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

Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 15 SEPTEMBER 2026 at 7.00pm in the Town Hall

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

Prayers were read by the Mayor's Chaplain, Reverend Jess Lancaster

2609/32 **Apologies for absence**
Apologies for absence were received from Cllr Green

2607/33 **Declarations of Interest**
Cllr Soanes declared an interest in Agenda Item 11 – Sewerage Issues at Stourscombe
Cllrs O'Brien, Heaton and Soanes declared an interest in Agenda Item 14 – Tree Works

The Cllrs named left the meeting during the discussion of the items listed above and took no part in the debate or voting of the item/s

2607/34 **Allotment Competition**
The Mayor presented awards to the winners of the Allotment Competition

KENSEY - Winner: Mr and Mrs Basford	Highly Commended: Mrs Kate Newberry
DUTSON - Winner: Mr Stanley Smith	Highly Commended: Mrs Caroline Sochanik
GRAMMERS PARK- Winner: Mr Alan Knight	Highly Commended: Mr Richard Guest
OVERALL WINNER: Mr Alan Knight	

2607/35 **Public Representation Session**
Q1 – Representation was made concerning the ongoing issue of inadequate drainage, noxious odours and major drainage blockages in the Stourscombe area and how new houses planned for the area will exacerbate the current issues and should only be built with new separate drainage controls. Residents are concerned that the matter will cause health issues and have received a complete lack of support from South West Water throughout the time that the matters have been occurring. The Town Council are requested to write to the Chief Executive of South West Water and demand an improved sewerage system and also to write to the Chief Executive of Cornwall Council requesting and ongoing programme of drain clearance.

2607/36 **To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of the Council held on Tuesday 21 July 2026 at 7.00pm
(ii) Minutes of the Extraordinary Meeting of the Council held on Tuesday 28 July 2026 at 7.53pm

2607/37 **To receive the minutes of committees and sub-committees previously circulated:**
(i) Draft Planning and Economic Development held on Thursday 28 July 2026 at 7.00pm
(ii) Draft Estates and Properties held on Monday 3 August 2026 at 10.00am

(iii) Draft Planning and Economic Development held on Thursday 20 August 2026 at 7.00pm

(iv) Draft Library, Arts, Business and Information held on Tuesday 1 September 2026 at 7.00pm

(v) Draft Finance and General Purposes held on Wednesday 2 September 2026 at 7.00pm

2607/38 **Change to Order of Business**

It was **resolved** to move Agenda Item 11 - Sewage Issues at Stourscombe Estate to be the next order of business

2607/39 **Sewage Issues at Stourscombe Estate**

It was **resolved unanimously** that, based on the information provided by Stourscombe residents, the Town Council contacts South West Water and Cornwall Council and makes them aware of the concerns raised and requests that they undertake a full survey of the affected area and take such remedial action as may be necessary and that both organisations advise the Town Council of the outcome of said survey

2607/40 **Reports from Cornwall Councillors**

Cornwall Cllr Dennis spoke about the suspension of maternity services at Barnstaple and a review of ongoing staffing levels and that no date for re-opening the site had been given. Cllr Dennis also advised that the roadworks on the A30 would be in place until March 2027, that he had supported the Cornwall Council Climate Resilience and Adaption Bill as well as supporting the Home Choice motion, which shows local housing needs including waiting times and time limits. Cllr Dennis advised that he had no further update regarding repairs to Race Hill and that he had supported Stourscombe residents regarding the ongoing issues in the area

Cllr Bailey advised that the new layout at the Pannier Market car park was not workable and requested that this be reviewed

Cllr Soanes thanked Cllr Dennis for ensuring that work was undertaken on the weeds and moss on pavements in the town

Cllr Gilbert stated that the diversion due to the roadworks on the A30 was having a knock on effect in South Petherwin as it passed the local school

Cllr Anston-Race advised that the same issue was affecting Tregadillett

Cllr Tremain asked about the vacant CEO position at Cornwall Council. **Cllr Dennis** advised that an interim appointment had been made

Cllr Lankston re-iterated the issue of water run off from the pathway adjacent to Cleaverfield

2607/41 **Reports and Questions from Town Councillors**

Cllr Heaton provided an update from the Patient Participation Group (PPG) and gave an update on the Devon and Cornwall ICB's integrating in 2027 and the possibility of the PPG using the Town Hall as a conference venue.

Cllr Haynes provided an update on the Chamber of Commerce and said that following initial difficulties in establishing contact with the organisation a meeting had now been held and that the Chamber was working on a re-launch. Cllr Haynes also reminded cllrs of the surgery being held on Saturday 19 September at St Thomas

Cllr Bailey asked about cllr surgeries and Cllr Haynes provided details of what had been agreed. **Cllr Harris** stated that he supported the idea of surgeries but there were issues regarding suitable venues in South ward. **Cllrs Conway** and **Soanes** identified venues that may be suitable for South ward. **Cllr Young** thanked Cllr Haynes for his work in setting up the surgery. **Cllr Bullen** advised that she would seek to attend the forthcoming surgery.

Cllr Tremain advised that church coffee mornings were a good venue for cllrs to listen to residents and also asked about the Council's strategic plan. **The Clerk** provided an update regarding the strategic plan process.

Cllr Young advised that the advertisement for the Project Director role at Lawrence House would be going live next week

2607/42 **Report from the Town Mayor and Deputy Mayor**

The Mayor advised that she would provide a full update in October

2607/43 **Report from the Town Clerk**

Members considered Report 18/26 concerning the above (previously circulated)
It was **resolved** that;

i) the update regarding proposed drainage works at Grammars Park be noted and the Council agree a sum of £100,000 to permit access to and works to be undertaken at the site
ii) the Council's insurance renewal policy options be noted and it be agreed to undertake a new three year long term agreement and complete the Director Declaration as part of the annual insurance review
iii) membership of a Launceston Show working party to assist with the undertaking of the Council's attendance at the annual show be cllrs Lankston, Tremain, Conway and Gordon

2607/44 **Correspondence and Matters to Note**

It was **resolved** to;

i) note the venue usage

2607/45 **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

2607/56 **Tree Works**

Members considered quotations received for tree works at Windmill Park
It was **resolved** that South West Tree Care be awarded the contract for works and that funding for the works be taken from the General Reserves budget line

2609/47 **Urgent Items**

Cllr Lankston wished the carnival every success for its forthcoming event

Cllr Gilbert reminded all councillors that the Civic Service was being held on Sunday 4 October at 2.00pm at St Thomas Church

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 16 October 2026

The meeting ended at 8.14pm

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

Town Clerk C W Drake
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Launceston Town Council
The Town Hall
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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 10 September 2026 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Gordon, Harris, Lankston, Soanes and Tremain (Chair)
In attendance: Cllrs Heaton
Helen Gribble – Responsible Finance Officer/Deputy Town Clerk

2609/25 Apologies
Apologies for absence were received from Cllrs Green who was substituted by Cllr Soanes

2609/26 Declarations of Interest
Cllr Lankston declared an interest in agenda item 5 planning application PA26/05775.
Cllr's Conway, Gilbert, Gordon and Soanes declared an interest in agenda item 5 planning application PA26/05842. The Deputy Town Clerk issued a dispensation for this agenda item under Standing Order 13(e) so as to maintain the meeting as quorate.

2609/27 Public Representation
There were no representations

2609/28 Minutes of the last meetings
The minutes of the meeting held on 20 August 2026 were signed as a correct record

2609/29 Current Planning Applications for comment

---------- **Cllr Lankston declared an interest and left the room** ----------

Application	PA26/05775
Proposal	Proposed loft conversion including the construction of a pitched dormer to the rear roof slope, installation of a conservation-style rooflight, and associated internal alterations to provide additional habitable accommodation.
Location	2 Lower Cleaverfield Dutson Road Launceston Cornwall
Decision	The Town Council supports this application.

----------**Cllr Lankston rejoined the meeting** ----------

Application	PA26/05842
Proposal	Non-material amendment in relation to decision notice PA25/01457 dated 30/04/2025 to lower the roof of the cafe and main building, change the window design and schedule and make changes to the cladding.
Location	Phoenix Leisure Centre Coronation Park Launceston Cornwall PL15 9DQ
Decision	The Town Council supports this application

2609/30 Planning Decisions to Note
It was **resolved** to note the decisions

Application	PA26/03404
Location	13 Duchy Close Launceston Cornwall PL15 8XL

Proposal	Extension of existing porch
Decision	APPROVED
Town Council	SUPPORT

Application	PA26/03866
Location	Hawkins Motors Ltd Pennygillam Way Pennygillam Industrial Estate Launceston Cornwall PL15 7ED
Proposal	Erection of a storage building for light equipment (Use Class B8) with associated site works
Decision	APPROVED
Town Council	SUPPORT

Application	PA26/04815
Location	3 Chapel Close Launceston Cornwall PL15 7FL
Proposal	Works to trees with a tree preservation TPO12/00032, namely height and radial spread reduction up to 2m on all quarters in addition to a crown lift to a height of 4m, with all pruning cuts should be limited to 70mm diameter
Decision	APPROVED
Town Council	SUPPORT

2609/31 **Correspondence and Items to Note**

Cllr Lankston raised concern over the newly installed speed limit signs outside of the Town Hall and whether the positioning of the sign closest to the Town Hall is too close to the Town Hall which is a listed building. It was agreed the officers would contact highways to see if there was a more suitable position for this sign.

Cllr Conway provided details of correspondence from Launceston Fire Brigade in relation to the low numbers of retained fire fighters at the station. The station is looking for new recruits and are contacting employers within the town to seek their support in recruitment drive.

Next Meeting
The next meeting will be held on Thursday 1 October 2026

The meeting closed at 7.19pm

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

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Launceston Town Council
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE held on Thursday 1 October 2026 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Gordon, Green, Harris, Hogan Lankston, and Tremain (Chair)
In attendance: Cllrs Soanes
Christopher Drake – Town Clerk

2610/01 Apologies
Apologies for absence were received from Cllrs Conway (Deputy Mayor) and

2610/02 Declarations of Interest
There were no declarations of interest

2610/03 Public Representation
There were no representations

2610/04 Minutes of the last meetings
The minutes of the meeting held on 10 September 2026 were signed as a correct record

2610/05 Current Planning Applications for comment

Application	PA26/05412
Proposal	Advertisement consent for erection of illuminated and non-illuminated signs to exterior of the building and redecorating of the exterior of the building
Location	White Horse Inn 14 Newport Square Launceston Cornwall
Decision	Support

Application	PA26/05413
Proposal	Listed building consent for erection of illuminated and non-illuminated signs to exterior of the building and redecorating of the exterior of the building
Location	White Horse Inn 14 Newport Square Launceston Cornwall
Decision	Support

2610/06 Planning Decisions to Note
It was **resolved** to note the decisions

Application	PA26/04285
Location	Poundland 6 Launceston Retail Park Scarne Industrial Estate Launceston Cornwall PL15 9DJ
Proposal	Advert Consent: External and internally illuminated signage
Decision	APPROVED
Town Council	SUPPORT

2610/07 Correspondence and Items to Note
There were no items for consideration

Next Meeting
The next meeting will be held on Thursday 1 October 2026

The meeting closed at 7.02pm

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

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Launceston Town Council
The Town Hall
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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 5 October 2026
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs, Conway (Deputy Mayor), Bullen, Gordon, Harris, Heaton and Hogan
In attendance: Cllr Soanes
Martin Cornish (Estates & Properties Manager)
Ewan Murray (Visitor Information Centre Manager)
Lauren Greene (Project Support Officer)

A site meeting around the Town Hall was held prior to the meeting

2610/08 **Apologies for Absence**
Apologies for absence were received from Cllr Gilbert (Mayor) & Cllr Young

2610/09 **Declarations of Interest**
There were no declarations of interest

2610/10 **Public Representation Session**
There were no representations made

****Cllr Conway asked for best wishes to be passed onto Cllr Young on behalf of the committee****

2610/11 **Minutes of the last meeting**
The minutes of the meeting held on Monday 3 August were signed as a correct record

2610/12 **Estates & Properties Manager's Report – October 2025**
It was **resolved unanimously** to note the report

2610/13 **Cemetery Gates**
It was **resolved unanimously** for the gates to remain open. This is to be monitored and reviewed at the next committee meeting

2610/14 **Grave Digging**
It was **resolved unanimously** that from November 2026 onwards the digging of graves be sourced and undertaken by the funeral director

2610/15 **Coach Park Noticeboard**
It was **agreed unanimously** that Lanson in Bloom install a noticeboard at the Coach Park

2610/16 **Radon Testing**

It was **resolved unanimously** that radon testing kits be purchased and located around Council owned properties for monitoring purposes

2610/17 **Town Hall Fire Panel**

It was **resolved unanimously** that the fire panel be replaced immediately and be funded from General Reserves

2610/18 **Urgent Items**

It was noted that the site visit prior to December's meeting take place at Southgate Arch

Date of the next meeting

The next meeting date will be held on Monday 7 December 2026

The meeting closed at 10.38am

Mayor's Engagements

31st July. Art Exhibition at Gulworthy, Nr. Tavistock.

Mayor.

31st August. Open Day at Bowden Derra.

Mayor and Consort.

20th September. Launceston Lions Luncheon.

Mayor and Consort

23rd September. National Day Art Week in Care Homes, Kernow House.

Mayor

3rd October. Presentations Club Trophies at Kensey Vale Bowling Club.

Mayor and Consort

3rd October. Opening of The Refill Hub, Launceston.

Mayor

4th October. Mayor's Civic Service.

Mayor and Consort.

6th October. Phyllis Northam's 100th Birthday at Cedar Grange.

Mayor.

13th October. Challenge Poverty Week, Launceston.

Mayor

17th October. Memory Cafe 19th Birthday, Launceston.

Mayor

18th October. Civic Service, West Devon Mayor.

Mayor and Consort.

Agenda item: 9

Committee: Full Council

Date: Tuesday 16 October 2026

Subject: Clerk's Update Report

Summary: To note and agree the details on a range of the Council's projects

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Recommendations.

The Council is recommended to:

i) **note the update of the library hub building and the required works regarding full compliance with the original Scope of Works**

ii) **note the progress for works on the Town Hall heating system and agree the costs for the installation of a new Building Management System (BMS), detailed as Option 1 at paragraph 2.2**

iii) **note the details of the railway project Expressions of Interest and the Council's ongoing procurement processes**

iv) **note the update regarding the proposed strategic plan**

v) **note the update regarding the lease for storage units at Pennygillam**

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1 Library Hub

1.1 As required for the project to continue, the radon system survey at the library hub has been completed and the system is now working, meaning the site can be safely accessed. It was noted that what is installed are not radon pumps as such, they are PIV (positive input ventilation) units which supply filtered, fresh air to the two basement rooms and meet required regulations Part F & L. They improve the air quality whilst outdoor pollutants including traffic fumes, pollen and Radon are kept to a minimum. In addition, JNC Fire consultants have visited to begin the review process and form Monday 12 October, Allium were on site to undertake a full asbestos survey.

1.2 The appointed project management (PM) team have advised that Hayhurst Architects have provided them with the design team appointment documents, which have raised a few queries regarding the proposed execution of the appointments and associated collateral warranties. Having reviewed the individual consultants' Scopes of Works, the PM has advised that requirement clearly states that appointments are to be executed as a deed. However, the documents provided by Hayhurst assume execution under hand. When the PM queried this, Hayhurst confirmed that this had not previously been discussed with the Town Council and that they (Hayhurst) had made this assumption based on the value of the works. Hayhurst also advised that execution as deeds could be more complicated and may incur additional costs.

1.3 Given that this requirement is clearly stated in the Scopes of Works, the PM has stated that they would expect the design team to have tendered on that basis and would not anticipate any additional costs arising from compliance with this requirement, unless execution as a deed was expressly excluded or otherwise clarified in their tender submission or during the tender interview process. The Clerk has been asked to confirm this.

1.4 By way of background, the distinction is important, particularly in relation to the limitation period for bringing a contractual claim. In England and Wales, the usual limitation periods are:

- Executed under hand: generally six years from the date the cause of action accrues.

- Executed as a deed: generally 12 years from the date the cause of action accrues.

1.5 While the applicable limitation period will depend on the circumstances and the terms of the relevant documents, execution as a deed can provide a longer period in which to bring a claim. Hayhurst's assumption appears to be based on the value of the works. However, given this is a circa £1.8 million building contract involving complex works within a listed building, the PM does not consider the value or nature of the project to be low. Furthermore, the PM cannot recall another example where they have seen an architect's appointment executed under hand for works of this value and complexity.

1.6 Although the execution method of the main building contract does not automatically determine how the design team appointments should be executed, the PM considers it important that the Council takes a consistent and considered approach across the contractual arrangements, particularly given the design team's responsibilities. For context, the PM appointment with the Council was executed under hand, however, this does not include design responsibility and is therefore not directly comparable.

1.7 The PM has requested confirmation from the Town Council, as the client, that it intends to maintain the requirement set out in the Scopes of Works for consultant appointments to be executed as deeds. Their recommendation would be to retain this requirement and proceed with execution as a deed.

1.8 The Clerk has confirmed the above and the PM has advised that they will relay the Council's position to Hayhurst and ask them to amend the documents accordingly.

2 Town Hall

2.1 The Estates and Properties Manger is working to ensure that the heating system within the Town Hall is fully operational, this follows the installation of a replacement boiler last year. The system appears to have a number of components and it has proved challenging to ensure proper heat distribution throughout the building so that all areas are sufficiently heated without some parts of the building being too hot or not having any heat at all.

2.2 Following investigative works carried out on 12 October, the Council has been provided with the following quotations for works;

Option 1

Building Management System (BMS) control works:
Disconnect/remove and testing. The existing control panels, outstation controllers, network equipment, power supplies, and associated BMS hardware that have reached the end of their life shall be safely isolated and removed in accordance with current electrical regulations. Existing control wiring will be inspected, tested, and retained for continued service. Any damaged, obsolete or non-compliant cabling identified during the installation shall be reported and costed (initial inspection indicates all cabling is to standard).
Existing field devices, including temperature sensors, pressure sensors, actuators, valve assemblies, dampers, and metering equipment shall be assessed for compatibility with the new BMS and will be integrated to the new BMS.

New BMS system
We will provide and install a new BMS controllers, infrastructure, power supplies, communication modules, and a user interface touchscreen workstation and web-based supervisory access. New control panels shall be installed where required, complete with appropriate circuit protection, labelling, terminal identification and documentation.
The new BMS shall be configured to provide control and monitoring of the building services plant. Control strategies shall be programmed in accordance with the original design intent and current operational requirements. The installation shall include the development of alarm management, trend logging, time schedules optimisation routines, and remote access functionality where permitted by the clients IT policies.

Completion
On completion of the proposed works, a comprehensive commissioning process shall be undertaken, including point-to-point testing, controller verification, network integrity testing, sensor calibration checks, actuator stroke testing, alarm verification, and operational testing of all connected plant. Control sequences shall be proven under live operating conditions to ensure satisfactory performance and compliance.
Upon completion of the commissioning, a full system back up file for your records, will be provided.

£4,890.90 Excl VAT

Option 2
Heating works: Disconnect and remove. The existing central heating system will be drained.
New strainers and filter levers provided and installed
2 x lever valves, complete with integrated filters.
1 x Strainer

Professional system power flush
To further increase the efficiency of the existing radiators and the reliability and lifespan of the system as a whole, we offer an optional "Power-flush system cleansing". The existing central heating system would be professionally power flushed to remove internal debris, sludge and corrosive particles etc. This procedure involves a high flow rate central heating system flush, by means of an industry leading power flushing machine; complete with an internal chemical scrub. The power flushing procedure will render the central heating system as efficient as possible.

System Power-flush Features and Benefits:
1. Thoroughly flushes system, including drain down, internal cleansing, de-sludge & inhibitor.
2. Clears Sludge and most system debris enhancing the performance and efficiency of the heating system.
3. It prolongs the life and operation of your central heating system.
4. The procedure will increase performance and efficiency, which ultimately means lower running costs.
5. It will also reduce the likelihood of regular breakdowns, such as pump seizure, heat exchanger fouling etc.

Completion
On completion of the proposed works the central heating system will be refilled complete with an internal corrosion inhibitor and will be fully tested.

£1,596.32 Excl VAT

3 Rail Project and Procurement

3.1 The closing date for Expressions of Interest (EOI) for the railway project was 9 October and a total of 8 EOI's were received and these were opened and formally logged by the Mayor on Monday 12 October and have now been sent to contractors who are undertaking the scoring and eligibility of submissions. A recommendation will then be made as to which companies be invited to tender.

3.2 Officers have been undertaking work to ensure that correct procurement procedure is followed for this and all other Council projects following changes to policy. For information, Members are requested to note that dependent on whether a procurement is for goods, supplies and services or for works, the threshold for 'UK 4' tender notices for goods, supplies and services on Find a Tender (FTS) is £30,000. If the contract value is between £30,000 - £207,720 including VAT and the Council plan to advertise the opportunity anywhere, then

publishing an official 'Below-Threshold' UK 4 tender notice on FTS is mandatory and must happen before we advertise the opportunity. If the Council don't advertise the opportunity, (e.g. we plan to issue the tender to a closed list of suppliers/contractors), the Council are not required to post a UK 4 contracts notice but do still need to post the 'UK 6' contract award notice.

3.3 There is an opportunity for some services to be classed as 'light-touch' and the thresholds for these are higher (£663,540). There is a long list of services that are in the light-touch regime and the area that most applicable to our sector is various 'cultural services'. In regards to the library hub, the most recent tender (£270k) exceeded the threshold value for qualifying as a 'covered procurement' and so potentially should have been processed via an e-procurement platform such as ProContract, as following the Procurement Act 2023 coming into force in February 2025, Find a Tender (FTS) became the Central Digital Platform and for parish/town councils and other local authorities, it replaced Contracts Finder as the statutory publication platform for procurements under the new regime. Government guidance is explicit that 'FTS replaces Contracts Finder as the place of publication for below-threshold procurements, however Contracts Finder remains available for procurements started under the old Public Contracts Regulations 2015 to continue under the old regime'.

4 Strategic Plan Works

4.1 Further to a follow up email, the Council received a response from Council HR and Governance Support (CHRGS) regarding the Council working on the production of a new strategic plan. CHRGS Director, James Corrigan has advised that the organisation 'have been snowed under with a few long running cases the past couple of months and are discussing with colleagues their capacity over the next few days next week and will be better able to come back to you with some dates to start the project'.

5 Lease for Storage Units at Pennygillam

5.1 The Clerk advised Members at the September meeting of Council that work was ongoing to complete the legal requirements for the leasehold of units at Pennygillam Industrial Estate that will be used to house the museum collection whilst works are ongoing at Lawrence House. Due to the expected time frame for completion of these legal works, the Clerk liaised with the landlord of the premises who offered a draft licence that would allow the Council to access the site prior to the lease being agreed.

5.2 Following review of the draft licence sent by the landlord's solicitor, the Council's solicitors advised that it was missing a substantial amount of the terms and provisions that would usually be expected within a licence to occupy and a number of the provisions that have been included would not be suitable in this situation, for example defining the property by reference to a lease which is not yet in existence. Amending and re-drafting the initial document in order for it to be suitable would likely be more time-intensive than drafting a new one, and so the Council's solicitors have drafted a new licence for the landlord's solicitor to review and approve. The cost of this additional work will not be passed on to the Town Council and so this will not affect the fee estimate provided for this matter.

5.3 The initial draft from the landlord's solicitor provides for the licence to be terminated at a time earlier of a lease being granted and the expiry of at least 7 days' notice being given by one party to the other. Licences to occupy are in their nature intended to be short-term agreements that allow a party to occupy a property and will usually be able to be terminated at relatively short notice. However the Council requested that this be extended to 14 days' notice. Members are requested to note that this 14 day period is only for the licence to occupy early and not the long term lease, which will contain a six month notice period.

5.4 The Landlord's solicitor has advised that their client is objecting to the licence being used on the basis that it does not include provisions for regular rental payments or occupation costs and has said they will require we proceed with dealing with the lease without the licence being put in place in the meantime.

5.5 Our solicitors have highlighted that the initial licence draft had not included these provisions and that these terms had not been provided to enable us to consider them or include them within the drafting. Our solicitors have requested that the landlord confirm what their proposed licence fee payment terms are so that further instructions can be taken on this.

5.6 In the meantime, the landlord's solicitors have asked whether we can aim for completion of the lease by 30 October. From our solicitors perspective, they have advised that whilst they can aim for this date it would be a tight turnaround time to have all documents agreed, enquiries satisfied, and be able to have everything signed ready for completion. They will work to progress the matter as quickly as they can, but would not be able to provide guarantees of a completion date as this can be affected by matters outside of all parties control including the co-operation of the parties involved and whether any issues are identified during the due diligence process.

5.7 Solicitors for the landlord have also asked whether replies to Commercial Property Standard Enquiries (CPSE) 3 and CPSE 7 will be required in this instance. CPSE 7 is a short-form set of enquiries intended to be applicable to all commercial property transactions to provide more information about the property, title, and any issues experienced, whilst CPSE 3 contains additional enquiries relating specifically to the granting of a lease. It is the case that we would usually be able to rely upon the responses given with these reply forms, and confirmation of this reliance is something our solicitors would include within the lease. The Clerk has confirmed the Council are happy to proceed with requesting these replies. The Clerk has also confirmed that the Council will not require property searches to be carried out in relation to the units.

5.8 In terms of the draft lease documents, these include a licence for alterations for the works being proposed by the Council and copies of the proposed drawings and specifications will need to be annexed to the licence prior to completion to confirm what the consent is being given in relation to. Officers have requested drawings/ specifications from the quantity surveyor working on the project.

Contact officer: Christopher Drake – Town Clerk
Tuesday 13 October 2026

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	No*	'Yes' means that this authority:	
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:

16/06/2026

and recorded as minute reference:

MINUTE REFERENCE

2606/26

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

Chair N. Gilbert

SIGNATURE REQUIRED

Clerk C.W. Ith

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2025/26 for

Launceston Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
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 cash-book 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.

SIGN REQUIRED

Date 11/06/2026.

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

16/06/2026

as recorded in minute reference:

MINUTE REFERENCE 2606/21

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

SIGN REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Launceston Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

BDO LLP Southampton

External Auditor Signature DocuSigned by: BDO LLP 467DFB746A8A428... Date 21 September 2026

From 20/09/2026 to 19/10/2026

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	21	55.5
Entire Town Hall	1	8
External Hires	27	79
Guildhall	2	10
Kitchen Bar and Reception Area	5	27.25
Main Hall	31	143
Otho Peter Suite 01	2	2.5
Otho Peter Suite 02	12	26
Otho Peter Suite Both Rooms	3	6
Town Square	7	34.5
Total	111	