

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 29th OCTOBER 2018 AT FOWEY TOWN HALL

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

In attendance The Town Clerk, Sally Vincent

18/26 Apologies None

18/27 Declaration of Interests

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

18/28 Public Questions

None

18/29 Minutes of Meeting of 9th October 2018

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

18/30 Matters Arising (for report only)

None

18/31 Receive Town Hall/Town Quay Risk Assessment Schedules and review Town Hall Maintenance Record

Cllr Asker recorded that formal regimes/inspections were in place for both the Town Hall and the Town Quay. He had draft schedules for both areas and would formalise the documentation for the attention of the Finance Committee early in 2019. The TH maintenance record was unavailable; the Caretaker to be consulted as to its whereabouts.

18/32 Website

Proposed Cllr Day, seconded Cllr Fassam and RESOLVED that FTC should trail a Members Area on the website.

18/33 Review Town Clerk Job Profile/Salary/Hours

Members studied the Town Clerks Job Profile/Salary/Hours and it was proposed by Cllr Berryman, seconded Cllr Fassam and RESOLVED that the position should remain at profile 3, SCP 40 (new SCP 34 in 2019) and 21 hours per week. Arrangements for banking following the closure of Barclays in Fowey were discussed at length. Following this it was proposed by Cllr Day, seconded Cllr Berryman and RESOLVED that the Town Clerk should claim overtime for this duty until April 2019 but before the beginning of the new financial year the

Finance Committee would agree a weekly allowance, possibly 2 hours per week but dependent on how the system worked in the interim.

18/34 Review Town Hall Caretaker Job Description

Cllr Asker proposed, Cllr Finlay seconded and it was RESOLVED that the Caretaker Job Description should be amended to include responsibility for Emergency Call-outs and the agreed allowance be payable.

Meeting Closed 4.30pm

Date of Next Meeting to be confirmed