

## **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 Royal British Legion Committee Room on 6<sup>th</sup> June 2012**

**12/01 Present** Cllr N Mason (Chairman), The Mayor Cllr J Berryman, Cllr Mrs A Boosey, Cllr Mrs S Gudmunsen

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

#### **12/02 Election of Chairman**

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

**12/03 Apologies** None

#### **12/04 Declarations of Interests**

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

#### **12/05 Public Questions**

None

#### **12/06 Minutes of Meeting held on 5<sup>th</sup> December 2011**

It was proposed Cllr Berryman, seconded Cllr Boosey and RESOLVED that the minutes be confirmed and signed by the Chairman.

#### **12/07 Matters Arising – *for report only***

None

#### **12/08 Town Quay: *To consider and formulate recommendations to full council*** ***Financial update***

The Town Clerk confirmed that all the monies due for leases, licences and permits had been paid and banked. Two permit holders had asked to pay in 2 equal instalments and one lease would be paid in equal instalments over the first 6 months. To date she had been unable to progress matters in respect of a lease for SW Water's use of the control room in the town hall.

The 10K donation towards St Catherines' Lights had been transferred to FTC's account by BACS

It was noted that the business rates for the car parks would be paid in 10 instalments. FTC was now registered for VAT, effective from 1<sup>st</sup> April 2012.

Up to date copies of the Budget Tracking Report and the Current Assets Report were provided by the Clerk.

#### ***Planning status***

Cornwall Council had confirmed that the whole of the quay was classified as public highway (although it was noted that a member of the public disagreed with this and claimed that it was public open space). Cornwall Council had agreed to initiate and fund a 'Stopping Up Order,' which would allow parts of the quay to be used for such things as car parking, outside restaurant seating and as public amenity space, including the positioning of public seating etc. The Clerk advised that a Change of Use planning application would also be required to regularise the situation, although this could be done *en bloc*. Cllr Mason proposed, Cllr Berryman seconded and it was RESOLVED that a Change of Use application should be submitted.

#### ***Applications for Leases/Licences***

##### ***King of Prussia***

St Austell Brewery had applied for the use of the Buttermarket as an outside seating area between May/September and had submitted attractive plans for consideration. Members noted that currently the Buttermarket was desperately in need of renovation and that it was being misused for the parking of motor bikes. Cllr Berryman proposed, Cllr Boosey seconded and it was RESOLVED that permission should be granted for a trial period at a cost based on that paid by The Waterfront. The Clerk advised that a listed building planning application would have to be submitted in due course

##### ***Dee Wadham, National Trust***

Mrs Wadham had applied to site a van on one of the reserved parking spaces on the quay on Sunday's throughout the summer to sell National Trust membership. Members considered, however, that this would not be appropriate and it was proposed by Cllr Boosey, seconded Cllr Gudmunsen and RESOLVED that permission should be refused.

##### ***Dan Hicks.***

Mr Hicks had applied for a board and a licence to trade from the quay offering fishing trips and boat trips to Polperro. As Mr Hicks would not be trading in competition with the current licence holders it was proposed by Cllr Mason, seconded Cllr Gudmunsen and RESOLVED a licence should be offered on the basis that it was restricted to fishing trips out of the harbour and trips to Polperro (with no element of river trips included) and that Mr Hicks covered the legal costs associated with the preparation of the licence.

##### ***Repairs to slipway/'No Crabbing' signage***

The repairs to the fenders on the slipway and the railing were still awaited. (*Note: following the meeting the Clerk contacted the Harbourmaster and was assured that, subject to tides etc. the work would be carried out during the week beginning 10<sup>th</sup> June*). The boatmen had requested 'No Crabbing' signage as they were extremely concerned that a child could be injured by a boat being carried in by an unexpected wave. Cllr Berryman proposed, Cllr Boosey seconded and it was RESOLVED that a sign should be erected.

##### ***Other signage***

Cllr Boosey confirmed that she had asked the Heritage Project members to move their sign back to its original position. The Clerk was asked to follow this up with Ali Wittamore.

##### ***Waste bins***

The waste bins on the quay were in a poor state and a few more were required. A possible way to replace them could be to ask for sponsorship, allowing for discrete advertising on the bin. Cllr Boosey would investigate the situation.

##### ***Use of quay for Concerts/Events etc***

It was proposed by Cllr Gudmunsen, seconded Cllr Berryman and RESOLVED that local bands, choirs etc. should be allowed to perform on the quay at the discretion of the Town Clerk, subject to them holding the appropriate public liability insurance.

***Outer quay – possible transfer of ownership of lease***

The Town Clerk explained that SW Water wished to transfer the ownership of its part of the outer quay to FTC as part of an agreement for the lease of the control room in the Town Hall building. Cllr Mason noted that, whilst it would be excellent to have control of the whole quay, there could be considerable financial implications. It was agreed that the Clerk should set up a meeting with SW Water to clarify the situation.

***Car Park/Permit Parking***

This was working well to date. Ken Polmounter (Cornwall Council) wished to meet with FTC to discuss future arrangements.

***Insurance***

Public liability insurance was in place.

***Any other urgent matters***

The Mayor reported that it was possible that the RBL would be prepared to provide additional public seating in the form of picnic tables and a directional signpost, in return for a discrete plaque being affixed to them. Cllrs agreed that, in principle, they would have no objection to this proposal.

Cllr Gudmunsen was saddened that there were no hanging baskets on the quay when in previous years they had been an attractive feature. Cllrs agreed with this sentiment and Cllr Mason proposed, Cllr Gudmunsen seconded and it was RESOLVED that the Clerk should be authorised to purchase baskets up to the value of £150.

***12/09 Town Hall: To consider and formulate recommendations to full council***

***Review hiring charges***

The Town Clerk reminded members that FTC's registration for Vat would impact on the hiring charges and also that there was currently no set charge for weddings. After consideration it was proposed by Cllr Berryman, seconded Cllr Gudmunsen and RESOLVED that the following charges should apply from 1<sup>st</sup> July and that a further review of charges should be undertaken as part of the 2013/2014 budget setting exercise.

Rehearsals, Youth Organisations, Charities. £16 + vat per session, £23 + vat per day.

Private, Social, Political. £30 + vat per session, £46 + vat per day

Commercial £40 + vat per session, £55 + vat per day.

Discos and Dances £50 + vat

Weddings £60 + vat per day, £150 + vat for 3 consecutive days.

***Maintenance***

It was agreed that the Town Hall Committee should produce a list of all necessary maintenance work, with costings and in order of precedence, and submit it to the Finance Committee in the first instance.

***Caretaker/Cleaner***

It was noted that the new arrangements for Caretaking and Cleaning were working extremely well.

***Sign off risk assessment record***

Cllr Gudmunsen agreed to produce an updated risk assessment and submit it to the Finance Committee.

***Any other urgent matters***

