

Town Clerk C W Drake  
Telephone 01566 773693  
[admin@launceston-tc.gov.uk](mailto:admin@launceston-tc.gov.uk)  
[www.launceston-tc.gov.uk](http://www.launceston-tc.gov.uk)



Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

**To all members of the Finance & General Purposes Committee**

Cllr Penhale (Town Mayor), Cllrs Bailey, Bullen, Conway, Hogan, O'Brien, Soanes 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 7 December 2022 at 7pm in the Otho Peter Suites**

**This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.**

**The agenda for the meeting is set out below.**

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

Christopher Drake  
Town Clerk

Date of issue: 1 December 2022

**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 2 November 2022 as a correct record (copy attached)

**5 Finance**

- a) To approve the payment listings for November 2022 (copy attached)
- b) To approve the balance sheet for October 22 (to follow)
- c) To approve the income and expenditure account to October 22 (to follow)
- d) To decide on a councillor to check the payments and bank reconciliations for the period December

**6 Community Infrastructure Levy Funding**

To agree that the received CIL funds of £3,599.99 be earmarked for the installation of play equipment at Priory Park

**7 Charges and Fees 2023/2024**

To consider an fees and charges for the car park, Town Hall, Ambulance Hall, Town Square and external hires (report attached)

**8 Variation to Town Hall Conditions of Hire**

To consider adding the requirement that for certain Town Hall events that the hirer must employee a minimum of 2 professional door security personnel.

**9 Internal Audit Report**

To note the internal audit report dated 18 November 2022 (attached)

**10 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 1 February 2023 at 7pm