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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 7 March 2018 at 7pm

PRESENT: Cllrs Allen, Bailey, Bullen, Conway, Gordon, Keighley, O'Brien (Chairman), Penhale, and Young
In attendance: Helen Gribble (RFO/Support Services Manager)

1803/10 Apologies for absence
Apologises were given

1803/11 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.

Cllr Young declared an interest in agenda item 6 – reduced rate Town Hall fees in relation to FLIC.

Cllr Bullen, Gordon and Penhale declared an interest in agenda item 6 - reduced rate Town Hall fees in relation to Coronation Park Trustees.

Cllr Allen declared an interest in agenda item 6 – reduced rate Town Hall fees in relation to the Loyalty Card.

1803/12 Public Representation Session
No public representations were made.

1803/13 Minutes of the last meeting
The minutes of the meeting of 3 January 2018 were signed as a correct record.

1803/14 Finance
It was **resolved** to approve the payments (vouchers 660 to 818) as per the lists appended to these minutes. Cllrs O'Brien & Bullen carried out a random check of payments for audit purposes (voucher no's 663, 675, 689, 706, 715, 733, 773, 777 and 791)

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

It was **resolved** to approve the income and expenditure account for December 2017, Cllr Bailey highlighted an issue in the calculation of the rates variance, the RFO will investigate.

The bank reconciliations for 28 February 2017 were examined and approved by Cllr Conway.

Cllr Young will conduct the payments check for March and Cllr Allen will conduct the payment check for April.

1803/15 Fees and charges 2018-2019

It was **resolved** to make no change to the car park charges for the year 2018/19
It was **resolved** to make a rounded 10% increase to room hire charges for the Town Hall for the year 2018/19

It was **resolved** to make the charge for hiring the Guildhall on a Saturday the same as a Sunday hire

It was **resolved** to make no change to the reduced rate hires of the Town Hall however it was resolved to make the NSPCC lunch free for the duration of the Councils term.

Cllrs Allen, Bullen, Gordon, Penhale and Young left the room, took no part in discussion and did not vote on the reduced rate hires in relation to their associated organisations detailed under 1803/11.

It was **resolved** to make no change to the Town Square hire charges for the year 2018/19

It was **resolved** to make no change to the Ambulance Hall hire charges for the year 2018/19

1803/16 Direct Debit and Standing Order Payments

It was **resolved** to approve the payments made by direct debit and standing order.

1803/17 Segregation of Duties

It was **agreed** to bring this back to the next Finance and General Purposes Committee meeting for consideration.

1803/18 Asset Register

It was **resolved** to approve the fixed asset register

1803/19 Investment Policy and Strategy

It was **resolved** to approve the Investment Policy and Strategy

1803/20 Statement of Internal Control

It was **resolved** to approve the Statement of Internal Control

1803/21 Financial Regulations

It was **resolved** to approve the Financial Regulations.

1803/22 Urgent Items

No urgent items were raised.

Date of Next Meeting

The next meeting will be held on Wednesday 11 April 2018 at 7pm.

The meeting closed at 7:50 pm.

Signed Date