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Launceston Town Council
The Town Hall
Launceston
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To all members of the Finance & General Purposes Committee

Cllr Gilbert (Town Mayor), Cllrs, Bailey, Bullen, Conway, 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 5 November 2025 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 October 2025

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 3 September 2025 as a correct record (copy attached)

5 Finance

- a) To approve the payment listings for September and October 2025 (copy attached)
- b) To approve the balance sheet for September 25 (to follow)
- c) To approve the budget monitoring report to October 25 (to follow)
- d) To decide on a councillor to check the payments and bank reconciliations for the period November to March

6 Purchase of new desktop computers to support Windows 11

To approve the purchase of five new desktop computers which are compatible with Windows 11 at a cost of £300 plus VAT per machine

7 Petty Cash

To approve petty cash expenditure to April 25 - September 25 (attached)

8 Town Hall Works

To agree to the carry forward of the budget allocated for Town Hall works to 2026/27 following the receipt of the schedule of works (attached)

9 Grant Policy Review

To receive a verbal update on the grant policy review meeting held on 28 October 25.

10 Internal Audit Report

To note the Internal Audit Report (attached)

11 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 14 January 2026 at 7pm