing rain canopy to the front of the building covering the yard
Decision APPROVED
Town Council SUPPORT

National Planning Statements

Members considered Report 15/26 concerning the above (previously circulated)

It was **resolved** to note the details regarding National Planning Statements and review ongoing information as it was received

2606/32

Correspondence and Items to Note

There were no matters for consideration

Next Meeting

The next meeting will be held on Thursday 9 July 2026

The meeting closed at 7.23pm

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



**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 7 July 2026 at 7.00pm in Launceston Town Hall**

Present: Cllrs: Gilbert (Mayor), Conway (Deputy Mayor), Gordon, Haynes, Harris, Lankston, Soanes, Tremain, Young.

In attendance: Cllrs Heaton, Hogan, O'Brien
Andi Snook (Library Manager)
Claire Greenaway (LTC Administrative Assistant)
Ewan Murray – Visitor Information Manager (Clerk to the Committee – non-voting)
Ms Tash Baskerville – (Representing Make Stuff Happen CIC)

2607/01 Election of Chairman

Cllr Gordon proposed and Cllr Lankston seconded that Cllr Margaret Young be elected Chairman. This was **agreed**.

2607/02 Election of Vice Chairman

- Cllr Tremain proposed and Cllr Gordon seconded that Cllr Sally Lankston be elected Vice Chairman.
- Cllr Haynes proposed and Cllr Harris seconded that Cllr Bonnie Soanes be elected Vice Chairman.
- In the following vote, Cllr Lankston received 5 votes and Cllr Soanes received 4 votes. Cllr Lankston was duly elected as Vice Chairman of the Committee.

2607/03 Apologies for Absence

None were received.

2607/04 Declarations of Interest

There were no declarations of interest

2607/05 Suspension of Standing Orders

In line with "1 ix Rules of Debate at Meetings, standing orders were suspended

Proposed: Cllr Young

Seconded: Cllr Gordon

Carried

2607/06 Proposed Launceston art Centre Presentation by Make Stuff Happen CIC

The presentation was **noted** by the committee including:

- The project is intended to compliment and not compete against existing provision within the town.
- It would be seen as a stepping stone to larger venues such as the town hall.
- The project is currently not seeking funding from the town council.

The committee **resolved** to offer in-principle support for the project.

Proposed: Cllr Young

Seconded: Cllr Gordon

Carried

Standing orders were resumed

- 2607/07 Public Representation Session**
No representations were made.
- 2607/08 Minutes of Previous Meetings**
The minutes of the meeting held on 5 May 2026 were agreed and signed as a correct record.
- 2607/09 Financial Report**
It was **noted** that:
- Councillors receive finance statements via the F&GP paperwork.
 - The RFO confirmed to the VIC Manager that the budget is running as forecast.
 - At the next meeting, September 2026, the committee should consider the financial commitments for F/Y 2027/28 and these be promulgated to the Finance and General-Purpose Committee for consideration.
- 2607/10 Wider LABI Activities**
The following was **noted**:
- The report given by Claire Greenaway on the LTC premises' usage has been shared with councillors.
 - The latest update of library events was shared with councillors.
 - The Library Manager shared the wide and extensive programme of summer events.
 - The Library Manager updated the committee on the condition of the current library.
- It was **resolved** that officers should investigate the cost of air-conditioning in the current library and forward the results to the Estates and Properties' Committee for consideration.
- Proposed:** Cllr Conway
Seconded: Cllr Lankston
Carried:
- 2607/11 Report from VIC Manager**
The following was **noted**:
- Clarification of the recent safeguarding incident.
 - Cllr Hogan is the new chairman of the Lawrence House Museum Management Committee.
 - The LHM working party is about to forward the grant submission to National Lottery Heritage Fund.
 - The committee wished to extend thanks to all museum volunteers and members of the working party for their hard work and commitment to the project.
- 2607/12 Launceston Show**
The following was **noted** in respect of what would be promoted at the show including:
- Skate Park, Priory Park, LHM, Remembrance Sunday
 - The Arch, St Piran's Children's Parade, Town Hall Events,
 - Christmas Light Switch on, Library services, Councillor Surgeries.
- 2607/13 Connect North Cornwall Update**
It was **resolved** that the name of the project should be 'Connect North Cornwall in Support of Kernow Connect':
- Proposed:** Cllr Gordon
Seconded: Cllr Conway
Carried:

2607/14 VIC Promotion of Charities and Businesses

The committee **resolved** that staff of the VIC would investigate how to improve the promotion of charities and businesses in the town, and report back to the committee in September.

Proposed: Cllr Conway

Seconded: Cllr Young

Carried:

2607/15 Items to Note and any Urgent Matters

- The Cornwall Wildlife Trust is planning a 'sculpture safari' in summer 2027 and hope council will support the event. More information to follow.
- Cllr Tremain intimated that a new book about borders, makes reference to Launceston.

2607/16 Date of Next Meeting

The next meeting will be held on Tuesday 1 September at 7.00pm

The meeting closed at 8:05pm

Signed :

Date:

DRAFT



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 8 JULY 2026 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Haynes, Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Cllrs Gordon, Green and Harris
Responsible Finance Officer
Town Clerk
- 2607/17 Election of Chair**
Cllr Hogan proposed and Cllr Young seconded that Cllr O'Brien be elected Chair.

Cllr Soanes proposed and Cllr Anston-Race seconded that Cllr Heaton be elected Chair.

It was **resolved** that Cllr Heaton be elected Chair
- 2607/18 Election of Vice Chair**

Cllr Soanes proposed and Cllr Anston-Race seconded that Cllr Haynes be elected Vice Chair. It was **resolved** that Cllr Haynes be elected Vice Chair
- 2607/19 Apologies for absence**
There were no apologies for absence
- 2607/20 Declarations of Interest**
Cllr Soanes declared an interest in Agenda Item 7 – Exceptional Grant Application and left the meeting and took no part in the debate or voting on this item

Cllr Heaton declared an interest in Agenda Item 7 – Exceptional Grant Application and left the meeting and took no part in the debate or voting on this item
- 2607/21 Public Representation Session**
A presentation was received from Planet and People CIC in regards to their exceptional grant application
- 2607/22 Minutes of the last meeting**
The minutes of the meeting held on 18 April 2026 and 6 May 2026 were signed as a correct record.
- 2607/23 Exceptional Grant Application**
Members considered the exceptional grant from Planet and People CIC (previously circulated).
It was **resolved unanimously** that no grant be awarded
- 2607/24 Finance**
It was **resolved** to;
i) approve the payment listings for May and June 2026

- ii) approve the balance sheet for May 2026
- iii) approve the budget comparison report to May 2026
- iv) agree that cllrs to check the payments and bank reconciliations be:
 - Cllr Conway – July
 - Cllr Heaton – August
 - Cllr Hogan – September
 - Cllr Soanes - October

2607/25

Bank Signatories

It was **resolved** that

- i) the bank signatories for all bank accounts be cllrs Soanes, Young, O'Brien and Conway and the RFO and Town Clerk
- ii) the monies from the Council's Lloyds account be moved into another account with a better rate of interest

2607/26

Urgent Items

Cllr Heaton advised that details of the Public Works Loan Board application would be brought to a future meeting of Full Council

Cllr Conway provided details of the working party meeting in regards to the Public Spaces Protection Order renewals

The meeting closed at 7.43pm.

Signed

Date

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



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 9 July 2026 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2607/25 Apologies
Apologies for absence were received from Cllr Lankston who was substituted by Cllr Young

2607/26 Declarations of Interest
There were no declarations of interest

2607/27 Public Representation
There were no representations made

2607/28 Minutes of the last meetings
The minutes of the meeting held on 18 June 2026 were signed as a correct record

2607/29 Current Planning Applications for comment

Application PA26/03404
Proposal Extension of existing porch
Location 13 Duchy Close Launceston Cornwall PL15 8XL
Decision Support

Application PA26/03866
Proposal Erection of a storage building for light equipment (Use Class B8) with associated site works
Location Hawkins Motors Ltd Pennygillam Way Pennygillam Industrial Estate Launceston
Decision Support

Application PA26/04001
Proposal Erection of a first floor balcony and detached garage
Location 2 Dunheved Road Launceston Cornwall PL15 9JE
Decision Support

Application PA26/04278
Proposal Works to Trees covered by a Tree Preservation Order (TPO) - T1 - Oak - Crown lift 4m above ground. G1 - 3 x Ash, G3 - 2 x Ash and G4 - Ash and Scots Pine - To be felled. G2 - Hazel and Ash - Crown lift 3m above ground. G5 - Ash - To be felled and 2 x Ash and Willow - Crown lift 3m above ground.
Location 1 Culver Close Roydon Road St Stephens Launceston
Decision Support, subject to the provision that all crown lifts be limited to 3 metres

2607/30 Planning Decisions to Note
It was resolved to note the decisions

Application	PA26/02494
Location	10 Hurdon Road Launceston Cornwall PL15 9DB
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.
Decision	APPROVED
Town Council	SUPPORT
Application	PA26/02837
Location	19 - 21 Broad Street Launceston Cornwall PL15 8AB
Proposal	Advertisement Consent for new Banking Hub signage consists of two non illuminated fascia signs. An internally non 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.
Decision	APPROVED
Town Council	SUPPORT
Application	PA26/02836
Location	19 - 21 Broad Street Launceston Cornwall PL15 8AB
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 non illuminated advertisement signage
Decision	APPROVED
Town Council	SUPPORT
Application	PA26/02678
Location	2 Dunheved Court Pennygillam Way Pennygillam Industrial Estate Launceston Cornwall PL15 7ED
Proposal	Construction of a Single-storey modular building for office space
Decision	APPROVED
Town Council	SUPPORT

2607/31

Correspondence and Items to Note

Cllr Tremain raised the issue of new housing on the A388 development in regards to completed houses not being used and reports that housing associations from outside of Cornwall may be purchasing properties and that Cornwall Council Planning be requested to respond to the matters raised

Next Meeting

The next meeting will be held on Thursday 30 July 2026

The meeting closed at 7.16pm

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

Museum Steering Group Update

The Museum Steering Group met on the 8 July 26 to continue working on the National Lottery funding application. This has involved many hours of working together, Councillors, staff, museum volunteers and industry experts, this work is progressing well. The meeting ended with a visit to a potential storage facility to ascertain its suitability and costs which should be factored in to the bid currently should this location be approved by Full Council. We are due to submit our application by the end of July. I will keep you informed as we progress.

Below I have listed the headings required by the Heritage Lottery Fund so that you are aware of the intricacies required for the funding

The headings and word content is as follows;

1. About your vision. 150 words
2. About your heritage focus. 500 words
3. Is the heritage at risk? 500 words
4. About your project: -
 - a. What is the title of your project?
 - b. When will your project happen?
 - c. Where is your project taking place?
 - d. 300 words
5. Tell us your project's address. 50 words
6. Have you received any advice from us about this project? 400 words
7. Have you received any advice from anyone else about this project? 500 words
8. Has a condition survey taken place in the last five years? 200 words
9. Are there any legal conditions, restrictions or covenants associated with the heritage which may affect your project? 300 words
10. Is this heritage on the Risk Register? No
11. Will you be creating any digital works as part of your project? 300 words
12. Will you be acquiring any buildings, land or heritage items as part of your project? 300 words
13. Our funding is subject to the Subsidy Control Act 2022. Tell us whether you consider the funding applied for to be a subsidy within the act and any advice you may have taken. 200 words
14. How will you maintain the benefits of your project and meet any related costs? 500 words
15. Why does the project need to happen? 500 words
16. Who else have you approached about funding your project? 200 words
17. Explain how your project will save heritage. 500 words
18. Explain how your project will protect the environment. 500 words
19. Explain how your project will increase inclusion, access and participation. 500 words
20. Explain how your project will improve your organisational sustainability. 500 words
21. How is your organisation best placed to deliver your project?

22. How will you manage running your project? 21 & 22 500 words
23. Will your project be delivered by a partnership? No
24. How will you evaluate your project? 500 words
25. Tell us about any key challenges or potential risks to your project that you have identified. 500 words

As you can see, this is a comprehensive application which has taken many hours to write. We hope our bid for the first tranche of funding will be successful and allow this project to move forward to its next stage.

Signed:
Margaret Young

Date:
12/07/26

Agenda item: 9

Committee: Full Council

Date: Tuesday 21 July 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 and advice received regarding a review of the council's staffing structure
- iv) request for a letter of support from Cornwall Accessible Nature Parks CIC
- v) changes to Councillor Register of Interest forms
- vi) agree the Council attendance at the Cornwall Local Councils Conference 2026
- vii) fill the vacant position on the Estates and Properties Committee
- viii) provide a letter of support for Lanson Refill Community Interest Company (CIC)

1 Library Hub

- 1.1 The received tenders for the library hub have been independently scored. We received ten architect tenders and six project manager tenders. The advice provided by Trevor Humphreys who has led on the tenders work was that the top three scoring proposers be interviewed, so as there is clear understanding on the needs of the Council as well as the contractors themselves having an understanding of the Council.
- 1.2 Interviews are being held week on Monday 20 July and Thursday 23 July and the interview panel will be The Mayor, Cllr Lankston (cllr project lead), Trevor Humphrey's (who will formulate interview questions) and the Clerk. The Design team/architect companies will be expected to attend with three colleagues, namely the Company Director, lead architect and quantity surveyor. The Project Managers will most likely be individuals. Once all interviews have been held, the panel will agree the best parties for the role and from a report will be compiled a report for Full Council to consider. The report will highlight the background to the process, the scoring, the interview details and the two identified parties that the panel has agreed upon. Full Council will then be asked to resolve to appoint contractors based on the information provided and an Extraordinary Council meeting for week commencing 27 July will be held

2 Multi storey car park

- 2.1 PCA Consultants were contacted via email for an update on the position of works and cost proposals for the multi-storey car park. An update was received on 10 July advising that drawings have been sent to the Quantity Surveyor who is preparing the schedule of works.

3 Staffing Update

- 3.1 Members were appraised of the staffing issues affecting the Grounds Maintenance and Stewards teams and the knock on effect to other council departments. The Grounds team

are now at capacity and the stewards team should be shortly, however it is clear that the organisation does not have the staffing numbers to be able to achieve all that is required and as such had advertised for a seasonal position team member, with duties that will assist across the grounds and stewards team to include; unlocking/locking toilet blocks, watering, bollards, cleaning. The list is not exhaustive but will allow support in the everyday functions that can be challenging to fulfil. We will advertise the post of a minimum of 10 hours per week and the costs will be taken from the temporary staffing budget.

- 3.2 Further to contacting organisations to provide quotes for a full review of the Council's services and staffing levels, the advice received is that the Council will need to undertake and complete a strategic plan before we any review is undertaken this, as the advice given is that not to do so would be 'putting the cart before the horse'. Therefore, the Clerk has asked for a price for support in leading this strategic review plan, which will involve all Council Members. It is likely that a full day of training and support on producing a plan will be required and once the direction of the Council is agreed, it can then complete the organisational review based on the agreed strategy of the Council.

4 Cornwall Accessible Nature Parks CIC

- 4.1 The Council has been contacted by Cornwall Accessible Nature Parks CIC, a not-for-profit community interest company whose aim is to create accessible nature parks and outdoor spaces in Cornwall, providing free or low-cost access for disabled children, young people, their families, carers and the wider community. The project has been developed in response to the lack of accessible outdoor spaces and opportunities available to many families across Cornwall and it is hoped to provide safe, inclusive and nature-rich environment that promotes wellbeing, accessibility, education and enjoyment of the outdoors.
- 4.2 The organisation is preparing applications to the National Lottery Community Fund and other grant providers and as part of these applications, is gathering letters of support from organisations that feel there is a need for projects such as this and who believe that the people they support would benefit from accessible outdoor experiences. The organisation has asked if the Town Council would consider providing a short letter of support confirming it believes there is a need for accessible outdoor spaces and that the Council support the aims of the project.

5 Councillor Register of Interest Forms

- 5.1 Following a recent change by the Government, a Members home address will no longer appear on the published Registers of Interests, unless it is requested otherwise. Instead, it will be replaced with a note stating that there is an interest under this section, which is withheld under Section 32(2) of the Localism Act 2011.
- 5.2 Due to the format of existing records, Cornwall Council cannot easily update over 2,000 forms or identify members who wish to keep their home address public. Therefore all current Registers of Interests were removed from the Cornwall Council website on 29 June 2026. The records are still held by the Monitoring Officer.
- 5.3 Members are asked to submit a new Register of Interests form, confirming whether they want their address published or withheld.
- From 29 June 2026:
- The Monitoring Officer will hold the Register of Interest form which contain a Members home address.
 - Register of Interest forms published online will not include a Members home address, unless it is requested otherwise in writing.

- Where the address is withheld, it will be replaced with the standard note stating a councillor has registered an interest under this section, but is withheld under Section 32(2) of the Localism Act 2011.
 - At meetings where the matter under discussion may have an effect on a Member's home address, they will be required to state they have an interest in the matter under discussion, but not what that interest is. If a home address is a disclosable pecuniary interest for the purpose of the matter under discussion, a councillor must leave the meeting for that issue in line with standard procedures.
- 5.4 A blank Register of Interests form is attached as an appendix to this report

6 Cornwall Local Councils Conference 2026

- 6.1 Bookings are now open for our upcoming Cornwall Local Councils conference being held at the Royal Cornwall Showground, Wadebridge on Tuesday 6th October 2026, 10am – 4pm
- 6.2 The conference offers a range of practical and engaging sessions designed to support councillors and officers, focusing on key areas such as governance, planning, digital innovation, community engagement and compliance, including:
- Audit Horrors – Lessons learned and how to avoid common auditing pitfalls.
 - Artificial Intelligence Do's & Don'ts – Practical guidance on using artificial intelligence responsibly and effectively.
 - Civility & Respect – Update – The latest developments and expectations around behaviour in local councils.
 - Cornwall Local Plan – Updates and insights from Adam Birchall and Sarah Preece.
 - Emergency Plans – What Next? – Preparing your council for future challenges and resilience planning.
 - Data Protection for Councillors and Officers – Understanding responsibilities and key compliance requirements for your Council.
 - Hybrid Meetings – Practical Tips for Effective Meeting Management – Making the most of hybrid formats to improve participation and engagement.
 - Boosting Your Council's Identity – What does your community really think about your council? Explore ways to strengthen your council's visibility, reputation, and connection with residents.
- 6.3 Baroness Taylor of Stevenage is the special guest at this year's conference, bringing national insight and experience to support and inspire councils across Cornwall.
- 6.4 Bookings are restricted to 5 per council and a waiting list will be maintained where demand exceeds capacity, with places allocated in date order. Councils are requested that the Clerk or a nominated council officer completes the booking form to support a streamlined admin process and all delegates accessibility and dietary requirements will be required at the time of booking.

7 Estates and Properties Committee Vacancy

- 7.1 The Estates and Properties committee comprises of six members plus the Chair of the Finance and General Purposes (F+GP) committee (seven in total) and the Mayor and Deputy Mayor as ex-officio members. Following the election of Cllr Joan Heaton, an existing member of the Estates committee, to the Chair of F+GP there is now a vacancy to be filled and councillors are recommended to resolve the election of a new committee member to ensure that membership is in line with the Council's Standing Orders.

8 Lanson Refill Community Interest Company (CIC)

- 8.1 Following the potential closure of the town's refill shop, a group of local residents formed Lanson Refill CIC, a community interest company to bring the shop into community ownership on a permanent basis. The aim is for the new venture to be a hub for Launceston and alongside the refill service, plan to host community workshops on food, sustainability and low-waste living, swap and repair events, and volunteering opportunities for people who want to get involved. In addition it will seek to build partnerships with local schools, care providers, community groups, and local food producers so that in addition to cutting plastic, it can reduce isolation and strengthen the high street.
- 8.2 To assist with future funding bids, the Town Council has been asked if it can provide a letter of support for the scheme and future proposals

Contact officer: Christopher Drake – Town Clerk
Friday 10 July 2026

Register of interests as required by s29(1) of the Localism Act 2011**Name:****I am a** *(please tick the appropriate box):***Councillor****Co-opted Member****Name of Council:****Please complete this section when making amendments during your term of office during the period May 2025 – May 2029****Date first completed during your 2025 -2029 term of office****Amendment Record**

Date updated/checked

Page/Section No or Term of Office

Please read the following notes before completing this form.

For any assistance with completing this form please contact the Clerk to your council if you are a member of a local (town, parish or city) council and for Cornwall Council Members one of the Monitoring Officer's staff by email at corporate&infogov@cornwall.gov.uk.

You should refer to your Council's Code of Conduct for further information on interests and your obligations.

All members of principal and local councils have a legal duty under the Localism Act 2011 to register disclosable pecuniary interests in the register maintained by the Monitoring Officer for their area. The types of interests that must be registered are prescribed in regulations. Currently those regulations are The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. The Department for Communities and Local Government (DCLG) has also published guidance on interests – 'Openness and transparency on personal interests – A guide for councillors'. This was updated in September 2013 and now indicates that membership of a trade union is a personal interest which should be registered albeit not as a disclosable pecuniary interest. The guidance is available on the Government's web site – [Openness and transparency on personal interests: guidance for councillors - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

This form reflects both the Regulations and the guidance.

Disclosable pecuniary interests and trade union membership must be registered within 28 days of either (i) taking office; or (ii) becoming aware of the interest, which includes where you have at a meeting declared either category of interest and which has not previously been registered.

You must disclose any interests which are within the categories below in relation to:

- you; **and**
- your spouse or civil partner, a person you are living with as your husband or wife, or a person you are living with as if you are civil partners (in relation to these latter interests you must be aware of the interest of the other person for the obligation to register to arise)

but in relation to trade union membership the requirement to disclose only relates to you and not your spouse, civil partner, etc.

Please note – Cornwall Council has not determined what interests you are required to register. The classes of interest that have to be registered have been determined by the Secretary of State as set out in the Regulations and the guidance referred to above.

Even if you have a sensitive interest you are still required to disclose it. For the definition of what a sensitive interest is please refer to your council's Code of Conduct. If in doubt, please contact one of the Monitoring Officer's staff for advice or email corporate&infogov@cornwall.gov.uk.

Space has been provided at the end of the form for you to register any interests that your council's Code of Conduct requires you to register in addition to those prescribed by regulations.

IMPORTANT – in relation to **disclosable pecuniary interests only** you will commit a criminal offence if, without reasonable excuse, you (i) fail to provide information that you are required to register; or (ii) provide information that is false or misleading and you know that the information is false or misleading or you are reckless as to whether the information is true and not misleading. If you commit such an offence you can be liable on summary conviction to a fine not exceeding level 5 on the standard scale and be disqualified from holding public office for up to 5 years. (*Section 34 of the Localism Act 2011*)

To help you complete the form we have set out below each of the interests that you are required to register, in the order that they appear in the Regulations referred to above, and for each disclosable pecuniary interest we have used the following format:

- What the interest is, e.g. Employment
- What the Regulations say about this interest
- What this means
- Space for you to register interests, whether they are yours or those of your spouse, civil partner, etc. (as above). You do not have to differentiate but you can if you choose

The format for trade union membership differs because the rules are slightly different and come from the guidance rather than Regulations.

Where there is no interest to register please write 'None' in the appropriate box.

Once you have completed all parts of the form you must date it in the space provided at the end and then send it to the clerk of your parish/town/city council who will then provide a copy to the Council's Monitoring Officer at Cornwall Council, who will arrange for its publication from the Council's website.

The Monitoring Officer for **all** councils in Cornwall is the Monitoring Officer of Cornwall Council.

Notification of interests to the Monitoring Officer can be done via email or writing. Members of local councils should notify their Clerk at the same time as notifying the Monitoring Officer.

Once an interest lapses or you otherwise no longer have it, the interest should be removed from your register. You will need to notify the Monitoring Officer and, where appropriate, your Clerk when this happens.

Public access to the register – the Monitoring Officer is required to make the register of interests available for inspection at a place in Cornwall at all reasonable hours and to publish it on the Cornwall Council web site. This relates to the register for members of local councils as well as Cornwall Council. Local councils are also required to publish the register of interests for their members on their web site if they have one. Cornwall Council will make the register available at the address below to meet this legal obligation.

Once you have completed this form you need to send it by email to corporate&infogov@cornwall.gov.uk or by post to:

Monitoring Officer,
4th Floor,
Cornwall Council,
County Hall,
TRURO
TR1 3AY

If you are a member or co-opted member of a local council (town, parish or city) you must also provide your Clerk with a copy of your form.

For Cornwall Councillors changes to your interests should also be notified in writing to the Monitoring Officer at the address above or to ptcchanges@cornwall.gov.uk and, for changes to interests for Town and Parish Councillors you should notify your Clerk.

Gifts and Hospitality

The Code of Conduct requires you to declare and gifts or hospitality over the value of £50 or, if multiple small gifts from the same person amount to over £100 in any one 12-month period.

Gifts and hospitality should not be recorded on this form but for Cornwall Councillors should be declared to ptcchanges@cornwall.gov.uk and for Town and Parish Councillors these should be reported to the Clerk to the Council.

As with your register of interests form, any gifts and hospitality you declare is publicly accessible information.

Interest type:	Employment, etc.
What the regulations say:	Any employment, office, trade, profession or vocation carried on for profit or gain.
What this means:	The job or other means by which you, your spouse, civil partner, etc. make your living, whether employed or self-employed. You need to mention all jobs, businesses, offices, trades or professions for which payment is or should be made. It does not include any voluntary work for which you are not paid or reimbursed, whether for your time or otherwise. For instance, you might enter " <i>Teacher at Bash Street School</i> " or " <i>Manager of ACME Tools Limited</i> " with the address of the place at which you work, run a business, etc.
Interests:	

Interest type:	Sponsorship
What the regulations say:	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
What this means:	Any money, whether in cash or otherwise, or any financial benefit, such as the remission of monies you would otherwise have been required to pay or something else representing a financial benefit if any of these relate to your election expenses or your expenses in carrying out your duties as a member, so far as received in the 12 months ending with the day on which you register the payment or benefit. You will need to state what the payment or benefit was, from whom it was received (including any trade union) and what it related to. It does not include such of the above as have been received from the council you are a member of so, for example, you will not need to register expenses and allowances received from your council in your capacity as a member. <i>This part of the form does not apply to your spouse, civil partner etc. If they are a member or co-opted member of a council they will have to disclose the information on their own register form.</i>
Interests:	

Interest type:	Contracts
What the regulations say:	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
What this means:	'Contract' has the usual meaning and it includes any contract between (1) the council of which you are a member and (2) you, your spouse, civil partner etc., a firm in which you, your spouse, civil partner etc. are a partner or an incorporated entity (e.g. a company) of which you, your spouse, civil partner etc. are a director or in the securities* of which you, your spouse or civil partner etc. have a beneficial interest. The contract will relate to the provision of goods and services and there will still be obligations to be performed by one or more of the parties to the contract. Such contracts might relate to, e.g. carrying out works to your council's premises, providing your council with stationery or computers or receiving goods or services from your council. <i>* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</i>
Interests:	

Interest type:	Land
What the regulations say:	Any beneficial interest in land which is within the area of the relevant authority.
What this means:	Any land or property in the area of the council of which you are a member in relation to which you, your spouse, civil partner etc. (i) are the owner(s), lessee(s) or lessor(s); (ii) are otherwise legally entitled to occupy; (iii) are entitled to receive the rents or profits; (iv) are a lender with security over the land or property; or (v) otherwise have the right to claim a share or all of such land or property, the proceeds of sale of or the income from it. This will include home addresses as well as business addresses where the business is yours or you have a share in such land and property as a result of your interest in the business. You need to give enough detail for the land or property to be capable of identification, e.g. 33 Acacia Avenue, Acaciaville, AC1 1AC or field adjacent to the A30 at Acacia Springs comprising 4.4 acres and accessed from the gate onto the A3456. Do not include here those matters that are within 'Licences' or 'Corporate Tenancies' below.
Interests:	

Interest type:	Licences
What the regulations say:	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
What this means:	Written or verbal licence (permission) to occupy land in the area of the council of which you are a member such as in relation to an allotment, grazing horses, access to land for fishing purposes or the use of a garage. The licence needs to be registered whether you, your spouse, civil partner etc. hold it or benefit from it alone or jointly with others.
Interests:	

Interest type:	Corporate tenancies
What the regulations say:	Any tenancy where (to the member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
What this means:	This relates to any tenancy between (1) the council of which you are a member and (2) a firm in which you, your spouse, civil partner etc. are a partner or an incorporated entity (e.g. a company) of which you, your spouse, civil partner etc are a director or in the securities* of which you, your spouse, civil partner etc. have a beneficial interest. <i>* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</i>
Interests:	

Interest type:	Securities
What the regulations say:	Any beneficial interest in securities of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
What this means:	Essentially securities that you, your spouse, civil partner, etc. own, with or without others, which are shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society. The body to which the securities relate needs to have a place of business or land in the area of the council of which you are a member and one of the conditions in (b)(i) or (ii) above has to be met. Even if the body is dormant the securities must be registered. We have interpreted 'place of business' as including the registered office of the body.
Interests:	

Interest type:	Trade Union Membership
What the guidance says:	The guidance indicates that your duty to act in conformity with the Seven Principles of Public Life requires you to register interests such as your membership of any trade union. The prescribed disclosable pecuniary interest relating to sponsorship refers to such membership as being within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 and that is how the requirement under the guidance has been interpreted.
What this means:	You are required to register any membership of a trade union which is a body which falls within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. This requirement relates only to you and not to your spouse, civil partner, etc.
Interests:	

Interest type:	Interests that your council's code of conduct requires you to register in addition to those prescribed by regulations or guidance issued by the Secretary of State
If you are a member of a town, parish or city council please seek advice from your Clerk as to what additional interests may need registering and please make sure that you clearly state what the interest is and what it relates to.	
Interests:	

Date first completed	
Name	
Council	
Update record (including checking on re-election)	
Date updated/checked	Page/Section No or Term of Office

Agenda item: 10

Committee: Full Council

Date: Tuesday 21 July 2026

Subject: Hire of Storage Units

Summary: To consider the undertaking a lease for a larger storage facility for the Museum's collection.

Recommendations.

The Council is recommended to agree to relocate to the proposed site using the DULCH funding to finance the move and the first years rental and if further funding can not be obtained agree to pay the remaining years from either reserves or precept.

1. Background

Lawrence House Museum has been closed to the public since the first COVID 19 lockdown in March 2020. During the closure, structural issues were identified that prevented the museum reopening until significant investment was found.

Fortunately, the Council were made aware of the potential of leftover DLUCH funding and in December 2022 were awarded £480,000 from Cornwall Council for the repair of 9 Castle Street. To release this amount, the Council agreed to a match amount of £180,000.

When Heritage Cornwall were tendered and subsequently appointed, the Council were advised that artefacts could stay in situ and that the works could be undertaken around the collection. It became abundantly clear in early 2023 that this was not actually the case. A small storage container was leased in the May of 2023 from DB Storage on Pennygillam Industrial Estate. Artefacts from the top floor of the Museum were removed due to serious concerns of the weight that the floor was bearing at this time.

In November 2023 it was decided that the initial unit was no longer big enough to store the original artefacts and a decision was made to relocate to our current site.

Works to 9 Castle Street effectively ceased in early 2024 when the outside of the building had been made secure and a subsequent planning application for internal refit had failed. At this point, a longer term view of investment, strategy and interpretation of the space was required.

After following the Council's financial procurement procedures Thread Architects were appointed alongside Trevor Humphries as Quantity Surveyor in the Summer of 2025. Thread oversaw the Buttermarket project in Redruth and gained national awards in doing so. Trevor is no stranger to the Council as he continues to support us with the Library project.

After lengthy discussions with Cornwall Council's Tamsin Daniels whom supported us in the 2022 DLUH award, it was decided that a steering group be formed to cover the following :-

- Vision for Lawrence House
- Outline business and operational plan for the whole building, within wider context of Launceston and Town Council's priorities and for museum operation to be a major part of this overarching business and operational plan
- Understanding the collections, the stories, the public benefit potential etc., testing / piloting audience development, interpretation plan
- Concept for the new museum
- Understanding the building, decarbonisation / passive house approach, how to improve accessibility etc. and working this up to RIBA 2/3
- Planning required to work up the major bid! (capital and revenue)
- When to anticipate applying to the NLHF and any other funders and timescale for their decision and then the delivery of that project planning stage
- When to anticipate applying to the NLHF for the two stage over £250k grant and a little about the 'vision' for the redevelopment of Lawrence House Museum
- A museum group that is geared up to support the above, but also working towards Accreditation and how the museum will need to start focusing on succession planning and how they can use the above project as a way of interesting more people to become part of the museum's redevelopment.

As you will be aware, given Councillor Youngs regular updates to Full Council, the steering group has progressed through the Expression of Interest stage and will formally be submitting a first stage application in due course.

Following the Steering group meeting on the 2nd June 2026 we flagged to both Annie Lucas (Cornwall Council Museum Development Officer) and Trevor Humphries (Quantity Surveyor) that there are still a large element of artefacts that needed clearing from 9 Castle Street and that ideally this is factored into this application to reduce the financial impact to the Council.

The current unit has roughly 2000 square feet of storage space. With the remainder of Lawrence House to be cleared and the Coach House which also falls under our lease arrangement with the National Trust it has been calculated that a storage space of in the region of 5000 feet is required.

I approached DB Storage who advised they have no further storage facilities on our current site. Looking at the market and speaking with letting agents it became clear that storage sites are either 2000 square feet or 20,000. There are very few in the middle.

Lauren Greene the Councils Project Support Officer undertook a thorough review of the market and located another site on Pennygillam that has 5000 square feet of storage space available. This site is the old nightclub located next to Launceston Football Club. After a flurry of phone calls a site visit was booked in for the 5th of June where myself, Lauren and Ewan Murray (Visitor Information Centre Manager) attended and reviewed the space.

We fed back into the steering group that we had located a potential site. I knew the owner of the unit and advised that we were keen but that no decision could be made until the steering group had again met to discuss and present their findings to Full Council who ultimately make the final decision.

The steering group met on the 8th July and visited the site as a whole. We required the expertise of a Quantity Surveyor and collections advisers as to whether this site could work. In short, it will with some slight modifications. Elements of the collection need to be housed in certain climates so internal adaptations will need to be undertaken.

The Museum currently hold **19,000** artefacts within its collection. This potential new site gives volunteers the opportunity to house everything in one place and begin undertaking a large scale rationalisation body of work. The site also lends itself to community open days and school visits which tick a number of boxes in our ongoing National Lottery funding bid.

2. Financial Considerations

As stated above the Council are currently renting a 2000 sqm unit of which the costs are shared between the Council and Lawrence House Museum.

The proposed new site will be funded in the first year along with moving costs through the use of the remaining DULCH funding and it may be possible for future years rental costs to be factored into the next round of Lottery Funding. However, there is no guarantee this grant funding will be successful and the Council will then be required to finance the future year costs either via reserves already held or through the precept.

If the Council agrees to fund the storage unit either via DULCH funding or reserves/precept, this is a really positive for the current and future applications for funding, as this expenditure will increase the amount of match funding which should allow the applications to be looked at more favourably.

Breakdown of Costs to be funded by DULCH Funds already held for LHM

	£	
Rent	34,500.00	As per draft heads of terms
Building Insurance	1,000.00	Estimated based on current cost of insuring the existing unit
Service Charge	1,700.00	Estimated at 5%
Rates	13,000.00	Estimates based on current rateable value
Electricity	1,500.00	Estimate based on current usage at existing storage
Water	500.00	Estimate based on current usage at existing storage
Telephone/Broadband	750.00	Estimated based on current costs plus two months crossover with a supply at each site
Broadband installation costs	100.00	Estimated after consultation with the Council's current supplier
Fire Risk Assessments	400.00	Estimated based on current costs across other sites
Additional Racking costs	2,000.00	Estimate cost, this is difficult to know exact costs until all existing rack from all sites are in situ
Moving Costs	10,000.00	Approx Cost based on quotations received from three suppliers
IT set up costs	100.00	Estimated cost after consultation with the Council's IT supplier and based upon Council staff/volunteers carryout the physical move of equipment.
Landlords legal costs	1,500.00	As per draft heads of terms
Estimated Total Cost	<u>66,550.00</u>	

Potential Ongoing Costs

		CPI Increase at 3%	CPI Increase at 3%
	Year 1	Year 2	Year 3
Rent	34,000.00	35,020.00	36,070.60
Building Insurance	1,000.00	1,030.00	1,060.90
Service Charge	1,700.00	1,751.00	1,803.53

Rates	13,000.00	13,390.00	13,791.70
Electricity	1,500.00	1,545.00	1,591.35
Water	500.00	515.00	530.45
Telephone/Broadband	750.00	772.50	795.68
Fire Risk Assessments	400.00	412.00	424.36
	<u>52,850.00</u>	<u>54,435.50</u>	<u>56,068.57</u>

Existing Storage Unit – Alternative Use

The Council has just missed an opportunity to break the lease at the existing unit meaning that savings for the Council are not possible in the short term. However, officers have identified an alternative use for this location which will facilitate another of the Council's priority projects and have obtained the landlords permission should the proposed move of Museum gain approval.

The grounds compound is progressing with costings being sort before a full tender is undertaken for the build but in order for the project to progress seamlessly the existing compound site will need to be vacated and cleared for the build works to be undertaken. In addition to this you will be aware that one of the containers on the current site has been condemned and those items stored within it need to be relocated and the portacabin floor is deteriorating which may result it no longer being able to be used.

If the museum items stored at the existing site are moved to the proposed unit, the landlord has agreed that the grounds team could relocate to this unit while works are undertaken at the compound. This will ensure the grounds team have a more suitable environment for themselves and the equipment and allow clearing work to begin at the existing compound.

The costs associated with a further 12 months rental will be as follows:

	£
Rent	16,750
Building Insurance	440
Service Charge	840
Rates	5,194
Electricity	460
Water	<u>240</u>
Total Costs	<u>23,924</u>

3. Recommendation

Without relocating the remaining artefacts from the museum and having all items stored at one location the redevelopment programme of the Lawrence House Museum cannot progress, it was therefore officers recommendation that the Council agree to relocate to the proposed site using the DULCH funding to finance the move and the first years rental and if further funding can not be obtained agree to pay the remaining years from either reserves or precept.

RFO and Estate & Properties Manager
July 2026



Launceston Town Council

Safeguarding

Policy

2026

Adopted at Full Council on:	<i>Date:</i>
Minute Reference:	<i>Number:</i>
To be reviewed annually	
Prepared By:	Ewan Murray
	VIC Manager

This policy was updated in May 2026 to incorporate changes from the UK Government and Cornwall Council. These changes are included as an annex at the end of this policy.

Launceston Town Council - Safeguarding Policy 2026

Safeguarding Policy

Purpose of Policy

The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. This policy derives from the guidance given in the Cornwall Council document:

*"Safeguarding Children, Young People and Adults
For Town and Parish Councils, Voluntary and Community Groups
August 2023"*

This revised document includes the UK government's revised statutory guidance, **Working Together to Safeguard Children 2026** dated May 2026 and replaces the previous policy. Whilst the changes impact more in settings such as schools, homes and frontline services, the update promotes a strengthening of multi-agency collaboration. Although the update focuses on professionals working with children under 18, there are occasions when council staff and councillors may come into contact with both children and adults who may be vulnerable, and are displaying signs of abuse. Launceston Town Council promotes the view that safeguarding is everyone's responsibility and we never think that it won't happen here.

The policy aims to ensure that:

- All children, young people and adults are safe and protected from harm;
- Other elements of provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and
- Everyone including councillors, council staff and volunteers are aware of the expected behaviours and the organisation's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.

Policy Statement

This policy develops procedures and good practice within our organisation to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults. Our organisation deplores the sexual exploitation of children and will not tolerate failure at any level to prevent harm, support victims and bring offenders to justice.

This policy has been developed in line with government legislation, publications and guidance.

LAUNCESTON TOWN COUNCIL SAFEGUARDING POLICY

- This policy was developed in May 2026 and adopted on
- The policy will be reviewed annually or following any change in regulations
- The council's Designated Safeguarding Lead (DSL) is: Ewan Murray (VIC Manager)

Launceston Town Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within the council to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

Launceston Town Council has a responsibility to make sure that it has an effective safeguarding policy and procedures in place and monitors that the council complies with them. Launceston Town

Launceston Town Council - Safeguarding Policy 2026

Council has appointed a Safeguarding Lead who has responsibility for dealing with all safeguarding issues. In their absence, the responsibility falls to the Town Clerk.

Launceston Town Council recognises that for this policy to be effective, it is essential that everyone working within the organisation (councillors, staff and volunteers) has an understanding of what safeguarding is, including:

1. know that '**safeguarding is everybody's responsibility**',
2. know how to access safeguarding information,
3. know of any possible contribution that they may be required to make, to safeguard children, young people and adults and how to access further advice, support or services.

Individual responsibilities

Launceston Town Council recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. **It also relates to:**

- health and safety;
- meeting the needs of children, young people and adults with medical conditions;
- providing first aid;
- visits and events organised or sponsored by the council;
- internet or e-safety;
- appropriate arrangements to ensure security, taking into account the local context.

Additionally, we recognise that safeguarding can involve a range of potential issues such as:

- bullying, including cyberbullying (by text message, on social networking sites),
- peer on peer and prejudice-based bullying;
- racist and homophobic or transphobic abuse;
- sexting;
- substance misuse;
- issues which may be specific to a local area or population, such as gang activity and youth violence and other particular issues affecting children including domestic violence,
- sexual exploitation,
- female genital mutilation,
- extremist behaviour and radicalisation,
- forced marriage
- modern slavery.

Everyone associated with the organisation maintains an attitude of 'it can happen here' and are aware of the signs and indicators of abuse. Everyone has a responsibility to provide a safe environment for children, young people and adults at risk of harm.

Our recruitment policy and induction process include information on our arrangements and systems for safeguarding, behaviour policy, code of conduct and details of the Safeguarding Lead.

- Everyone is provided with opportunities to receive appropriate training, which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the council's safeguarding procedures.
- Everyone knows how to respond to someone who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

Launceston Town Council - Safeguarding Policy 2026

- All residents are made aware of our organisation's responsibilities with regard to safeguarding through publication of the safeguarding policy.
- When services are delivered by a third party or agency, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made.
- We will seek to ensure the suitability of adults working with and in the presence of children at any time.
- Community users organising activities for children, young people and vulnerable adults are aware of and understand the need for compliance with the council's safeguarding procedures.

Our organisation operates safer recruitment practices including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained.

It is noted that only staff undertaking 'regulated activity' in unsupervised settings qualify for an enhanced DBS check.

Should we dismiss or remove someone because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated annually.

If a child, young person or adult makes an allegation or disclosure of abuse against an adult or other child or young person, we will:

- stay calm and listen carefully;
- reassure the person that they have done the right thing in telling you;
- not investigate or ask leading questions;
- let the person know that they will need to tell the Safeguarding Lead;
- not promise to keep what they have been told a secret;
- inform the Safeguarding Lead as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated.

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.

- we recognise that all matters relating to protection are confidential;
- we will disclose personal information about a child, young person or adult on a need-to-know basis only;
- everyone is aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young person or adult;
- everyone is aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult, or that of another; and

Launceston Town Council - Safeguarding Policy 2026

- we will always undertake to share our concerns with the Multi-Agency Referral Unit (MARU), unless to do so could put the child, young person or adult at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the MARU.

Managing Allegations against individuals who work for us:

We are aware of the possibility of allegations being made against someone who works for the council, or volunteers that are working with or may come into contact with children, young person or adults.

Allegations may be made by anyone.

Everyone in our organisation and volunteers has been made aware of the process to be followed if such an allegation is made.

In such circumstances we will:

- report the matter to the MARU;
- consider the safeguarding arrangements of the child, young person or adult to ensure they are not in contact with the alleged abuser;
- consider the rights of the individual concerned for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work or volunteering for us until the outcome of any investigation is deemed necessary;
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where the individual has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.

Whistleblowing

We recognise that a child, young person or adult cannot be expected to raise concerns in an environment where we fail to do so. Everyone is advised of our Whistleblowing Policy and of how it is implemented. Everyone understands their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary, concerns will be raised with the delegated whistleblowing colleague who is:

Christopher Drake (Town Clerk)

Should the allegation be with regard to the Whistleblowing Representative, the matter should be reported to: **The Mayor**

Supporting Staff and volunteers

Everyone will be advised on the boundaries of appropriate behaviour – such matters form part of our staff and volunteer induction and they have access to support and guidance when required or requested. We recognise that staff and volunteers working in our organisation who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. We support this by providing an opportunity for them to discuss their anxieties with the Safeguarding Lead, or another person and/or a trade union representative as appropriate.

Our Safeguarding Lead and/or anyone working for the organisation has access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Our Safeguarding Children Partnership, Safeguarding Adults Board, Safeguarding Standards Unit (SSU) or Local Authority (LA).

Launceston Town Council - Safeguarding Policy 2026

Prevention

We recognise that we can play a significant part in the prevention of harm to children, young person or vulnerable adult by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our organisation will support children, young person or adult by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment ensuring that all children, young people or adults know that there is someone in our organisation whom they can approach if they are worried or in difficulty.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and adults.
- Recognising that children, young people or adults come from a variety of different cultural backgrounds, we have developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Safeguarding Policy in our governance documents/website and will post copies of our policy throughout the organisation. We are also able to arrange for our policy to be made available to residents whose first language is not English, on request.

Training

Everyone has been provided with and signed to say that they have read and understood our Safeguarding Policy.

Everyone will have access to appropriate safeguarding training which is regularly updated in order to keep it updated in line with local and national guidance/legislation. We will also, as part of our induction, issue information in relation to our Safeguarding Policy and any other policy and information related to safeguarding and promoting our Safeguarding Policy to all newly appointed individuals

Policy Review

We are responsible for ensuring the annual review of this policy and any additional local policies we have agreed that are relevant to safeguarding.

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact Ewan Murray (01566 772321 or ewan@visitlaunceston.co.uk)

Launceston Town Council - Safeguarding Policy 2026

LAUNCESTON TOWN COUNCIL SAFEGUARDING POLICY

Annex A

“Child safeguarding policies and procedures must be reviewed regularly—typically at least once a year or whenever significant changes or incidents occur.” (Source - National Society for Prevention of Cruelty to Children – May 2026)

This annex supplements the town council’s previously adopted safeguarding policy, and incorporates the updates as published by the UK government and Cornwall Council in 2026. It is presented in 2 sections:

1. Children and Young People
2. Adults at Risk of Harm

Working together to safeguard children 2026 - Statutory guidance on multi-agency working to help, support and protect children (Source – UK Gov, March 2026)

A CASPAR briefing (Child Abuse Sexual Protection and Resources) from the National Society for Prevention of Cruelty to Children (NSPCC) summarises key changes to the government’s statutory safeguarding guidance.

Launceston Town Council is confident and trusts using published information from National Society for Prevention of Cruelty to Children, as it is widely recognised as the UK's leading children's charity. Additionally, the charity is unique as it is the only UK children's charity with statutory powers, allowing it to take direct legal action to protect children at risk.

Whilst some of the changes have an impact for Launceston Town Council, the main thrust of the updates relates to schools, colleges, nurseries and care providers etc. Never-the-less, the town council has considered these changes and will endeavour to fulfil its obligations and play its part in safeguarding children, young people and adults at risk of harm. The quotations below (in blue) are excerpts from the CASPAR briefing.

“Recognising actual or likely significant harm: practitioners should take seriously concerns reported by family members and should not consider referrals as malicious without undertaking a full and thorough multi-agency assessment.”

Action by LTC – All LTC staff will complete online safeguarding training through Bright Safe as well as updates at staff meetings and via emails. All staff know that any concerns should be immediately passed to the council’s Designated Safeguarding Lead (DSL) who will deal speedily with any reported incidents – see below.

“Working together to safeguard children 2026: a guide to multi-agency working to help, protect and promote the welfare of children, including around:

- *identifying, understanding and challenging racism and discrimination*
- *understanding the impact of domestic abuse on children and families*
- *consideration of children experiencing simultaneous harms or multiple harms*
- *strengthened inclusion of children in care*
- *the link between online harm and harm experienced in person.”*

“Supporting children suffering or likely to suffer harm outside the home

- *“While any child can experience harm outside the home, children with special educational needs or disabilities, those missing from home, care or education, looked after children, and those with previous experience of abuse or neglect, may be at greater risk of harms such as sexual or criminal exploitation.*
- *All children, including those who may be causing harm to others, should receive a safeguarding response.”*

Launceston Town Council - Safeguarding Policy 2026

LTC Response – town council staff are not qualified to make judgement with regards to quantifying abuse. This includes any category of child abuse as well as suspicion of radicalisation, sexual exploitation, grooming, female genital mutilation (FGM) etc. However, all members of staff who may have any concerns, should immediately pass on those concerns to the council's Designated Safeguarding Lead (DSL). It is not the role of the town council to investigate any suspected concerns but all concerns raised, will be passed on to Cornwall Council's Multi Agency Referral Unit (MARU)/prevent team etc, which will undertake any necessary steps.

*"The **Child Exploitation Disruption Toolkit** provides information on how practitioners from different agencies can work together to safeguard children from sexual and criminal exploitation.*

• Specified public authorities (including the police and local authorities) must notify the Home Office about all potential victims of modern slavery in England and Wales. A child's consent is not needed to make a referral to the National Referral Mechanism (NRM)".

"This toolkit has been developed to support frontline practitioners to safeguard children and young people under the age of 18 from sexual and criminal exploitation. This includes social workers, police officers, housing officers, education staff, healthcare staff, charity staff, and others." (Source - [Assets.publishing.service.gov.uk/Child Exploitation Disruption Toolkit](https://assets.publishing.service.gov.uk/Child-Exploitation-Disruption-Toolkit))

LTC Response - This aspect is aimed at frontline services and not necessarily town councils. However, as identified in the previous section, any member of staff who suspects abuse in this area, must pass it on to the council's DSL.

"Strategy discussion

Chapter 4: Organisational responsibilities

This chapter sets out the statutory duties for organisations and agencies that work with children and their families.

People in positions of trust: *If an individual working in regulated activity with children has harmed or poses a risk of harm to children, regulated activity providers and personnel suppliers have a legal duty to make a referral to the Disclosure and Barring Service (DBS) where conditions are met. In some circumstances, organisations and agencies should consider making a referral where conditions are not met, in the interests of safeguarding children."*

LTC Response – The work of council staff, which involves children and young people does not qualify as 'regulated activity'. Regulated activity is defined in law and only roles which involve this, qualify for an enhanced DBS check or a dictated by UK Government such as school governors, nurses, teachers etc.

There are 4 main categories of child abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

It is noticed that a child may be suffering from more than one type of abuse at the same time.

ADULTS

The responsibility of Launceston Town Council refers to 'adults at risk of harm'. Broadly, whilst it could relate to any adult, it is targeted at adults who, because of additional needs or challenging circumstances, may be more vulnerable to abuse than members of the general public.

As of May 2026, Cornwall Council is implementing significant updates to its adult social care services, focusing on new strategies, updated provider handbooks, and financial changes for the 2026/27 financial year. Key developments include:

Launceston Town Council - Safeguarding Policy 2026

Key Legislative and Strategy Changes (May 2026)

- ***"All-Age Carers Strategy 2026-31: A new strategy is being implemented to support unpaid carers, focusing on improved information access and support services"***. It is noted that there are significant number of carers who are identified as young carers. The safety of such carers must be approached within the safeguarding of children and young people.
- ***"New Integrated Carer Service: A new family-focused service model for carers is set to start on 1 July 2026, with an interim All-Age Commissioning team active in early 2026."***
- ***Adult Care Providers Handbook Updates: As of May 2026, the handbook has been updated to include:***
 - *Revised Adult Social Care Provider Information Provisions.*
 - *Updated "The Reach Standards".*
 - *Updates to CQC (Registration) Regulations 2009 (Part 4).*
 - *Updates to Whistleblowing/Raising a Concern procedures, including guidance on Shared Lives Carers.*
 - *Updated Safeguarding Children procedures in line with March 2026 national changes.*
 - *Updates regarding Reducing the Risk of a Closed Culture and Recognising Abuse and Neglect.*
- ***Procedures Update: Adult Social Care procedures are set for further updates in June 2026 to reflect ongoing national and local changes.***
- ***Care Model Transformation: The "Delivering Better Care" program is moving toward a "strengths-based approach" under the 2022-2026 Strategy, focusing on "Maximising Independence" and "Better Lives" for people with learning disabilities, autism, and mental health needs."***

LTC Response – council officers continue to be alert to ensure that adults at risk of harm are safe when engaging in council activities and on council premises. The council is aware that the categories of abuse for adults is different to that for children and young people. These categories include:

- Physical Abuse
- Domestic Abuse
- Sexual Abuse
- Psychological Abuse
- Financial or Material Abuse
- Modern Slavery
- Discriminatory Abuse
- Organisational Abuse
- Neglect or Acts of Omission
- Self-Neglect

Any member of staff, councillor or member of the public who has a question or wished to clarify something, should, in the first instance contact the DSL

Ewan Murray (VIC Manager)
Ewan@visitlaunceston.co.uk
01566 772321



12 June 2026

LATEST STATISTICS FOR YOUR AREA FROM CITIZENS ADVICE CORNWALL

Dear Sir / Madam,

Please find attached the latest 2025/26 statistics for your council area from Citizens Advice Cornwall.

In the last year, Citizens Advice helped more than 7,300 people across Cornwall and the Isles of Scilly with a wide range of issues including housing, energy bills, debt, benefits claims, work problems, relationship breakdowns, emergency support (such as foodbanks) and consumer issues.

The cost of living crisis is still having a deep and prolonged effect on many households in Cornwall and we're continuing to see increasing numbers of people who desperately need local help.

To meet the rising demand, we're planning to recruit more volunteer advisers and have a presence in more places across the county, with outreaches planned in community centres and GP practices as well as our foodbank advice team.

Our funding from Cornwall Council only covers a third of our costs and doesn't allow for expansion to meet growing demand. We would be grateful for any donation that might help us reach more people.

If your members would like more information about the work of Citizens Advice and the sort of cases we're seeing in your area, please contact me. We're always happy to come and talk at council or public meetings.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Wailim Wong". The signature is fluid and cursive, with a long, sweeping underline.

WAILIM WONG - COMMUNICATIONS OFFICER, CITIZENS ADVICE CORNWALL
wailim.wong@cacornwall.org.uk

Parish Dashboard

April 2025 - March 2026

citizens
advice

In this/these parish/ies we helped

Clients	123		
Issues all	833		
Outcomes			
Income gain	31	£117,973	£3,806
Re-imbursements, services, loans	15	£737	£49
Repayments rescheduled	3	£2,565	£855
Other	36	£25,762	£716
Debts written off	2	£19,134	£9,567

Top Issues

Debt	256
Benefits Universal Credit	222
Benefits & tax credits	117
Charitable Support & Food Banks	59
Housing	38

Top 5 benefit issues

01 Initial claim	82
04 Limited capability for work elements	34
22 Localised social welfare	30
02 Standard element	23
28 General Benefit Entitlement	23

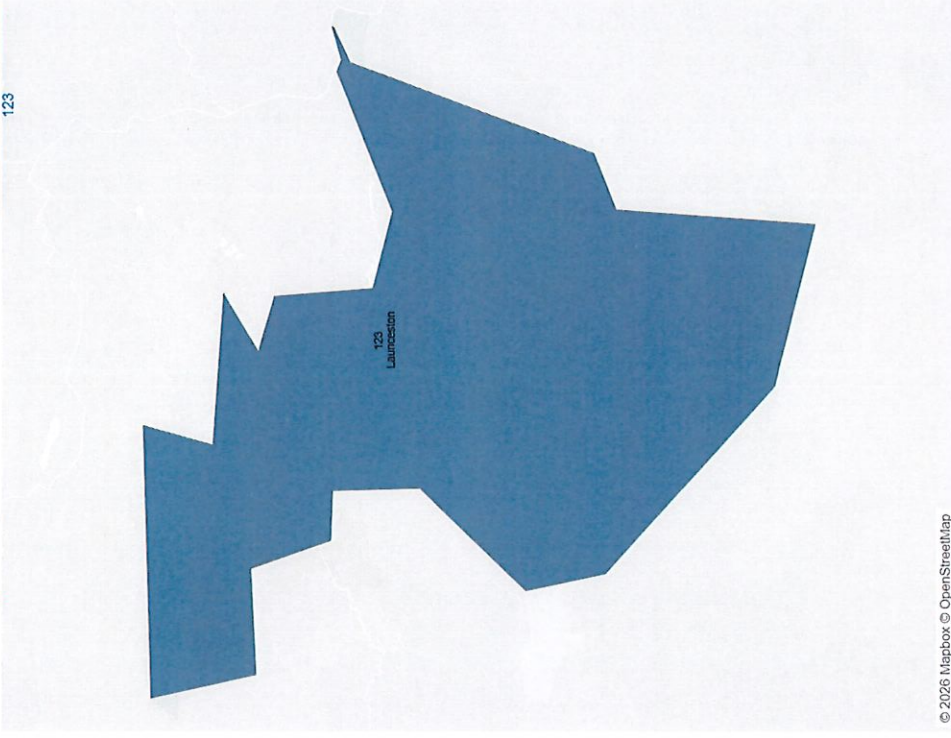
Top 5 debt issues

04 Fuel debts	41
09 Council tax arrears	31
99 Other Debt	25
13 Credit, store & charge card debts	24
49 Debt Relief Order	21

Homelessness

03 Threatened homelessness	4
02 Actual homelessness	1

Clients seen (parishes)



Gender



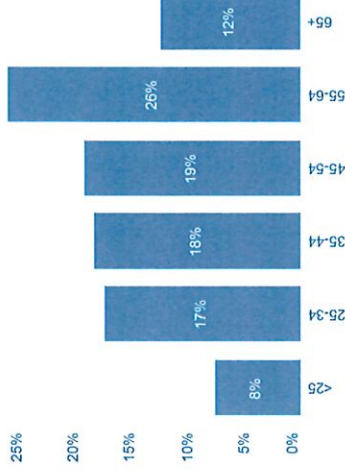
Ethnicity



Disabled or Long term health



Age group



The **Client** figure at the top left of the dashboard represents the total number of unique clients with one or more case notes in the period.

The number before the issue on the **Top benefit issues** chart, and **Top debt issues** chart, is the code for the issue and does not represent the number of issues.