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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ANNUAL MEETING
held on TUESDAY 16 MAY 2017 at 7pm in the Guildhall

- PRESENT** Cllrs Bugden-Cawsey, Conway, Gordon, Harris, Hogan (Town Mayor), Keighley, Mitchell, Nancarrow, O'Brien, Tremain, Young (Deputy Mayor)
In attendance: Christopher Drake (Town Clerk), County Councillor Massey, Amy Dennis (C&D Post), 9 x Public
- 1705/28 Election of Town Mayor**
Cllr O'Brien proposed, and Cllr Bugden-Cawsey seconded, that Cllr Margaret Young should be elected as Mayor for 2017/2018. This was **resolved unanimously**.
- It was noted that the formal induction of the Mayor would be held on Friday 30 June
- 1705/29 Acceptance of Office**
Cllr Young formally accepted the nomination and signed the Declaration of Acceptance of Office
- 1705/30 Apologies for absence**
Apologies for absence were received from Councillor Sandercock
- 1705/31 Election of the Deputy Town Mayor**
Cllr Keighley proposed, and Cllr Tremain seconded, that Cllr Dave Gordon should be elected as Deputy Mayor for 2017/2018. This was **resolved**.
- 1705/32 Acceptance of Office**
Cllr Gordon formally accepted the nomination and signed the Declaration of Acceptance of Office.
- The Mayor stood to welcome newly elected Councillor Anna Mitchell
- 1705/33 Co-option to the Council (2 x South Ward and 2 x Central Ward)**
Mrs Williams, Mrs Allen, Mrs Cooper, Mrs Falkenstein, Mr Penhale and Mrs Bullen spoke about their interest in joining the Town Council. Ballots were held for each seat in each ward and;
Mrs Allen and Mrs Cooper were co-opted to South Ward
Mrs Bullen and Mrs Williams were co-opted to Central Ward
- The co-opted councillors signed the Declaration of Acceptance of Office before taking their place at the table.
- 1705/34 Declarations of Interest**
Councillors were reminded that all interests must be declared before the item to be discussed

- 1705/35 Declaration of Acceptance of Office**
This matter had been previously resolved
- 1705/36 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the meeting of the Full Council held on Tuesday 18 April 2017 at 7pm subject to the amendment to Resolved Item 1704/09 that Cllr Bullen left the Chamber and not Cllr Nancarrow
- 1705/37 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub committees:
Planning and Economic Development Committee held on Thursday 27 April 2017 at 7pm
Finance and General Purposes Committee held on Wednesday 3 May 2017 at 7.00pm
- 1705/38 Deferral of Standing Order 5 j paragraphs (v) to (xix)**
It was **resolved** to defer to a future meeting the provisions of paragraph (v) and those up to and including (xix) of Standing Order 5j
- 1705/39 Standing Committees**
It was **resolved** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:
- a) Finance and General Purposes Committee
Cllrs Bullen, Conway, Allen, Keighley, O'Brien, Cooper and Sandercock
 - b) Planning and Economic Development Committee
Cllrs Bugden-Cawsey, Williams, Hogan, Harris, Nancarrow, Mitchell and Tremain.
 - c) Lawrence House Museum Management Committee
Cllrs Harris, Hogan, Keighley, Cooper and Tremain.
 - d) Staffing Committee
Cllrs Keighley, O'Brien and Tremain.
 - e) Estates and Properties Committee
Cllrs Hogan, Harris, Keighley, Sandercock, Tremain, Conway and the Chair of Finance & General Purposes Committee.
 - f) Tourism and Information Services Committee
Cllrs Mitchell, Bugden-Cawsey, Cooper and Nancarrow.

Cllrs Conway and Harris requested that their vote against the make up of the Staffing Committee, be recorded

- 1705/40 Appointments to Organisations**
It was **resolved** to make the following appointments:
- a) Eventide Trust - The Mayor and Deputy Mayor
 - b) Twinning Association - Cllr Hogan
 - c) CALC - Cllrs O'Brien and Conway
 - d) Launceston Sports – Cllr Gordon
 - e) Launceston In Bloom - Cllr Williams

- f) Police Liaison - Cllrs Cooper and Mitchell
- g) Launceston Chamber of Commerce – Cllr Bugden-Cawsey
- h) Friends of Launceston Priory – Cllr Tremain
- i) Launceston Town Youth Council – Cllr Young
- j) Launceston Community Network Panel – Cllr O’Brien
- k) Town CCTV Committee – Cllrs Cooper and Mitchell
- l) FLIC – Cllr Young
- m) Charles Causley Festival – Cllrs Nancarrow, Allen and Cooper
- n) Coronation Park Trust – Cllrs Hogan, Gordon and Sandercock
- o) Launceston Municipal Charities – Cllrs Tremain and Young
- p) Street Pastors – Cllr Harris
- q) Lanstephan Play Area – Cllr Harris
- r) Little Red Bus – Cllr Gordon
- s) Orchard Youth Project – Cllr Harris
- t) Emergency Plan – Cllrs O’Brien, Hogan, the Mayor and Deputy Mayor

1705/41 Calendar of Meetings 2017-2018

The calendar had been circulated with the agenda and was approved

1705/42 General Power of Competence

It was **resolved** to confirm that the Council met the eligibility criteria to adopt the General Power of Competence following confirmation that Launceston Town Council

- (a) has at least 2/3 of members elected (11)
- (b) that the Clerk holds the Certificate in Local Council Administration (CiLCA), and
- (c) the Clerk has passed the Cilca module on the General Power of Competence

1705/43 Annual Return Annual Governance Statement 2016-2017

The Annual Return had been circulated with the agenda.

The Town Clerk read out the nine statements making up the Annual Governance Statement 2016-2017 and each one was agreed separately by the Council. It was then **resolved** to approve the Governance Statement and it was signed by the Town Mayor and Town Clerk.

1705/44 Annual Return Annual Accounting Statements 2016-2017

The Annual Return had been circulated with the agenda.

The Council considered the Accounting Statements for 2016-2017 and it was **resolved** to approve the Accounting Statements as presented. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer.

1705/45 Correspondence and matters to note

- The letters of thanks from grant recipients were noted
- The update regarding the transfer of the former St John’s Ambulance Hall was noted and the Mayor thanked Cllr Hogan and the Town Clerk for their work on the project. Cllr Hogan stood to thank all councillors, past and present, for their work on the project

1705/46 Reports from Cornwall Councillors

Cornwall Councillor Massey began by explaining that Cornwall Council was still in the process of agreeing its administration following the recent elections. Cllr Massey spoke about the recent air quality review that had been undertaken and the areas in Launceston that were identified as requiring action.

Cllr Massey continued her update by reporting on the actions taking regarding parking at school sites and that the no parking areas are backed up with enforcement notices

Cllr Keighley asked if there was any update regarding the poor condition of Bakers Arms premises

Cllr Massey advised that formal notices had been served for both the Bakers Arms and the former Spry's building

Cllr Tremain congratulated Cllr Massey on her re-election and stated how pleased he was to hear about the action regarding parking outside of schools

Cllr O'Brien spoke about the possibility of a footbridge at Newport and that this had been discussed matter approximately three to four years ago and that the proposal was still a policy of the Town Council

Cllr Massey advised that work was being done in regards to this

Cllr Conway said that

- 1) he was pleased to hear about the parking enforcement in place at schools
- 2) work needed to be done to help improve air quality in the town and action should be considered on HGV movements in the north of the town
- 3) was action being taken in regards to the issue at Angel Hill

Cllr Massey said that the DPD document due for release in June, would require consultation and this could include the issue of HGV movements. Cllr Massey also advised that she had held a site meeting at Angel Hill and that anyone could report highways issues using the Cornwall Council website

1705/47

Reports and Questions from Town Councillors

Cllr Harris said that the Lanstephan play area had been completed and was looking good and thanked the local residents who had worked to bring the scheme to fruition as well as thanking the Town Council Grounds Maintenance team and Properties Manager Mr David James.

Cllr Harris also advised that the Street Pastors AGM was being held in June

1705/48

Urgent Items

There were no urgent items

Date of the next meeting of the Council

The next meeting will be held on Tuesday 20 June 2017 at 7pm in the Guildhall.

The meeting ended at 8.35pm.

Signed Date