

## 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 8<sup>th</sup> NOVEMBER 2017 AT FOWEY TOWN HALL

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

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

**17/23 Apologies** Cllr G Asker

#### **17/24 Declaration of Interests**

- a. Pecuniary – Cllr Willmore declared a pecuniary interest in any matters relating to Parking Permits at Webb Street/Market Street/Caffa Mill
- b. Non Registerable – None.
- c. Dispensations - None

#### **17/25 Public Questions**

None

#### **17/26 Minutes of Meeting of 12<sup>th</sup> October 2017**

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

#### **17/27 Matters Arising (for report only)**

Cllr Berryman reported that he had yet to contact Brett Daniel

Cllr Stansfield noted that he found the accounting system difficult to follow and considered that FTC should purchase a suitable accounting system. The Clerk responded that this had been tried unsuccessfully in the past and as yet no suitable alternative had been identified. The Clerk confirmed that she was in the process of allocating permit parking spaces at Squires Field.

Cllr Berryman reported that he had met with the Chairman of the Community Bus, who had asked if he could install a further two bollards on their parking space at his own expense.

#### **17/28 Town Quay Licences**

The Clerk reported that she had received four requests for licenses to operate on Town Quay, two water related, one from an existing licence holder to erect a shed to operate from and one from a fisherman wanting to sell sea urchin and other shells. Members expressed concern about Health & Safety issues on the slipway and steps if more boats were operating and after discussion Cllr Berryman proposed, Cllr Willmore seconded and it was RESOLVED that, in principle, a licence should be issued for the sale of shells subject to a rental being agreed, the application to operate paddle boats and for a second shed should be refused and more information should be sought about the rib operation..

**17/29 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 and the section on street & water furniture. The licensed Boatmen (Fowey River Cruise) were continuing to monitor the steps and slipway. It was proposed by Cllr Finlay, seconded Cllr Willmore and RESOLVED that the RA should be signed off. The Town Hall and Environment Committee RA's were noted and the TH Maintenance Record was signed off by Cllr Berryman. Fidelity cover was considered adequate

**17/30 Review Town Clerk 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 40 (not automatically incremental) and working for 21 hours per week and, in respect of the current Town Clerk, the existing arrangement for holidays should continue, together with the option of overtime, if required.

**17/31 Review Town Hall Caretaker 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 Willmore proposed, Cllr Finlay seconded and it was RESOLVED that the salary should increase by £10 pcm.

Cllr Willmore left the meeting

**17/32 Parking Permits**

Cllr Stansfield proposed, Cllr Finlay seconded and it was RESOLVED that the cost of permits at all three sites should increase to £650.00 pa, inclusive of vat

Cllr Willmore rejoined the meeting

**17/33 Review Earmarked Reserves and Allocate Earmarked Reserves for 2018/19**

It was proposed by Cllr Stansfield seconded Cllr Willmore and RESOLVED that Earmarked Reserves for 2018/2019 should be as follows

Neighbourhood Plan	Balance of funds left at 31 <sup>st</sup> March 2018
St Catherines Lights	Balance of funds left at 31 <sup>st</sup> March 2018
TH Disabled Access	£7,500
Squires Field	£25,000
Sinking Fund	£60,000
Allotments	£1,000
Election Expenses	£3,500
General Contingency	£5,000
Toilet Maintenance	£10,000
Regalia	£1,000
Gratuity Provision	£3,838.50

**17/34 Budget 2018/2019**

Members studied the position with regard to allocated and actual spending for 2017/2018 and anticipated commitments for 2018/2019. Budget requirements submitted by the Environment Committee and Town Hall Committee were considered and taken into account. Members

noted that services devolved from Cornwall Council would continue to have a significant impact on FTC's expenses and also on the Town Clerks responsibilities. A budget was then calculated and Cllr Stansfield proposed, Cllr Berryman seconded and it was RESOLVED that FTC should submit a precept requirement of £114,112.00 to Cornwall Council, a rise of 8.2%, although the percentage rise per household would be less given that a significant number of new homes had been built in Fowey.

**Meeting Closed**      5.02pm

**Date of Next Meeting**                      to be confirmed