

## DRAFT MINUTES

At a future meeting the council will consider the accuracy of these minutes, so they may be subject to change. Please check the minutes to that meeting to confirm whether or not they have been amended.

### MINUTES OF A MEETING OF FOWEY TOWN COUNCIL FINANCE COMMITTEE HELD ON 9<sup>th</sup> OCTOBER 2018 AT FOWEY TOWN HALL

**Present** Cllr J Berryman (Chairman), Cllr P Fassam, Cllr Mrs R Finlay (Mayor, *ex officio*),  
Cllr Mrs F Day,

**In attendance** The Town Clerk, Sally Vincent

**18/13 Apologies** Cllr G Asker

**18/14 Declaration of Interests**

- a. Pecuniary – None
- b. Non Registerable – None.
- c. Dispensations - None

**18/15 Public Questions**

None

**18/16 Minutes of Meeting of 2<sup>nd</sup> July 2018**

Proposed Cllr Finlay, seconded Cllr Fassam and RESOLVED that the minutes be confirmed and signed by the Chairman.

**18/17 Matters Arising (for report only)**

None

**18/18 Consider FTC Risk Assessment Schedule including Public Liability and Fidelity Cover, Receive Town Hall and Environment Risk Assessment Schedules and review Town Hall Maintenance Record**

Members reviewed the general Risk Assessment document and made revisions as necessary. It was proposed by Cllr Berryman, seconded Cllr Fassam and RESOLVED that the RA should be signed off. The Environment Committee RA was reviewed and it was noted that this needed updating to reflect the changes in the overall FTC RA. The Town Hall /Town Quay RA was unavailable, although it was noted that that the licensed Boatmen (Fowey River Cruise) were continuing to monitor the steps and slipway. The TH Maintenance Record was unavailable. Fidelity cover and public liability cover was deemed to be adequate but it was noted that the new TQ planters and waste bins should be added to the schedule as itemized assets..

**18/19 Changes to Financial Regulations**

The Town Clerk explained proposed changes and the reasoning behind them. Proposed Cllr Fassam, seconded Cllr Day and RESOLVED that the all the suggested amendments be incorporated into the Regulations and recommended to full council.

**18/20 Internet Access**

Proposed Cllr Fassam, seconded Cllr Finlay and RESOLVED that the Town Clerk be authorized to accrue expenditure of up to £200 for internet access to enable her to undertake essential work for FTC during her holiday.

**18/21 Town Quay Licences**

Proposed Cllr Day, seconded Cllr Fassam and RESOLVED that the cost of leases/licenses should remain the same apart from a £25 pa increase in the Boatmens Licences, a £1,000 pa increase in the Haverners lease (review 1<sup>st</sup> April 2019) and a £25 pa increase in TQ and Caffa permit parking licenses.

**18/22 Review Town Clerk Job Profile/Salary/Hours**

Deferred.

**18/23 Review Town Hall Caretaker Job Description/Salary/Hours**

Members noted the excellent standard of work provided by the TH Caretaker/Cleaner and considered that the present Job Descriptions and hours were adequate. However it was agreed that it was necessary to designate somebody to be available for Emergency Call outs and that the Caretaker should be offered this additional responsibility. Cllr Berryman proposed, Cllr Finlay seconded and it was RESOLVED that the Caretaker/Cleaner salary should increase by £10 pcm and that £600 pa should be made available to finance a retainer.

**18/24 Review Earmarked Reserves and Allocate Earmarked Reserves for 2019/20**

It was proposed by Cllr Fassam, seconded Cllr Day and RESOLVED that Earmarked Reserves for 2019/2020 should be as follows

Neighbourhood Plan	Balance of funds left at 31 <sup>st</sup> March 2019
St Catherines Lights	Balance of funds left at 31 <sup>st</sup> March 2019
TH Disabled Access	£7,500
Squires Field	£25,000
Sinking Fund	£70,000
Allotments	£1,000
Election Expenses	£3,500
Project Contingency	£60,000
Toilet Maintenance	£10,000
Regalia	£2,000
Gratuity Provision	£4,687.39

**18/25 Budget 2019/2020**

Members studied the position with regard to allocated and actual spending for 2018/2019 and anticipated commitments for 2019/2020. Budget requirements submitted by the Environment Committee and estimated requirements from the Town Hall/Town Quay Committee were considered and taken into account. Members noted that services devolved from Cornwall Council would continue to have an ongoing and significant impact on FTC's expenses and also on the Town Clerks responsibilities. A budget was then calculated and Cllr Berryman proposed, Cllr Day seconded and it was RESOLVED that FTC should submit a precept requirement of £119,670.00 to Cornwall Council, a rise of 4.9%.

**Meeting Closed** 4.05pm

**Date of Next Meeting** to be confirmed