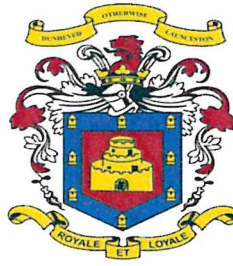


Town Clerk C W Drake  
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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL15 7AR

To: All members of the Estates and Properties Committee  
Cllrs Young (Town Mayor), Gordon (Deputy Mayor), Keighley, O'Brien, Sandercock, Tremain, Conway, Hogan  
and Harris. *Cc all members of the Council for information*

**You are summoned to attend a meeting of the Estates and Properties Committee on Monday 07 August 2017 at 10am to be held at the Town Hall. The agenda is set out below.**

Christopher Drake  
Town Clerk

Date of 31 July 2017

## A G E N D A

- 1 **Apologies for absence**
- 2 **Declarations of Interest**  
Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a request for a dispensation is agreed.
- 3 **Public Representation Session**  
An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)
- 4 **Minutes of the last meeting**  
To sign the minutes of the meeting held on 5 June 2017 (attached)
- 5 **Presentation by Mr Robert Moor.**  
Mr Moor will explain the "The Living Churchyards Project" a joint initiative between Cornwall Wildlife Trust and the Diocese of Truro.
- 6 **To Discuss the Findings of earlier Site Visits**
- 7 **Property Manager's Report**  
Update on on-going maintenance and items agreed at previous meetings.
- 8 **South Gate Arch.**  
To consider the proposal from Karin Beasant and Colin Symonds for the hire of South Gate Arch.
- 9 **The Ambulance Hall.**  
To consider the Fire Risk Assessment report and to agree for the works to be carried out.

- 10 **Town Hall main lighting**  
To consider the estimates received for the replacement of the main lighting dimmer packs
- 11 **To receive the Electrical Installation Condition Report carried out on the West Gate Car Park.**  
To consider the report and to agree for the works to be carried out.
- 12 **West Gate Car Park**  
To consider the estimates received for the painting of the internal walls, stanchions and stairwells of the Car park.
- 13 **To receive the Properties Managers Cemetery Burial report**  
To consider the report, and to discuss the options to provide additional burial plots.
- 14 **Allotment Judging**  
To agree on the judges for the allotment awards to be carried out during the National Allotment Week commencing the 14<sup>th</sup> August.
- 15 **Urgent Items**  
To receive any items considered by the Chairman to be urgent (information only)

**Date of the next meeting**

To agree the date of the next meeting – Monday 2<sup>nd</sup> October 2017