

## 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 TUESDAY 10<sup>th</sup> DECEMBER 2024 IN PAVILION HOUSE, AT 10.00am

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

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

**24/11 Apologies** Cllr Dellow

#### **24/12 Declaration of Interests**

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

#### **24/13 Public Questions**

None

#### **24/14 Minutes of Meeting of 7<sup>th</sup> October 2024**

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

#### **24/15 Matters Arising (for report only)**

None

#### **24/16 Notification of Completion of Audit**

The Town Clerk confirmed that BDO LLP had notified completion of the 2023/2024 audit and she had published the necessary documentation on the FTC website. The auditor had noted that FTC does not have a dedicated email address (although the Clerk had subsequently confirmed that the one currently used is FTC's dedicated email address) and that the auditor's report had not been minuted as reviewed at a full meeting.

#### **24/17 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 unavailable and the overall RA had identified that arrangements for this to be done needed to be made.
4. Members studied the FTC overall Risk Assessment, including the revisions suggested by the Town Clerk. Cllr Cooke suggested a further revision that the pump track and MUGA should be identified specifically in the documentation. It was agreed that the public

liability and fidelity cover was adequate. It was proposed by Cllr Harris-Guerrero, seconded Cllr Cooke and RESOLVED that the Overall RA be signed off, incorporating the revisions introduced by the Town Clerk and Cllr Cooke. 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. Cllr Harris-Guerrero undertook to investigate the SW Water situation further.

#### **24/18 Review Town Hall Caretaker/Cleaner Job Description/Salary/Hours**

Cllr Harris-Guerrero noted that Performance Reviews were not taking and he pointed out that these should be undertaken annually. It was proposed by Cllr Berryman, seconded Cllr Harris-Guerrero and RESOLVED that the Town Hall Cleaner/Caretaker's salary should rise to £463.00pcm but that a Performance Review undertaken by the Finance Committee should take place before 1<sup>st</sup> April 2025 and then annually.

#### **24/19 Review Town Clerk Job Description/Salary/Hours**

The Town Clerk confirmed that she had not previously been subject to an annual Performance Review. Members noted the additional responsibilities the Town Clerk was covering and agreed that some of these could be covered by an assistant in due course. In the meantime Cllr Cooke proposed, Cllr Harris-Guerrero seconded and it was RESOLVED that the Town Clerk's should rise to 28.5 hours but remain at profile 3, point 37, with the usual additional agreement covering holiday entitlement.

#### **24/20 Review Earmarked Reserves 2024/2025 and allocate Earmarked Reserves 2025/2026**

Members noted that much of the Pavilion reserve and the Squires Field 24/25 reserve had been spent. Members then discussed the 25/26 reserve. The Town Clerk reported that one major item members needed to take into account was that she had received notification from Cornwall Council that they would be closing the Main Car Park toilets permanently for budgetary reasons so if FTC wished to retain them and have them devolved provision would have to be made. Cllr Harris-Guerrero stated that, whilst he was horrified that CC could make this decision when they were collecting a very significant sum of money from the car park tariffs, he considered that a major tourist town like Fowey must have public toilets at the top of the town. Following further discussion it was proposed by Cllr Simms, seconded Cllr Cooke and RESOLVED that Earmarked Reserves for 2025/2026 should be as follows

TH Disabled Access	£7,500
Squires Field Car Park	£100,000
Squires Field Playground	£7,500
Sinking Fund	£130,000
Allotments	£1,000
Election Expenses	£3,500
Project Contingency	£50,000
Toilet Refurbishment	£100,000
Regalia	£1,000
Squires Field Pavilion	£5,000
Gratuity Provision	£11,391.75

#### **24/21 Review 2024/2025 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 particular concern, apart from the prospect of very significant expenditure being incurred for the OGS Garden due to the dilapidations schedule served by the Trustees and the legal costs associated with it.

**24/22 Budget 2025/2026**

Members studied the position with regard to allocated and actual spending for 2024/2025 and considered actual and anticipated commitments for 2025/2026. Budget requirements submitted by the Environment Committee and from the Town Hall & Quay Committee were considered and taken into account with the TH figure being raised slightly to reflect the proposed rise in the Town Hall Cleaner/Caretaker salary. It was agreed that the cost of permit parking at Caffa Mill, Webb Street and Market Street should remain at £900.00 pa, inc. vat, Squires Field parking permits should remain at £438.00 inc. vat and boatmen's licenses should remain the same. Election provision was allowed for a non-contested election only although it was an election year, toilet running costs were increased to £50,000 to provide for the main Car Park toilets if FTC requested their devolution. No provision was made for traffic calming schemes. A budget was then calculated, which resulted in a 6.8% rise on the previous year. This was considered to be unavoidable given the likelihood that FTC would have no option but to assume responsibility for the Main Car Park toilets and Cllr Harris-Guerrero proposed, Cllr Berryman seconded and it was RESOLVED that the Finance Committee should recommend a precept requirement of £198,416 to Full Council at the meeting scheduled for 11<sup>th</sup> December 2024.

**24/23 Matters considered Urgent by the Chairman**

None.

**Date of Next Meeting**            To be advised

**Meeting Closed**                    1.03pm