

Town Clerk C W Drake  
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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

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

Cllr Bailey (Town Mayor), Cllrs, Bullen, Conway, Gilbert, Heaton, 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 6 December 2023 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 black ink, appearing to read 'C. W. Drake'.

Christopher Drake  
Town Clerk

Date of issue: 30 November 2023

**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 11 October 2023 as a correct record (copy attached)

**5 Finance**

- a) To approve the payment listings for October and November 2023 (copy attached)
- b) To approve the balance sheet for October 23 (to follow)
- c) To approve the budget monitoring statements for September 23 and October 23 (to follow)

**6 Medical Hub Free Parking**

To consider the request from the Medical Hub on Exeter Street to provide free car parking for practitioners who are working/volunteering at the hub

**7 Internal Audit Report**

To note the internal audit report dated 29 November 2023 (attached)

**8 Petty Cash**

To approve the petty cash expenditure for the Town Hall and Visitor Information Centre for the period 1 April – 2 Nov 23

**9 Budgetary Considerations**

To consider the percentage increase applied to staff costs for the budget for 2024/25

**Urgent Items**

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

**Date of the next meeting**

An extraordinary meeting will be held the week commencing 22 January 2024. Exact date to be resolved by the committee

**Future Meeting Dates:**

7<sup>th</sup> February 2024

6<sup>th</sup> March 2024

1<sup>st</sup> May 2024