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Launceston Town Council
The Town Hall
Launceston
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MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the Otho Peter Room, Launceston Town Hall, on Wednesday 8 June 2016 at 7pm

PRESENT: Cllrs Bullen, Conway, Denton, Cllr Hogan (Town Mayor), Keighley, O'Brien (Chairman), Phillips, Sandercock and Young (Deputy Mayor).
In attendance: Rita Skinner (Town Clerk), Helen Gribble (Accounts Manager)

1606/01 Apologies for absence

All members of the committee were present.

1606/02 Election of Chairman

It was **resolved** to elect Cllr O'Brien as Chairman of the Committee.

1606/03 Election of Vice Chairman

It was **resolved** to elect Cllr Conway as Vice Chairman of the Committee.

1606/04 Declarations of Interest

No interests were declared.

1606/05 Public Representation Session

No members of the public were present.

1606/06 Minutes of the last meeting

The minutes of the meeting of 4 May 2016 were signed as a correct record.

1606/07 Finance

It was **resolved** to approve the cheques for payment (vouchers 71-169) as per the list appended to these minutes. Cllr Young carried out a random check of payments for audit purposes (voucher nos 86, 96, 106, 116, 136, 166).

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

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

The bank statements for April were available at the meeting.

Cllr Keighley would conduct the payments check for June.

1606/08

Cemetery Fees

It was **agreed** that a fee of £225 for a parishioner and £275 for a non-parishioner would be charged for a double depth burial of cremated remains.

It was further **agreed** that a fee of £500 would be charged for an exhumation.

These fees would be confirmed at the annual meeting of the Burial Authority, held in February.

1606/09

Town Crier expenses

It was **agreed** that the Town Crier could claim for travel and subsistence costs when officially representing Launceston at events outside the town.

1606/10

Ellis Whittam

The Committee considered the proposals from Ellis Whittam, retained by the Council for HR and Employment Law support, to renew the agreement at favourable rates for a further period of time. It was **agreed** that the agreement should be renewed for a period of 5 years from 31 May 2016 at a rate of £1,450 plus VAT per annum.

1606/11

Urgent Items

Cllr Conway said that the Council would have to consider additional temporary staff costs following the resignation of the Deputy Town Clerk. He anticipated that the office would need support. Additionally a consultant might be needed to take forward the Newport regeneration project.

The Mayor spoke about Public Liability insurance for the Queen's birthday event in the Town Hall. An application for a grant would be made at the next meeting.

Date of Next Meeting

The next meeting will be held on Wednesday 6 July 2016 at 7pm.

The meeting closed at 7.20pm.

Signed Date