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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 5 October 2016 at 7pm

PRESENT: Cllrs Bullen, Conway, Hogan, Keighley, O'Brien (Chairman), Phillips, Sandercock, Young (from minute 1610/07)  
In attendance: Helen Gribble (RFO) and David James (Properties Manager)

**1610/01 Apologies for absence**  
No apologies for absence.

**1610/02 Declarations of Interest**  
No interests were declared.

**1610/03 Public Representation Session**  
No issues were raised.

**1610/04 Minutes of the last meeting**  
The minutes of the meeting of 7 September 2016 were signed as a correct record.

**1610/05 Finance**  
It was **resolved** to approve the cheques for payment (vouchers 384 - 450) as per the list appended to these minutes. Cllr Sandercock carried out a random check of payments for audit purposes (voucher no's 416 – 417, 446 and 447 – 450).

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

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

The bank statements up to 30 September were available at the meeting.

Cllr O'Brien would conduct the payments check for November.

**1610/06 Cornwall Council call account**  
It was **resolved** to transfer £150,000 to the Cornwall Council call account and draw it down as required.

**1610/07 Schedule of Meetings**  
It was **agreed** to continue with monthly meetings until the end of 2016 with meetings on the 2 November and 7 December.

From the beginning of 2017 start a schedule of bi-monthly meetings with meetings timetable for the 18 January 2017, 15 March 2017 and 3 May 2017.

It was **agreed** that additional meetings could be called if required so long as proper notice is given.

**1610/08 Radio Advertisements**

Margaret Young explained the proposed advertising campaign for the town and that Launceston Chamber of Commerce had pledged a donation of £1,000 towards funding of the campaign.

It was **resolved** to approve the expenditure as quoted on the pro-forma invoice from Pirate FM.

**1610/09 Southgate Arch**

The report from Millerson was noted and David James explained some other potential uses for the Arch. The committee asked that further suggestions be sort from the public as to how they wished to see the Arch used and these be brought back to the next Estates and Properties meeting.

**1610/10 Insurance**

It was **agreed** to increase the Council's Personal Accident Benefits in respect of Employees only to £50,000 with temporary total disablement to £500 per week/temporary partial disablement £250 per week at a cost of £67.52 per year.

**1610/11 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.

**1610/12 Lighting for the Town Hall**

It was **agreed** to purchase a new light and sound system for the Town Hall and a budget was **agreed**.

**Urgent Items**

Helen Gribble reported that the updating of the bank signatories is in progress and the process of moving over to electronic payments would begin shortly and she hoped that December or January payments would be the first to be conducted in this way.

**Date of Next Meeting**

The next meeting will be held on Wednesday 2 November 2016 at 7pm.

The meeting closed at 8.10 pm.

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