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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

MINUTES OF THE MEETING of the  
FINANCE & GENERAL PURPOSES COMMITTEE

held in the Otho Peter Room, Launceston Town Hall, on Wednesday 7 December 2016 at 7pm

PRESENT: Cllrs Bullen, Hogan, Keighley, O'Brien (Chairman), Phillips, Sandercock, Tremain  
(substitute for Cllr Young)  
In attendance: Helen Gribble (RFO/Support Services Manager)

**1612/12 Apologies for absence**  
Apologies were received from Cllr Conway, Denton and Young

**1612/13 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.

No declarations of interest were made.

**1612/14 Public Representation Session**  
No issues were raised.

**1612/15 Minutes of the last meeting**  
The minutes of the meeting of 2 November 2016 were signed as a correct record with one amendment that Cllr Phillips sent his apologies for the meeting.

**1612/16 Finance**  
It was **resolved** to approve the cheques for payment (vouchers 500 to 607) as per the list appended to these minutes. Cllr Keighley carried out a random check of payments for audit purposes (voucher no's 501, 514 and 540).

It was **resolved** to approve the balance sheet for October 2016.

It was **resolved** to approve the income and expenditure account for October 2016.

The bank statements up to 31 November were available at the meeting.

Cllr Bullen would conduct the payments check for January.

**1612/17 Distribution costs of bi-monthly newsletter**  
It was **resolved** to continue with the Councillor distribution of the newsletter until the trial period of three newsletters had been completed.

1612/18

**Election Costs**

The estimated election costs for May 2017 were **noted**.

1612/19

**Fees and charges 2017-2018**

It was **resolved** to approve the proposed reduced hire charges for the Town Hall with one amendment that the NSPCC lunch remains free of charge.

It was **resolved** to approve the amendments to the Town Hall hire charges for 2017-2018.

It was **resolved** to approve the Town Square hire charges for 2017-2018.

It was **resolved** to approve the car park charges for 2017-2018.

The Town Clerk continues to have the discretion to decide on reduced hire charges for the Town Hall and Town Square.

1612/20

**Direct Debit and Standing Order Payments**

It was **resolved** to approve the payments made by Direct Debit and Standing Order.

1612/21

**Budget**

It was **resolved** to approve the budget for 2017/18 with one amendment that the budget for Councillor Training be increased to £1,000.

1612/22

**Miscellaneous Expenditure**

It was **resolved** to approve the miscellaneous expenditure in relation to the Christmas Meal.

1612/23

**Urgent Items**

A draft Online Payments Protocol was circulated to all members for their feedback. The final draft will be considered at the January meeting.

**Date of Next Meeting**

The next meeting will be held on Wednesday 18 January 2017 at 7pm.

The meeting closed at 8.15 pm.

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