

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 THURSDAY 25th NOVEMBER 2021 IN FOWEY TOWN HALL AT 10am

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

In attendance The Town Clerk, Sally Vincent
1 member of the public

21/13 Apologies Cllr Dellow

21/14 Declaration of Interests

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

21/15 Public Questions

None

21/16 Minutes of Meeting of 9th June 2021

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

21/17 Matters Arising (for report only)

None

21/18 Request for Funding

Cllr Cooke explained to the meeting that RoSPA checks had identified that the MPU at Squires Field needed repair and this work had been authorized by the Environment Committee. However, when the work was started it had revealed that the refurbishment required would be much more extensive than previously anticipated and that replacement could well be a better option. Quotes had been obtained for a replacement Toddler MPU and the Environment Committee had selected a unit supplied by Rhino Play, costing £7986.00, plus vat. Unfortunately, there were insufficient funds in the Environment Committee budget to cover the whole of this cost and Cllr Cooke asked the Finance Committee to consider allocating an additional £2386.00 for the unit and £390 for the removal of the old equipment. Cllr Cooke confirmed that if this equipment was replaced, the bottom end of the play park would be safe and fit for purpose. Cllr Berryman proposed, Cllr Hughes seconded and it was RESOLVED that £3,000 should be released from reserves towards the provision of the Rhino Play MPU.

21/19 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.
3. The Town Hall RA documentation completed by the Caretaker was available and complete. It was noted that an up to date Fire Risk Assessment was needed; members agreed that the possibility of employing a professional company to undertake this should be investigated. In the meantime the Town Clerk and Cllr Hughes would compile a temporary document.
4. Members studied the FTC overall Risk Assessment, including the revisions suggested by the Town Clerk and agreed it was in order and public liability and fidelity cover was adequate. It was proposed by Berryman, seconded Cllr Simms and RESOLVED that it be signed off. It was noted, however, that the FTC insurers would not cover the Lime Kilns because of SW Water's statutory occupation of part of the building, giving FTC no control over it. The Town Clerk confirmed that Readymoney Beach Shop insured the fabric of the part of the kilns that it occupied as part of the terms of the lease and that she had been trying to negotiate with SW Water to achieve a similar outcome but with no success. It was proposed by Cllr Cooke, seconded Cllr Simms and RESOLVED that legal advice should be taken in order to regularize the situation.

21/20 Review Town Hall Caretaker Job Description/Salary/Hours

It was proposed by Cllr Berryman, seconded Cllr Simms and RESOLVED that the Town Hall Cleaner/Caretaker salary should increase by £20 pcm. The Town Clerk confirmed that he was now on the FTC payroll.

21/21 Review Town Clerk Job Description/Salary/Hours

Cllr Berryman proposed, Cllr Simms seconded and it was RESOLVED that the Town Clerk's hours should increase to 26 per week and remain at profile 3, point 34.

21/ 22 Review Earmarked Reserves 2021/2022 and allocate Earmarked Reserves 2022/2023

It was proposed by Cllr Hughes, seconded Cllr Cooke and RESOLVED that Earmarked Reserves for 2022/2023 should be as follows

TH Disabled Access	£7,500
Squires Field	£25,000
Squires Field Playground	£7,500
Sinking Fund	£110,000
Allotments	£1,000
Election Expenses	£3,500
Project Contingency	£60,000
Toilet Maintenance	£10,000
Regalia	£3,000
Squires Field Pavilion	£100,000
Gratuity Provision	£7,527.94

21/23 Review 2021/2022 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. The Chairman noted the significant loss of Town Hall rental income due to Covid but there were no other items giving rise to concern.

21/24 Budget 2022/2023

Members studied the position with regard to allocated and actual spending for 2021/2022 and considered actual and anticipated commitments for 2022/2023. 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 £750.00 pa, inc. vat, the boatmen's licenses should increase by £5 and the annual donation to Fowey in Bloom should increase to £600. It was noted that the Polruan Ferry Licence was due for renewal, as was the Brewery lease for the outside space on the Quay; these would be dealt with in the New Year.

A budget was then calculated, which resulted in a 5% rise on the previous year. This was considered to be acceptable and Cllr Hughes proposed, Cllr Cooke seconded and it was RESOLVED that FTC should submit a precept requirement of £153,120 to Cornwall Council

Date of Next Meeting To be advised

Meeting Closed 12.43pm