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Launceston Town Council
The Town Hall
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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 2 JULY 2025 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Gilbert (Mayor), Bailey, Bullen, Conway, Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Responsible Finance Officer
- 2507/14 Election of Chairman**
Cllr Bullen was elected as Chair. Proposed by Cllr Young, seconded by Cllr Bailey
- 2507/15 Election of Vice Chairman**
Cllr O'Brien was elected as Vice Chair. Proposed by Cllr Bailey, seconded by Cllr Hogan
- 2507/16 Apologies for absence**
No apologies were received
- 2507/17 Declarations of Interest**
Councillor Bailey, Conway, Gilbert and Soanes declared an interest in Agenda Item 7 – Extraordinary grant application from Coronation Park Trust
- 2507/18 Public Representation Session**
Geraldine Hiscott, Roz Hurley and two young parents from The Wild Young Parents Project spoke about the grant application submitted. They outlined the activities and benefits of the group and what the grant would be spent on.

Cllr Conway spoke in regards to the exceptional grant application from Coronation Park Trust as the treasurer of the Trust. He outlined the need for the grant.
- 2507/19 Minutes of the last meeting**
The minutes of the meeting held on 29 April 2025 were signed as a correct record.
- 2507/20 Exceptional Grant Applications**
Wild Young Parents Project – It was **resolved to** award the Wild Young Parent Project an exceptional grant of £600. The Committee would like to see photos of the trip as evidence of spend.

----- Cllr's Bailey, Conway, Gilbert and Soanes declared an interest in
the next item and left room and took no part in the discussion or vote -----

Coronation Park Trust – It was **resolved not** to award an exceptional grant to the Coronation Park Trust.

Councillors have asked that a review of the Grant Policy is conducted and this item be added to the next agenda to begin the review process.

2507/21

Finance

It was **resolved** to:

- i) approve the payment listings for May and June 2025
- ii) approve the balance sheet for May 2025
- iii) approve the budget monitoring report for May 2025
- iv) the following Councillors will conducted a check of payments and bank reconciliations –
 - June 25 – Cllr Bullen
 - July 25 – Cllr Conway
 - August 25 – Cllr Heaton
 - September 25 – Cllr's Gilbert and Young
 - October 25 – Cllr Bailey

2507/22

Christmas Opening Hours for Council Services, Properties and Facilities

It was **resolved** that the Town Hall, Visitor Information Centre and the Library will be shut for the period 25 December 2025 to 2nd January 2026 (inclusive). The 2nd January will be given as an additional day for all staff and if due to booking commitments at the Town Hall a member of staff needs to work they will be entitled to take this day at another time before the end of March 2026.

It was resolved to close the Walk House Public Toilets for the period 25 December 2025 and 2nd January (inclusive). The Westgate Toilets will be shut on the bank holidays only and remain open for the rest of the festive period.

A rota will be drawn up for the remaining duties of the Bollards, Car Park Machines etc to ensure these duties are spread amongst all staff. Councillors offered to help with the bollards of an afternoon to allow staff time off during the festive period.

2507/23

Bank Signatories

It was **resolved** that the bank signatories for the following bank accounts are:

- a) HSBC signatories – Cllr Bailey, Conway, O'Brien & Young plus the Town Clerk and the RFO
- b) HSBCnet online signatories – Cllr Bailey, Bullen, Conway, & Young plus the Town Clerk and the RFO
- c) Lloyds signatories – Cllrs Conway, Gordon, Hogan plus the Town Clerk and the RFO
- d) Public Sector Deposit Account – Cllrs Conway, Gordon, Hogan plus the Town Clerk and the RFO
- e) Cornwall Council – the RFO and the Town Clerk

2507/24

Asset Management Package

It was **resolved** the Officers may look into obtaining an asset management package. This will be finance with the underspend on the Health & Safety package of £2,878

2507/25

HSBC Security Devices

It was **resolved** that staff should not install the HSBC app on their personal mobile devices. The Committee asked the RFO to look into how the app works and whether multiply users can use the same device.

2507/26

Urgent Items

It was **agreed** to pay Launceston Football Club the grant of £250 after it has come to light that their non attendance at the grant evening was a result of the offer letter being emailed to the wrong address.

The meeting closed at 8.25 pm.

Signed

Date