

## **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 in the Town Hall on 19<sup>th</sup> November 2010**

**10/01 Present** Cllr N Mason (Chairman), The Mayor Cllr J Berryman, Cllr Mrs A Boosey, Cllr Mrs S Gudmunsen, Cllr J Penprase

**In attendance:** The Town Clerk, Sally Vincent (RFO)  
Cllr Mrs J Vincent (part)

#### **10/02 Election of Chairman**

It was proposed by Cllr Berryman, seconded Cllr Boosey and RESOLVED that Cllr Mason should continue to serve as Chairman for a further term.

**10/03 Apologies** None

#### **10/04 Declarations of Interests**

- a. In items on the agenda. Cllr Penprase declared a personal interest any matters relating to the Town Hall Caretaker's position.
- b. In gifts of a value in excess of £25. None.

#### **10/05 Minutes of Meeting held on 16<sup>th</sup> April 2010**

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

**10/06 Matters Arising – *for report only***  
None

#### **10/07 Consider FTC risk assessment schedule, including public liability and fidelity cover and schedules from the Town Hall Committee and Environment Committee and sign off**

The FTC risk assessment schedule was considered by members and it was proposed by Cllr Boosey, seconded Cllr Berryman and RESOLVED that it should be signed off by the Chairman. It was agreed that a useful Environment Committee report on the OGS Gardens should be appended to the schedule. Full risk assessments were awaited from the Town Hall Committee and the Environment Committee but the respective Chairmen agreed to table them at the full FTC meeting on 8<sup>th</sup> December. Cllr Boosey noted that the weekly risk assessment record compiled by the Town Hall caretaker was not being signed off on a monthly basis by the Town Hall Chairman, as required. Cllr Gudmunsen undertook to rectify this omission immediately. Cllr Penprase reported that the Caretaker was unable to access the Museum if the fire alarm sounded, which was unsatisfactory. SW Water had a stand-alone alarm system and, unless the Museum was prepared to allow the Caretaker emergency access to the premises, he considered that the Trustees should have a similar system installed. It

was agreed that a letter should be set to Cornwall Council/Museum Trustees recommending this and, in the meantime a list of emergency key holders should be put on the Town Hall notice board.

#### **10/08 Review Town Clerk/Town Hall Caretaker/Town Hall Cleaner Salary/Hours**

It was noted that a contingency of £500 had been built into the Du Maurier Committee budget to cover any additional hours worked by the Clerk in connection with the Festival and, given that Cornwall Council would now continue to take financial control of the event, this was considered to be an adequate provision. As the timing of the transfer of the TH/TQ complex to FTC was still unclear it was proposed by Cllr Penprase, seconded Cllr Berryman and RESOLVED that, in the interim, the Clerk should continue to be paid for 18 hours per week and draw overtime at the same hourly rate if it proved to be necessary. This arrangement to be reviewed post transfer. It was proposed by Cllr Boosey, seconded Cllr Berryman and RESOLVED that the rate of pay and the hours worked by both the Town Hall Caretaker and the Town Hall Cleaner should remain unchanged as the current arrangements had only been in place for a few months.

#### **10/09 Review Town Hall Hiring Charges**

It was proposed by Cllr Boosey, seconded Cllr Penprase and RESOLVED that the 10% discount given a) if the hirer was on the Fowey Electoral Register *or* b). to a bona fide organisation based or operating in Fowey should be abolished but that all other charges should remain the same. This to be reviewed annually.

#### **10/10 Du Maurier Festival**

Cllr Berryman and the Clerk confirmed that the current position was that Cornwall Council would take overall financial responsibility for the Festival but all donations and sponsorship would be paid to FTC. If the Festival came in over budget, FTC would consider a grant to Cornwall Council; any surplus would be ring fenced for future Festivals. It was noted that, in previous years, the Chamber had covered the cost of the hire of the Town Hall (£486) but it was felt inappropriate for FTC to charge under the new regime. Cllr Berryman proposed, Cllr Gudmunsen seconded, and it was RESOLVED that FTC would make the Hall available free of charge to the Du Maurier Committee in 2011.

#### **10/11. Budget 2011/2012**

The Clerk supplied Budget Tracking documents to the end of October and it was noted that, with a few exceptions, most items were on or close to budget. Hopefully the £2000 budgeted expenditure for election expenses would not be called upon. The 2010/2011 budget for miscellaneous items had not been called on to date so Cllr Mason proposed, Cllr Boosey seconded and it was RESOLVED that £300 of this should be awarded as a grant on a one-off basis towards the cost of a new St John bus. It was suggested that a 'Special Operations Reserve' should be set up to accommodate unexpected financial calls on the budget and it was generally agreed that the St Catherines' Lights reserve could be moved across to set this up as it appeared that it would no longer be required for the lights project. A budget had been submitted on behalf of the Environment Committee requesting an annual amount of £7560, offset by agency money OGS receipts. A budget had been submitted on behalf of the Town

Hall Committee requesting an annual amount of £6240, offset by hiring receipts. Both were noted, although the provision of shelving in the cleaning cupboard in the Town Hall kitchen was moved to non-recurring expenditure. It was agreed that grants and S137 payments should be limited to £500 for Fowey in Bloom, £300 for Fowey Regatta Committee, £30 for the RBL, £150 for the Chamber of Commerce (specifically for Christmas lights). An additional £220 should be set aside, which could be applied for and awarded on an individual basis. Using these agreed revised figures and noting the draft budget tracking report to 30<sup>th</sup> October, Cllrs then calculated the 2011/2012 budget, which resulted in a precept requirement of £37,500. Although this was quite a steep increase it was noted that this was mainly due to historical underbudgeting. It was, therefore, proposed by Cllr Berryman, seconded Cllr Gudmunsen and RESOLVED that the Finance Committee should recommend to the full council that the precept for 2011/2012 should be £37,500.

**Date of Next Meeting** April 2011

**Meeting Closed** 12.03pm