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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 15 March 2017 at 7pm

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

1703/34 Apologies for absence
Apologies were received from Cllr Sandercock

1703/35 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.

No declarations of interest were made.

1703/36 Public Representation Session
No public representations were made.

1703/37 Minutes of the last meeting
The minutes of the meeting of 18 January 2017 were signed as a correct record.

1703/38 Finance
It was **resolved** to approve the cheques for payment (vouchers 688 to 820) as per the lists appended to these minutes. Cllr Young carried out a random check of payments for audit purposes (voucher no's 688, 711, 718, 721, 728, 732, 732A, 754-57, 760, 769-772, 788, 790 and 802).

It was **resolved** to approve the balance sheet for December 2016 and January 2017.

It was **resolved** to approve the income and expenditure account for December 2016 and January 2017.

The bank statements up to 28 February 2017 were available at the meeting.

Cllr Hogan would conduct the payments check for April and Cllr O'Brien would conduct the payment check for May.

1703/39 Internal Audit
It was **noted** that Hudson Accounting Ltd had been appointed as the Council Internal Auditor.
The RFO reported that the first internal audit visit had been conducted and the report would form part of the Full Council agenda on the 21 March 2017.

The RFO was thanked for all her work.

- 1703/40 Segregation of Duties**
It was **resolved** to approve the updated Segregation of Duties.
- 1703/41 Asset Register**
It was **resolved** to approve the revised Asset Register.
- 1703/42 Investment Policy and Strategy**
It was **resolved** to approve the Investment Policy for Launceston Town Council.
- 1703/43 Statement of Internal Control**
It was **resolved** to approve the Statement of Internal Control.
- 1703/44 Town Hall Light and Sounds Systems**
It was **resolved** to approve the additional budget of £5,608 for the Town Hall light and sound systems
The Properties Manager was thanked for all his hard work in relation to the installation of the new light and sound systems.
- 1703/45 Town Council Office Alterations**
It was **agreed** to approve a budget of not more than £10,000 for the alterations to the Town Council offices and the installation of a CCTV system.
- 1703/46 Investment of Matured Lloyds Funds**
It was **agreed** to invest £150,000 of the matured Lloyds deposit with Cambridge and Counties on a fixed term of 12 months.
- 1703/47 Market Labour**
It was **agreed** that the people who help to erect and take down the market stalls be offered a zero hour contract for this work and be paid £25 net for both the erection and dismantlement of the market stalls therefore a total of £50 per day.
- 1703/48 Urgent Items**
No urgent items were received.
- 1703/49 Exclusion of members of the press and public**
To **resolve** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.
- 1703/50 Website**
It was **agreed** to appoint First Choice PC's as the contractor to design the new Town Council website

Date of Next Meeting

The next meeting will be held on Wednesday 3 May 2017 at 7pm.

The meeting closed at 7.55 pm.

Signed Date