

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 28th NOVEMBER 2019 AT FOWEY TOWN HALL

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

In attendance The Town Clerk, Sally Vincent

19/24 Apologies None

19/25 Declaration of Interests

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

19/26 Public Questions

None

19/27 Minutes of Meeting of 27th September 2019

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

19/28 Matters Arising (for report only)

None

19/29 Requests for Funding

1. Roof insulation SFCC. Members considered a request for SFCC for a grant for roof insulation at the Community Centre. Members raised concerns that SFCC had been granted a lease rent-free on the building for a number of years on the basis that the CIC raised grants unavailable to FTC to improve the building and authorizing a grant could lead to further applications in the future. Additionally no breakdown of SLCC's finances was available to the meeting. Whilst fully supportive of the Community Centre in principle, Cllr Fassam proposed, Cllr Berryman seconded that a decision should be further deferred until the latest set of accounts and current financial position was available. Cllr Hughes proposed an amendment that FTC should offer a grant of £1,000.00 on the basis that the latest set of accounts and current financial position was supplied to FTC and this was seconded by Cllr Finlay. Voting on the amendment was 3 in favour, 2 against. Voting on the original proposal was 2 in favour, 3 against so it was RESOLVED that a grant of £1,000.00 should be made on the basis that the latest set of accounts and current financial position was supplied to FTC.
2. Defibrillator It was proposed by Cllr Fassam, seconded Cllr Finlay and RESOLVED that this application should be refused as there were other available funding sources.

19/30 To Receive Town Hall/Town Quay/Environment Risk Assessments and sign off FTC Overall Risk Assessment Schedules including Public Liability and Fidelity Insurance Cover

1. The Town Quay RA schedule was available and complete
2. The Environment Committee RA schedule was available and complete
3. The Town Hall RA schedule was unavailable but Cllr Hughes reported that it was mainly in order. It was noted that the PAT testing certificate for the lighting belonging to the Troy Players had yet to be signed off, a quote was still awaited for replacement LED lighting in the main hall (the existing lighting had been identified as not being below standard) and legionella testing was not in place. The Town Clerk would follow up with Troy Players and Cllr Hughes would follow up the remaining defects and supply a copy of an up to date RA as soon as possible. It was then proposed by Cllr Hughes, seconded Cllr Finlay and RESOLVED that the main FTC Risk Assessment Schedule should be signed off and that Public Liability and Fidelity Insurance Cover was adequate.

19/31 Review Earmarked Reserves and Allocate Earmarked Reserves for 2020/2021

It was proposed by Cllr Berryman, seconded Cllr Fassam and RESOLVED that Earmarked Reserves for 2020/2021 should be as follows

Neighbourhood Plan	Balance of funds left at 31 st March 2020
TH Disabled Access	£7,500
Squires Field	£25,000
Squires Field Pocket Parks	£7,500
Sinking Fund	£80,000
Allotments	£1,000
Election Expenses	£3,500
Project Contingency	£60,000
Toilet Maintenance	£10,000
Regalia	£2,000
Gratuity Provision	£5,553.07

18/32 Town Hall External Maintenance

It was proposed by Cllr Berryman, seconded Cllr Fassam and RESOLVED that the quote from Leslie Cornell to repaint the Trafalgar Square side of the old part of the Town Hall building should be accepted and Situ8 instructed to submit a planning application for the work.

19/33 Budget 2020/2021

Members studied the position with regard to allocated and actual spending for 2019/2020 and noted that FTC was due to submit its first 'Making Tax Digital' return. The Town Clerk confirmed that she had sent the last return via Government Gateway and had registered with HMRC for this but noted that SAGE was offering bespoke training on making the first submission, including a VAT healthcheck and associated guidance for £360.00 plus vat. It was proposed by Cllr Berryman, seconded Cllr Cooke and RESOLVED that the Town Clerk should sign up for this training. Members then considered actual and anticipated commitments for 2020/2021. Budget requirements submitted by the Environment Committee and from the Town Hall & Quay Committee were considered and taken into account and it was agreed that the cost of permit parking at Caffa Mill, Webb Street and Market Street should increase to £575.00 pa, plus vat. Members noted that services devolved from Cornwall Council would continue to have an ongoing and significant impact on FTC's finances and

also on the Town Clerks responsibilities and a business plan in respect of future staffing was essential. A budget was then calculated and Cllr Berryman proposed, Cllr Hughes seconded and it was RESOLVED that FTC should submit a precept requirement of £131,970 to Cornwall Council, a rise of 10.00%.

Meeting Closed 1.25pm

Date of Next Meeting to be confirmed