

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 6 DECEMBER 2023 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen (Chair), Conway, Heaton, Soanes and Young
In attendance: Cllr Lankston
Christopher Drake – Town Clerk
- 2312/09 Apologies for absence**
Apologies for absence were received from Cllr O'Brien and Cllr Hogan who was substituted by Cllr Lankston
- 2312/10 Declarations of Interest**
Cllr Heaton declared an interest in Agenda Item 6 – Medical Hub Free Parking and left the meeting and took no part in the debate or voting on this item
- 2312/11 Public Representation Session**
There were no members of the public present
- 2312/12 Minutes of the last meeting**
The minutes of the meeting of 11 October 2023 were signed as a correct record subject to the amendment that Cllr Gilbert's apologies for the meeting be recorded.
- 2312/13 Finance**
It was **resolved** to:
i) approve the payment listings for October and November 2023
ii) approve the balance sheet for September 2023 and to note that the October balance sheet will be forwarded to all Members and to note Cllr Soanes request for the requirement of profit and loss details to be provided
iii) approve the budget monitoring statements for September and October 2023
- 2312/14 Medical Hub Free Parking**
It was **resolved** that the Town Council would not provide free car parking in the multi storey car park for practitioners working at the medical hub
Cllr Heaton declared an interest in the above item and left the meeting and took no part in the debate or voting
- 2312/15 Internal Audit Report**
It was **resolved** to note the internal audit report dated 29 November 2023 and for the committee to minute thanks to those colleagues that undertook the works required
- 2312/16 Petty Cash**
It was **resolved** to approve the petty cash expenditure for the Town Hall and Visitor Information Centre for the period 1 April – 2 November 2023
- 2312/17 Budgetary Considerations**
It was **agreed** that as part of the budget considerations, the Council would consider that;

- i) salary increases be calculated at 8% based on the current years pay award
- ii) a reserve budget for temporary staff be set up to allow for staff coverage during periods of extended absence

2312/18

Urgent Items

- i) Officers confirmed that due diligence is in place in regards to the grant awards scheme
- ii) it was agreed that an Extraordinary Meeting of the Committee be held on Monday 22 January 2024 and an Extraordinary Meeting of Full Council be held on Tuesday 30 January 2024 to agree the budget for 2024-25

The meeting closed at 7.45 pm.

Signed Date