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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING

held on THURSDAY 17 MAY 2018 at 2pm at Launceston Town Hall
and adjourned until TUESDAY 22 MAY 2018 at 7pm in the Guildhall

PRESENT Cllrs, Allen, Bailey, Bullen, Conway, Gordon, Harris, Hogan, Keighley, Nancarrow, O'Brien, Penhale, Tremain, Williams, Young. Town Clerk (Christopher Drake).

Guests of the Mayor and Council and Town Council staff present on 17 May. Members of the press and public on 22 May.

1805/28 Election of the Town Mayor

Cllr O'Brien proposed, and Cllr Nancarrow seconded, that Cllr Margaret Young should be elected as Mayor for 2018/2019. This was **unanimously agreed**.

1805/29 Acceptance of Office

Cllr Young formally accepted the nomination and signed the Acceptance Book and Declaration

1805/30 Apologies for absence

Councillor Budgen – Cawsey gave apologies for both parts of the meeting, Cllr Mitchell gave apologies for the first part of the meeting. Cornwall Cllrs Farrington and Paynter attended the first part; All Cornwall Councillors sent apologies for the second part

1805/31 Election of the Deputy Town Mayor

Cllr O'Brien proposed, and Cllr Nancarrow seconded, that Cllr Dave Gordon should be elected as Deputy Mayor for 2018/2019. This was **unanimously agreed**.

1805/32 Acceptance of Office

Cllr Gordon formally accepted the nomination and signed the Declaration.

1805/33 Awards of Appreciation

An Award of Appreciation was made to Mr Leslie Baker

1805/34 Adjournment of Meeting

It was **resolved** to adjourn the meeting until Tuesday 22 May at 7pm.

1805/35 Declarations of Interest

Councillors were 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 written request for a dispensation has been received

1805/36 Reports from Cornwall Councillors

Members received a written report from Cornwall Councillors

- 1805/37 Reports from Town Councillors**
There were no reports received
- 1805/38 Report from the Town Mayor**
The Mayor said that she had enjoyed the recent visit from St Tudy's School, and also gave an update regarding the meetings with Cornwall Council, including a forthcoming feasibility visit in regards to the potential devolution of the library service
- 1805/39 To confirm the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Council meeting held on 17 April 2018
- 1805/40 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, previously circulated:
(i) Planning and Economic Development Committee held on Thursday 19 April at 7pm
(ii) Finance and General Purposes Committee held on Wednesday 2 May at 7pm
(iii) Tourism and Information Services Committee held on Thursday 3 May at 5.15pm
- 1805/41 To review and adopt Committee Terms of Reference**
It was **resolved** that all Terms of Reference as attached be adopted, subject to the amendment that Outside Body representatives be removed from the committee membership of the Tourism and Information Services committee and be invited to attend meetings as required
Cllr Mitchell requested that her vote against the amendment be recorded
- 1805/42 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 Allen, Bailey, Bullen, Conway, Keighley, O'Brien and Penhale
b) Planning and Economic Development Committee
Cllrs Allen, Bugden-Cawsey, Harris, Hogan, Nancarrow, Tremain and Williams
c) Lawrence House Museum Management Committee
Cllrs Harris, Hogan, Keighley, O'Brien and Tremain.
d) Staffing Committee
Chairman of the Finance, Planning and Estates committees
e) Estates and Properties Committee
Cllrs Bailey, Conway, Harris, Hogan, Keighley, O'Brien and Chair of Finance & General Purposes Committee (A replacement member will be required if any of the above, as applicable, are elected as Chair of the Finance & General Purposes Committee)
f) Tourism and Information Services Committee
Cllrs Bullen, Mitchell, Nancarrow and Penhale

1805/43 To review and adopt Standing Orders
It was **resolved** to adopt the current Standing Orders

1805/44 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 - Cllr O'Brien and Cllr Conway
- d) Launceston Sports – Cllr Gordon
- e) Launceston In Bloom - Cllr Williams
- f) Police Liaison - Cllr Allen and Cllr Mitchell
- g) Launceston Chamber of Commerce – Cllr Bugden-Cawsey and Cllr Bailey
- 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 – Cllr Allen and Cllr Mitchell
- l) FLIC – Cllr Young
- m) Charles Causley Festival – Cllr Nancarrow and Cllr Williams
- n) Coronation Park Trust – Cllrs Bullen, Gordon and Hogan
- o) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- p) Street Pastors – Cllr Harris
- q) Little Red Bus – Cllr Gordon
- r) Orchard Youth Project – Cllr Harris
- s) Emergency Plan – Cllr Gordon, Cllr Hogan, Cllr O'Brien, Cllr Young
- t) Launceston Matters - Cllr Williams and Cllr Bailey
- u) Launceston Loyalty Card – Cllr Mitchell and Cllr Allen

1805/45 To review the inventory of Town Council land and assets
It was **resolved** to note the inventory of Council assets subject to the amendment to remove the listing for the youth shelter at page 11 as this had now been removed

1805/46 Calendar of Meetings 2018-2019
The calendar had been circulated with the agenda and was **resolved** subject to the amendments that the meetings of the Planning Committee for 31 May 2018 and 21 June 2018 be moved to 7 June 2018 and 28 June 2018 respectively.

1805/47 Annual Return Annual Governance Statement 2017-2018
The Annual Return had been circulated with the agenda.

The Town Clerk read out the nine statements making up the Annual Governance Statement 2017-2018 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.

1805/47 Annual Return Annual Accounting Statements 2017-2018
The Annual Return had been circulated with the agenda.

The Council considered the Accounting Statements for 2017-2018 and it was **resolved** to approve the Accounting Statements as presented. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer.

- 1805/48 Community Speedwatch**
It was **resolved** to note the request and details regarding additional members for the scheme and Cllr Allen stated that she would liaise with local Neighbourhood Watch teams advising of the need for Speedwatch membership
- 1805/49 Ambulance Hall Broadband**
It was **resolved unanimously** to install broadband at the Ambulance Hall at a cost of £1185
- 1805/50 Clean Air Day – Launceston**
It was **resolved** that Cllrs Young and Williams would attend the Clean Air Day.
It was further **resolved** that a letter be sent to Cornwall Council highlighting the air quality issues in Launceston and requesting that a scheme to install a pedestrian footbridge at Newport be instigated and that signage be erected advising of the issues of air quality and requesting that motorists turn off their vehicle’s engine when stationary
- 1805/51 Correspondence and Matters to Note**
It was **resolved** to note the following items of correspondence:
1. Letters of thanks for grants from Launceston Male Voice Choir, Launceston Carnival, Dunheved Bowling Club, Launceston Pre-School, Launceston Choral Society and Launceston In Bloom
- 1805/52 Urgent Items**
The Town Clerk advised of changes to access to the Council’s wi-fi facility. These changes will limit access and ensure that the Council is compliant with GDPR requirements

Date of the next meeting

The next Full Council meeting will be held on Tuesday 19 June 2018

The meeting ended at 8.10pm.

Signed Date