

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 20th NOVEMBER 2025 IN PAVILION HOUSE, AT 12.00 NOON

Present Cllr A Dellow (Chairman), Cllr C Gibbon,
Cllr Mrs L Simms (Mayor, *ex officio*)

In attendance The Town Clerk, Sally Vincent
Cllr Mrs F Day (part)

25/09 Apologies None

25/10 Declaration of Interests

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

25/11 Public Questions

None

25/12 Minutes of Meeting of 26th August 2025

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

25/13 Matters Arising (for report only)

None

25/14 Notification of Completion of Audit

The Town Clerk confirmed that BDO LLP had notified completion of the 2025/2026 audit and she had published the necessary documentation in line with regulations. The auditor had noted that FTC does not have a gov.uk email system but the Town Clerk had advised BDO LLP that they were mistaken and they had corrected their records accordingly. BDO LLP had also advised that the previous 3 years figures must be restated on the AGAR record to reflect a different way of dealing with vat recording, although this does not change the accounts in any material way.

25/15 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. It was agreed that Myriam (FTC Admin Assistant) would take over this responsibility.
4. Members studied the FTC overall Risk Assessment, including the revisions suggested by the Town Clerk. It was agreed that the public liability and fidelity cover was adequate. It was proposed by Cllr Simms, seconded Cllr Gibbon and RESOLVED that the Overall RA be signed off, incorporating the revisions introduced by the Town Clerk. 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.

25/16 Review Town Hall Caretaker/Cleaner Job Description/Salary/Hours

It was proposed by Cllr Dellow, seconded Cllr Gibbon and RESOLVED that the Town Hall Cleaner/Caretaker's salary should remain at £463.00pcm.

25/17 Review Town Clerk Job Description/Salary/Hours

Members noted the additional responsibilities the Town Clerk was covering and agreed that some of these would be covered by the new Admin Assistant in due course. In the meantime, Cllr Simms proposed, Cllr Dellow seconded and it was RESOLVED that the Town Clerk's hours should rise to 30 hours per week but remain at profile 3, point 37, with the usual additional agreement covering holiday entitlement.

25/18 Review Admin Assistant Job Description/Salary/Hours

Cllr Simms proposed, Cllr Dellow seconded and it was RESOLVED that given the Admin Assistant had only recently been appointed her salary and hours should remain the same.

25/19 Review Earmarked Reserves 2025/2026 and allocate Earmarked Reserves 2026/2027

Members studied the 2025/2026 reserves and following discussion it was proposed by Cllr Simms, seconded Cllr Gibbon and RESOLVED that Earmarked Reserves for 2026/2027 should be as follows

TH Disabled Access	£7,500
Squires Field Car Park	£100,000
Squires Field Playground	£7,500
Sinking Fund	£247,720.63
Allotments	£1,000
Election Expenses	£3,500
Project Contingency	£50,000
Toilet Refurbishment	£20,000
OGS Dilapidations Claim	£60,000
Regalia	£1,000
Squires Field Pavilion	£2,000
Gratuity Provision	£12,928.95

25/20 Review 2025/2026 Budget

A budget tracking report to the end of October 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 and potential repairs to Steve's Steps on the quay.

25/21 Budget 2026/2027

Members studied the position with regard to allocated and actual spending for 2025/2026 and considered actual and anticipated commitments for 2026/2027. Budget requirements submitted by the Environment 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 rise to £950.00 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, toilet running costs were allocated at £40,000 for Town Quay and just £10,000 for MCP toilets on the basis that they would hopefully be managed independently. No provision was made for traffic calming schemes but Town Quay expenditure was raised to £20,000 to cater for the repairs to 'Steve's Steps,' although this could be covered by the TH/TQ Sinking Fund. A budget was then calculated, which resulted in an increase of just over 3%. This was considered to be unavoidable, particularly given that FTC would be taking over responsibility for the Main Car Park toilets and the significant dilapidations demand from the Trustees of the OGS Garden following their decision not to renew FTC's lease. Cllr Dellow proposed, Cllr Gibbon seconded and it was **RESOLVED** that the Finance Committee should recommend a precept requirement of £204,679 to Council at the meeting scheduled for 10th December 2025.

25/22 Matters considered Urgent by the Chairman

None.

Date of Next Meeting To be advised

Meeting Closed 2.38pm