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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 2 May 2018 at 7pm

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

1805/01 Apologies for absence

Apologies were received from Cllrs Allen, Penhale and Keighley.

1805/02 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.

1805/03 Public Representation Session

No public representations were made.

1805/04 Minutes of the last meeting

The minutes of the meeting of 7 March 2018 were signed as a correct record.

1805/05 Finance

It was **resolved** to approve the payments (vouchers 819 to 933) as per the lists appended to these minutes. Cllrs Allen & Young carried out a random check of payments for audit purposes (voucher no's 836, 854, 856, 860, 866, 875, 898, 914, and 930)

It was **resolved** to approve the balance sheet for February 2018.

It was **resolved** to approve the income and expenditure account for February 2018.

The bank reconciliations for 31 March 2018 were examined and approved by Cllr Conway.

Cllr Bullen will conduct the payments check for May and Cllr Gordon will conduct the payment check for April.

1805/06 Lawrence House Museum

It was **agreed** that the Council will increase the grant made to Lawrence House Museum for this financial year only to equal the amount that the Town Council's expenditure is reduced.

It was also **agreed** to set up a working party to look at the financial procedures of Lawrence House Museum. It will be made up of three members of this committee and two of the Lawrence House Management Committee. A formal letter will be

sent to the Lawrence House Management Committee inviting two of its members to join the working party.

Cllr Bailey, Conway and Hogan will represent this committee and Cllr Conway will chair the working party. The RFO will be attend in an advisory role.

1805/07

Grants Awards Policy

It was **resolved** to accept the recommendations made in the report from the working party with the following amendment to recommendation 3.3.

A sum of £2,000 pa from the budgeted sum be set aside each year to allow some flexibility in the grant of awards. If this is not spent in the year it will be placed in an earmarked reserve for use in future years.

1805/08

Segregation of Duties

The segregation of duties was **noted**.

1805/09

Petty Cash

It was **resolved** to approve the petty cash expenditure for the period October 17 to March 18

1805/10

Urgent Items

Cllr Young reminded councilor's that she was holding a Coffee Morning at Lawrence House Museum on the 12th May 2018 to raise money for her chosen charity.

Date of Next Meeting

The next meeting will be held on Wednesday 4 July 2018 at 7pm.

The meeting closed at 8:00 pm.

Signed Date