

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 8th NOVEMBER 2016 AT FOWEY TOWN HALL

Present Cllr J Berryman (Chairman), Cllr Mrs A Boosey, Cllr Mrs R Finlay (Mayor, *ex officio*)
Cllr D Willmore,

In attendance The Town Clerk, Sally Vincent

16/24 Apologies None

16/25 Declaration of Interests

- a. Pecuniary – Cllr Willmore declared a pecuniary interest in the agenda item ‘Parking Permits.’
- b. Non Registerable – None.
- c. Dispensations - None

16/26 Public Questions

None

16/27 Minutes of Meeting of 9th August 2016

Proposed Cllr Willmore, seconded Cllr Boosey and RESOLVED that the minutes be confirmed and signed by the Chairman.

16/28 Matters Arising (for report only)

None

16/29 Trading Permits on FTC Property

It was noted that three people were trading from Squires Field car park and two of them, Mevagissey Bay Fish and Slice Pizza, had included the site in an application for a Street Trading Licence from Cornwall Council. Members considered that these traders provided a useful service at the top of the town but that they must have an additional licence from FTC, as landowner. It was proposed by Cllr Boosey, seconded Cllr Finlay and RESOLVED that the Clerk should offer both traders a Licence at a cost of £75.00 each pa. The third trader was currently operating without a Cornwall Council trading licence and both CC and FTC would work to address this situation..

16/30 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 to the section covering the storage of electronic data (external hard drive). The licensed Boatmen’s RA was noted and considered adequate. It was proposed by Cllr Finlay, seconded Cllr Boosey and RESOLVED that the RA should be signed off. The Town Hall RA was still awaited and

the TH Maintenance Record was signed off by Cllr Berryman. The EC RA was noted. Fidelity cover was considered adequate.

16/31 Review Town Clerk's Job Profile/Salary/Hours

It was proposed by Cllr Berryman, seconded Cllr Willmore and RESOLVED that the FTC Town Clerk should operate under Profile 3, point 39 (not automatically incremental) and, in respect of the current Town Clerk, the existing arrangement for holidays should continue, together with the option of overtime, if required.

16/32 Review Town Hall Caretaker/Cleaner Job Description/Salary/Hours

Members noted the excellent standard of work provided by the TH Cleaner and considered that the present Job Descriptions and hours were adequate. Cllr Boosey proposed, Cllr Willmore seconded and it was RESOLVED that the salary should increase by £10 pcm.

16/33 Parking Permits

Cllr Finlay proposed, Cllr Berryman seconded and it was RESOLVED that the cost of permits at all three sites should increase to £640.00 pa, inclusive of vat

16/34 Review Earmarked Reserves and Allocate Earmarked Reserves for 2016/2017

It was proposed by Cllr Berryman seconded Cllr Finlay and RESOLVED that Earmarked Reserves for 2017/2018 should be as follows

Neighbourhood Plan	Balance of funds left at 31 st March 2017
St Catherines Lights	Balance of funds left at 31 st March 2017
TH Disabled Access	£7,500
Squires Field	£25,000
Sinking Fund	£40,000
Allotments	£1,000
Election Expenses	£3,500
General Contingency	£5,000
Toilet Maintenance	£10,000
Regalia	£1,000
Gratuity Provision	£3,586.13

16/35 Budget 2017/2018

Members studied the position with regard to allocated and actual spending for 2016/2017 and anticipated commitments for 2017/2018. Budget requirements submitted by the Environment Committee and Town Hall Committee were studied and taken into account. Members noted that services devolved from Cornwall Council were having a significant impact on FTC's expenses and also on the Town Clerks responsibilities. A budget was then calculated, which included a small provision for expenses at the Readymoney toilet site if it were devolved to FTC. Having made some amendments to the projected figures, Cllr Finlay proposed, Cllr Willmore seconded and it was RESOLVED that FTC should submit a precept requirement of £105,462.00 to Cornwall Council, a rise of 14%, although it was noted that this would be partly offset by the increase in the number of properties in the town.

Meeting Closed 5.00pm

Date of Next Meeting to be confirmed