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 5th December 2011

11/01 Present Cllr N Mason (Chairman), The Mayor Cllr J Berryman,

Cllr Mrs A Boosey

In attendance: The Town Clerk, Sally Vincent (RFO)

Cllr Mrs J Vincent (part)
Cllr T Vincent (part)

11/02 Election of Chairman

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

11/03 Apologies Cllr Mrs S Gudmunsen

11/04 Declarations of Interests

- a. In items on the agenda. None.
- **b.** In gifts of a value in excess of £25. None.

11/05 Minutes of Meeting held on 19th November 2010

10/08. It was noted that the Clerk hours were 18 per week. With this amendment it was proposed Cllr Berryman, seconded Cllr Boosey and RESOLVED that the minutes be confirmed and signed by the Chairman.

11/06 Matters Arising – *for report only* None

11/07 Consider FTC risk assessment schedule, including public liability and fidelity cover and schedules and sign off TH maintenance record

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. Full updated risk assessments were awaited from the Town Hall Committee and the Environment Committee. It was agreed that the respective Chairmen should submit them as soon as possible, and preferably before the full FTC meeting on 14th December. The weekly risk assessment record compiled by the Town Hall caretaker and signed off on a monthly basis by the Town Hall Chairman, as required, was unavailable. It was agreed that Cllr Gudmunsen should be asked to produce it for the full FTC meeting on 14th December

11/08 Review Town Clerk/Town Hall Caretaker/Town Hall Cleaner Salary/Hours

<u>Town Hall Cleaner</u>. It was recorded that the cleaner was doing an excellent job, with the additional pressure of increased TH usage. Cllr Mason proposed, Cllr Boosey seconded and it was RESOLVED that the cleaner's salary should increase by 30p per hour from 1st April 2012.

<u>Town Hall Caretaker</u>. It was recorded that the caretaker was also doing an excellent job, with the additional pressure of increased TH usage. Cllr Mason proposed, Cllr Boosey seconded and it was RESOLVED that the caretaker's salary should increase by 30p per hour from 1st April 2012.

<u>Town Clerk</u>. It was proposed by Cllr Mason, seconded Cllr Boosey and RESOLVED that the Town Clerk's hours/salary should remain unchanged but that a full review should take place when TH/TQ was transferred to FTC. In the meantime the Town Clerk would be entitled to overtime at the same hourly rate if appropriate.

11/09 Budget 2012/2013

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. A budget had been submitted on behalf of the Environment Committee requesting an annual amount of £8000.00, offset by agency money OGS receipts. A budget had been submitted on behalf of the Town Hall Committee requesting an annual amount of £6545.60, offset by hiring receipts. Both were noted, although the T/H figures were amended to £6545.60 to reflect a miscalculation on staff costs and window cleaning. It was agreed that grants and S137 payments should remain as in 2011/2012 and limited to £500 for Fowey in Bloom, £300 for Fowey Regatta Committee, £30 for the RBL (specifically for wreaths), £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 30th October. Cllrs then calculated the 2012/2013 budget, which resulted in a precept requirement of £45,175.00. It was, therefore, proposed by Cllr Boosey, seconded Cllr Berryman and RESOLVED that the Finance Committee should recommend to the full council that the precept for 2012/2013 should be £42,175.00

Date of Next Meeting To be confirmed

Meeting Closed 12.16pm