

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 27th NOVEMBER 2012 AT FOWEY TOWN HALL

Present Cllr N Mason (Chairman), Cllr J Berryman (Mayor), Cllr Mrs A Boosey,
Cllr Mrs S Gudmunsen (part)

In attendance

The Town Clerk, Sally Vincent
Cllr Mrs J Vincent (part)

12/11 Apologies

None

12/12 Declaration of Interests

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

12/13 Public Questions

None

12/14 Minutes of Meeting of 6th June 2012

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

12/15 Matters Arising (for report only)

None

12/16 Consider Risk Assessment Schedule including Public Liability and Fidelity Cover, Town Hall and OGS Risk Assessment Schedule and sign off Town Hall Maintenance Record

Members studied the risk assessment schedule and the Clerk highlighted two priority actions required -

1. The need for the regular inspection of all street furniture owned by FTC and a record book maintained. It was agreed that the Environment Committee should be asked to action this.
2. The need for expert advice and possible training for the Clerk on VAT matters. With the acquisition of the town hall/town quay FTC's vat position had changed and the question of 'opting to tax' had arisen. The Clerk believed that FTC should opt to tax both the hall and the quay, but she stressed that she was not an expert in this area. After discussion Cllr Boosey proposed, Cllr Berryman seconded and it was RESOLVED that the Clerk should notify an option to tax on all the areas. The Clerk requested members' permission to

obtain expert advice if required. The Chairman and the Mayor also undertook to investigate the correct process.

It was then proposed by Cllr Berryman, seconded Cllr Boosey and RESOLVED that the risk assessment schedule should be signed off, with the town hall and environment committee documentation appended. Members noted that a professional risk assessment of both the hall and the quay should still be undertaken.

The FTC insurance documentation was studied and found to be adequate.

The town hall maintenance record was signed off.

12/17 Review Town Hall Caretaker/Cleaner and Town Clerk Salary/Hours

Caretaker/Cleaner

It was proposed by Cllr Boosey, seconded Cllr Gudmunsen and RESOLVED that the town hall caretaker/cleaner salary should be increased to £7.50 per hour

It was proposed by Cllr Berryman, seconded Cllr Mason and RESOLVED that the Clerk's position should remain in Profile 2, raised by one increment to 37 points; the hours should remain at 21 pw but the Clerk should be authorised to claim overtime as required.

Cllr Gudmunsen left.

12/18 Budget 2013/2014

The Clerk supplied Budget Tracking documents to the end of October and copies of the cash book, updated to 27th November. It was noted that FTC was on budget in most areas and that, 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, although Cllr Vincent made a verbal request for an additional £200.00. Budgets had been submitted on behalf of the Town Hall Committee covering various scenarios as the Committee had been unsure of the extent of involvement FTC wished the Committee in budgeting for the maintenance of the building. All were noted. It was agreed that grants and S137 payments should essentially remain as in 2012/2013 and limited to £500 for Fowey in Bloom, £300 for Fowey Regatta Committee, £35 for the RBL (specifically for wreaths), £150 for the Chamber of Commerce (specifically for Christmas lights) and an additional £215 should be set aside, which could be applied for and awarded on an individual basis. The issue of Legionella testing was discussed at length; the Clerk confirmed that a risk assessment was not required as Cornwall Council had commissioned one as part of the transfer agreement and it was valid until 27th March 2014. However the document had highlighted required actions, including monitoring, cleaning and record keeping by a qualified person, which needed to be implemented. Cllr Vincent had obtained a quote for training for 5 persons, costing £595.00. It would then be necessary to have a professional inspection every 6 months, costing £324.00 pa. Alternatively, the company would carry out the testing and complete all the paperwork at a cost of £1944.00 pa. It was finally agreed that a budget of £1000.00 should be allowed Legionella testing, although Cllr Boosey undertook to investigate alternative ways of meeting the requirements of the legislation. The issue of the possible transfer of the responsibility of running and maintaining the public conveniences in the parish was then considered but it was agreed that it would not be possible to budget for this as Cornwall Council had still not supplied updated figures in spite of a reminder email sent by the Mayor. It was agreed that a budget of £500.00 should be allowed for the setting up of the Parade allotments, as they would hopefully come under the control of FTC during the next financial year. Using these agreed figures and noting the draft budget tracking report to 30th October, Cllrs then calculated the 2013/2014 budget, which resulted in a precept requirement

of £43,905.00. 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 2013/2014 should be £43,905.00

12/19 Date of Next Meeting To be confirmed

Meeting Closed 6.57pm