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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To all members of the Finance & General Purposes Committee

Cllr Gordon (Town Mayor), Cllr Penhale (Deputy Mayor) Cllrs Allen, Bailey, Bullen, Conway (Chairman), Keighley, O'Brien and Young

Cc all members of the Council for information

You are summoned to attend a meeting of the Finance & General Purposes Committee, to be held on Wednesday 4 March 2020 at 7pm in the Otho Peter Room, Launceston Town Hall. The agenda is set out below.

A handwritten signature in blue ink, appearing to read 'C. W. Drake'.

Christopher Drake
Town Clerk

Date of issue: 27 February 2020

A G E N D A

1 Apologies for absence

2 Declarations of Interest

Councillors are 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. The Council will consider those requests at this point. In exceptional circumstances the Town Clerk has delegated authority to allow a dispensation under section 8e of the Council's Standing Orders.

3 Public Representation Session

An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

4 Minutes of the last meeting

To sign the minutes of the meeting held on 14 January 2020 as a correct record (copy attached)

5 Finance

- a) To approve the cheques for payment
- b) To approve the balance sheet for January 20 (to follow)
- c) To approve the income and expenditure account to January 20 (to follow)
- d) To approve the bank reconciliation to 31 January 2019 & 28 February 2020 (to be brought to the meeting)
- e) To decide on a councillor to check the payments for March and April

6 Direct Debit and Standing Order Payments

To approve the payments made by Direct Debit and Standing Order (attached)

7 Segregation of Duties

To note the Segregation of Duties (attached)

8 Asset Register

To approve the Asset Register (attached)

9 Statement of Internal Control

To approve the Statement of Internal Control (attached)

10 Financial Regulations

To approve the Financial Regulations (attached)

11 Management & Safe Keeping of Money Policy

To approve the Management & Safe Keeping of Money Policy (attached)

12 Awards of Appreciation

To consider any nominations for an Award of Appreciation (attached)

13 Grants

To consider the applications for grants for 2020-2021 (report attached)

14 Urgent Items

To receive any items considered by the Chairman to be urgent (information only)

Date of the next meeting

The next meeting will be held on Wednesday 6 May 2020 at 7pm in the Otho Peter Room at Launceston Town Hall