

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 27th NOVEMBER 2023 IN FOWEY TOWN HALL AT 1.00pm

Present Cllr J Berryman (Chairman), Cllr Mrs R Cooke, Cllr A Dellow, Cllr P Hughes

In attendance The Town Clerk, Sally Vincent

23/24 Apologies Cllr Mrs L Simms (Mayor, *ex officio*)

23/25 Declaration of Interests

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

23/26 Public Questions

None

23/27 Minutes of Meeting of 30th August 2023

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

23/28 Matters Arising (for report only)

None

23/29 Notification of Completion of Audit

The Town Clerk confirmed that BDO LLP had notified completion of the 2022/2023 audit and she had published the necessary documentation on the FTC website. The auditor had not raised any matters to be noted.

23/30 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 completed by Cllr Hughes. It was noted that the content needed updating; Cllr Hughes agreed to do this and forward an amended copy to the Town Clerk. The Town Clerk undertook to arrange for the Town Hall Caretaker to complete future RA's fortnightly.
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 Cllr Berryman, seconded Cllr Dellow 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 had tried to resolve the issue but without success. However, Readymoney Beach Shop insured the fabric of the part of the kilns that it occupied as part of the terms of its lease. It was proposed by Cllr Berryman, seconded Cllr Cooke and RESOLVED that all other documentation was in order.

23/31 Review Town Hall Caretaker Job Description/Salary/Hours

It was proposed by Cllr Cooke, seconded Cllr Dellow and RESOLVED that the Town Hall Cleaner/Caretaker's salary/job description/hours should remain the same.

23/32 Review Town Clerk Job Description/Salary/Hours

Cllr Berryman proposed, Cllr Dellow seconded and it was RESOLVED that the Town Clerk's job description/salary/hours should remain the same at 26 hours, profile 3, point 37, with the usual additional agreement covering holiday entitlement.

23/33 Review Earmarked Reserves 2023/2024 and allocate Earmarked Reserves 2024/2025

It was proposed by Cllr Dellow, seconded Cllr Cooke and RESOLVED that Earmarked Reserves for 2024/2025 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	£200,000
Gratuity Provision	£10,033.01

23/34 Review 2023/2024 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 that no items were currently giving rise to concern.

23/35 Budget 2024/2025

Members studied the position with regard to allocated and actual spending for 2023/2024 and considered actual and anticipated commitments for 2024/2025. 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 £900.00 pa, inc. vat, boatmen's licenses should increase by £5 pa and PFC's licence should increase to £1,200 pa. Election provision was allowed only for a non-contested election, given it was not election year, toilet running costs were increased to £17,500 but the 20p entry charge was increased to 40p to partly offset this. A budget was then calculated, which resulted in a 10.9% rise on the previous year. This was considered to be unavoidable given the significant rise in the cost of living and Cllr Berryman proposed, Cllr Hughes seconded and it was RESOLVED that the Finance Committee should recommend a precept requirement of £185,790 to Full Council at the meeting scheduled for 13th December 2023.

23/36 Matters considered Urgent by the Chairman
None.

Date of Next Meeting To be advised

Meeting Closed 3.30 pm