

## 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 WEDNESDAY 12<sup>th</sup> JULY 2023 IN FOWEY TOWN HALL AT 6.00pm

**Present** Cllr J Berryman (Chairman)  
Cllr A Dellow (part)  
Cllr Mrs L Simms (Mayor, *ex officio*)  
Cllr Mrs Y Patterson (co-opted by the Town Clerk to ensure the meeting was quorate)

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

#### **23/01 Election of Chairman**

It was proposed by Cllr Simms, seconded Cllr Patterson and RESOLVED that Cllr Berryman should serve as Chairman for the 2023/2024 Civic Year

**23/02 Apologies** Cllr Cooke, Cllr Hughes

#### **23/03 Declaration of Interests**

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

#### **23/04 Public Questions**

None

#### **23/05 Minutes of Meeting of 5<sup>th</sup> December 2022**

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

#### **23/06 Matters Arising (for report only)**

None

#### **23/07 Squires Field**

The Town Clerk reported that wvutilities had been in contact wanting to lay a gas pipe across Squires Field as the current supply was running underneath a property, which was considered dangerous. The company had offered a grant of £10,000 towards the refurbishment of the hut at the top of the field by the play equipment and to cover FTC's legal costs. Members agreed to permit this in principle but raised some concerns about the proposed route of the pipeline, which could possibly impact on the refurbishment of the pavilion. It was also suggested that the company should be asked to lay a spur into the pavilion as part of the scheme and potentially undertake some groundwork associated with the proposed new pavilion car parking facility. The Town Clerk was asked to set up a site visit to discuss options.

**23/08 CLUP 251**

Proposed Cllr Berryman, seconded Cllr Simms and RESOLVED that the quote from Cormac to prepare a design proposal for the Fowey Town Gateway Scheme should be accepted

**23/09 CLUP 251**

Proposed Cllr Patterson, seconded Cllr Simms and RESOLVED that the CLUP funding offer for the Town Gateway project should be accepted

**23/10 Expenditure**

Proposed Cllr Simms, seconded Cllr Patterson and RESOLVED that a new low profile pallet truck should be purchased to move the planters on the Town Quay and a quote from Healthmatic for a new door for the disabled toilet on Town Quay should be accepted

**23/11 Squires Field Pavilion Refurbishment**

Deferred in the absence of Cllr Dellow

**23/12 Matters considered Urgent by the Chairman**

It was proposed by Cllr Berryman, seconded Cllr Patterson and RESOLVED that the cost of the summer rental of the TQ space outside the RBL should be £1,000, in recognition that its income generating ability was reduced as the RBL did not serve food .

Andrew Weaver had requested that FTC review its decision not to include the use of the Town Hall in the Christmas Market licence as he maintained that he still had to secure sponsorship from 4 additional businesses to make the event viable. Members were of the view that FTC's original decision should stand and the Town Hall be used as a cheaper venue for genuinely local businesses. In addition to this it was noted that a resolution of FTC could not be revisited within 6 months of it being passed.

Cllr Dellow arrived

**23/13 Squires Field Pavilion Refurbishment**

Cllr Dellow reported on the current position.

Current Status The tender documents were issued 3 July 2023 to three contractors. All three have confirmed their interest and they have all visited site to familiarise themselves with the building and locality. The tender returns are due at the end of this month.

We have received a revised cost plan from the quantity surveyor based on updated drawings, specifications and current costs of materials and labour.

Costs The current pre-tender estimate is £189,274 (ex-VAT), which excludes the following:-  
Tea point furniture/fixtures/fittings, Furniture/shelving/racking for reception, store, library, Storage equipment, Curtains/blinds, Library equipment, IT equipment, External signage, PV battery, External landscaping to car parking, front of building planting, fencing/barriers between parking and field.

In addition to the above we have expended £4029.90 to date associated with professional services:-

To be determined are further professional service costs:- Quantity surveyor pre-tender estimate (SP Folds), Procurement consultant (Kennall Consulting), Planning amendment submission, EPC.

Contingency We should make provision for unforeseen issues to cover variations to the contract.

Programme We have not set a programme at this stage but instead asked contractors for their best proposal. It is likely the works start at the end of the year so could possibly be finished by Easter. We should not commit to this date just yet.

Next Steps Going forward we should set up a small working party to establish what the fit-out of the space will actually look like (furniture and blinds essentially), paint colours and car parking arrangement. The implications of these items can be incorporated into the successful contractors work package - or some could be procured direct.

Upon receipt of tender returns there will need to be a period of reconciliation to ensure like for like pricing and compliance with the documentation. As this will be during August we need to allow a month to do this to cater for holidays. During the reconciliation there will no doubt be some revisions to each of the tenders leading to a final comparison of each and enabling one to be selected and appointed. With some items there will be a long lead-in from date of order to delivery so the successful contractor will probably need a 2-3 week period from appointment to starting on site to mobilise and place long-lead items on order.

**Date of Next Meeting**            To be advised

**Meeting Closed**                5.25 pm