

## 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 MONDAY 5<sup>th</sup> DECEMBER 2022 IN FOWEY TOWN HALL AT 1.00pm

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

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

#### **22/01 Election of Chairman**

It was proposed by Cllr Simms, seconded Cllr Cooke and RESOLVED that Cllr Berryman should serve as Chairman for the 2022/2023 Civic Year

**22/02 Apologies** Cllr Dellow, Cllr Hughes

#### **22/03 Declaration of Interests**

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

#### **22/04 Public Questions**

None

#### **22/05 Minutes of Meeting of 28<sup>th</sup> March 2022**

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

#### **22/06 Matters Arising (for report only)**

None

#### **22/07 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 was incomplete. The Town Clerk was following up with Cllr Hughes and this was in hand.
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 again 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 Berryman, seconded Cllr Cooke and RESOLVED that all other documentation was in order, subject to follow up action in respect of the Town Hall RA.

#### **22/10 Review Town Hall Caretaker Job Description/Salary/Hours**

It was proposed by Cllr Cooke, seconded Cllr Simms and RESOLVED that the Town Hall Cleaner/Caretaker salary should increase by £30 pcm.

#### **22/11 Review Town Clerk Job Description/Salary/Hours**

Cllr Berryman proposed, Cllr Cooke seconded and it was RESOLVED that the Town Clerk's hours should remain at 26 at profile 3 but increase to point 37.

#### **22/12 Review Earmarked Reserves 2022/2023 and allocate Earmarked Reserves 2023/2024**

It was proposed by Cllr Simms, seconded Cllr Cooke and RESOLVED that Earmarked Reserves for 2023/2024 should be as follows

TH Disabled Access	£7,500
Squires Field	£25,000
Squires Field Playground	£7,500
Sinking Fund	£120,000
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	£8,708.24

#### **22/13 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 a continued loss of Town Hall rental income following the pandemic but there were no other items giving rise to concern.

#### **22/14 Budget 2022/2023**

Members studied the position with regard to allocated and actual spending for 2022/2023 and considered actual and anticipated commitments for 2023/2024. Budget requirements submitted by the Environment Committee and from the Town Hall & Quay Committee were considered and taken into account. It was agreed that the cost of permit parking at Caffa Mill, Webb Street and Market Street should increase to £850.00 pa, inc. vat, and boatmen's licenses should increase by £5 pa. Income from the leasing of the centre part of the Town Quay 1<sup>st</sup> May – 30<sup>th</sup> September was included for budgeting purposes. Election provision was reduced to allow only for a non-contested election, given it was not election year, toilet running costs were reduced to £15,000 and Town Hall running costs were rounded down to £25,000. A budget was then calculated, which resulted in an 8% rise on the previous year. This was considered to be unavoidable and Cllr Berryman proposed, Cllr Simms seconded and it was RESOLVED that the Finance Committee should recommend a precept requirement of £165,717 to Full Council at the meeting scheduled for 14<sup>th</sup> December 2022.

**22/15 Matters considered Urgent by the Chairman**

The Town Clerk recommended that some funds be transferred from the FTC current account into the FTC tracker account, given that interest rates were improving. This was agreed.

**Date of Next Meeting**            To be advised

**Meeting Closed**                2.48 pm