

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 REMOTE MEETING OF FOWEY TOWN COUNCIL FINANCE COMMITTEE HELD ON WEDNESDAY 2nd DECEMBER 2020 AT 10.am via ZOOM

Meeting ID: 898 5078 6371

Password: 075537

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

In attendance The Town Clerk, Sally Vincent
Cllr A Dellow

20/39 Apologies None

20/40 Declaration of Interests

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

20/41 Public Questions

None

20/42 Minutes of Meeting of 4th November 2020

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

20/43 Matters Arising (for report only)

None.

20/44 To Receive Town Quay, Environment Committee and Town Hall Risk Assessment Schedules and sign off FTC Risk Assessment Schedule including Public Liability and Fidelity Cover

1. The Town Quay RA schedule was available and complete
2. The Environment Committee RA schedule was available and complete. Cllr Finlay undertook to provide the hard copies to the Town Clerk
3. The Town Hall RA documentation completed by the Caretaker was available and complete.
4. Members studied the FTC overall Risk Assessment, including the revisions suggested by the Town Clerk and agreed it was in order. It was proposed by Cllr Hughes, seconded Cllr Finlay and RESOLVED that it be signed off.

20/55 Review Town Hall Caretaker Job Description/Salary/Hours

Due to the current uncertainty over the Covid-19 pandemic it was proposed by Cllr Berryman, seconded Cllr Fassam and RESOLVED that a decision on this item should be deferred until November 2021; any changes could be backdated to 1st April 2021 if applicable.

20/56 Review Town Clerk Job Description/Salary/Hours

Given the pay freeze on public sector salaries as a direct result of the pandemic members could not consider any rise in the Town Clerk's salary. However, Cllr Hughes proposed, Cllr Finlay seconded and it was RESOLVED that the hours worked should rise to 24 per week to reflect the ever-increasing workload.

20/ 57 Review Earmarked Reserves 2020/2021 and allocate Earmarked Reserves 2021/2022

It was proposed by Cllr Berryman, seconded Cllr Fassam and RESOLVED that Earmarked Reserves for 2021/2022 should be as follows

| | |
|--------------------------|----------|
| TH Disabled Access | £7,500 |
| Squires Field | £25,000 |
| Squires Field Playground | £7,500 |
| Sinking Fund | £90,000 |
| Allotments | £1,000 |
| Election Expenses | £3,500 |
| Project Contingency | £60,000 |
| Toilet Maintenance | £10,000 |
| Regalia | £2,000 |
| Squires Field Pavilion | £48,500 |
| Gratuity Provision | £6508.66 |

20/58 Improved Internet Access for Town Clerk

A survey had been successful and hopefully the upgrade would be in place soon. BT had also offered an alternate telephone system based on a digital platform, which would provide 5 separate lines on different sites with no call charges. The Chairman confirmed that Tywardreath & Par Parish Council had agreed to finance 1/5 of the cost of this and other lines could be used in the Town Hall and the Squires Field Pavilion and by the Town Clerk on her private line for which she would also personally pay 1/5. This would result in a significant saving overall and members agreed that the offer should be accepted. The Chairman also confirmed that Tywardreath & Par Parish Council would pay towards the upgraded internet access.

20/59 Review 2020/2021 Budget

A budget tracking report to the end of November had been supplied by the Town Clerk prior to the meeting, together with a copy of the cash book. It was noted that lease payments for leases/licenses on the Town Quay remained unpaid but hopefully would be received in the near future. The Chairman noted that a significant loss of Town Hall rental income would need to be factored in when the 2021/2022 budget was set. It was hoped that the repairs to the Church clock would be completed before year-end and also the new door and coinpay systems on the TQ toilets.

20/60 Budget 2021/2022

Members studied the position with regard to allocated and actual spending for 2020/2021 and considered actual and anticipated commitments for 2021/2022. 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 £720.00 pa, inc. 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. Cllr Finlay queried if the work currently being undertaken by the FTC 'handyman' should be put on a more formal basis and it was agreed that this should be a future agenda item. Cllr Finlay reported that the CC Community Link Officer had incorrectly advised that FTC would be able to draw down funding for the 'Access Only' scheme from RHSSF so if the scheme was to go ahead then the £10,000 cost would have to be met by FTC, apart from any funds available from Cllr Virr's Community Chest. Members discussed this information at some length but the majority eventually concluded that, whilst this scheme may have a limited effect, it was essential that FTC tried to do something to improve the traffic situation in the town before summer 2021, despite the impact on the budget and this was the only achievable scheme on the table.

Cllr Hughes left the meeting.

A budget was then calculated which resulted in a 15% rise on the previous year. This was considered to be unacceptable and members revisited the figures to try to reduce it and some savings were identified in line 2 (Admin/salaries), line 11 (Town Hall) and line 25 Squires Field. The budget was then recalculated and Cllr Berryman proposed, Cllr Fassam seconded and it was RESOLVED that FTC should submit a precept requirement of £145,753 to Cornwall Council, a rise of 10.00%, although it was noted that the number of new houses in the town would reduce any impact slightly. Cllr Finlay abstained from voting.

Date of Next Meeting To be advised

Meeting Closed 12.32pm