

## **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 26<sup>th</sup> NOVEMBER 2013 AT FOWEY TOWN HALL**

**Present** Cllr D Willmore (Chairman), Cllr J Berryman, Cllr Mrs A Boosey, Cllr T Delves

**In attendance**

The Town Clerk, Sally Vincent  
Cllr Mrs C Eardley

**13/45 Apologies**

None

**13/46 Declaration of Interests**

- a. Pecuniary - Cllr Willmore declared an interest in any matters relating to permit parking.
- b. Non Registerable – Cllr Berryman and Cllr Willmore both declared an interest in any matters relating to the Fowey Festival of Words and Music.
- c. Dispensations - None

**13/47 Public Questions**

None

**13/48 Minutes of Meeting of 9<sup>th</sup> October 2013**

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

**13/49 Matters Arising (for report only)**

None

**13/50 Consider Risk Assessment Schedule including Public Liability and Fidelity Cover, Town Hall and OGS Risk Assessment Schedules and sign off Town Hall Maintenance Record**

Cllr Willmore reported that the Town Hall Committee had reviewed the risk assessment schedule where it related to the Town Hall and had found no areas of concern.

The Town Hall Maintenance Record was unavailable but would be signed off at the 11<sup>th</sup> December council meeting.

The risk assessment schedule relating to Environment Committee responsibilities was unavailable but would be reviewed at the 11<sup>th</sup> December council meeting.

In respect of the Town Quay, members identified a risk relating to the gap in the railings where access to the quay was achieved from the river by way of the ladder adjacent to the Galleon. It was agreed that the chains currently in place were inadequate and Cllr Boosey proposed, Cllr Delves seconded and it was RESOLVED that quotes should be obtained to replace them with a locking gate. It was also noted that the risk assessment recommended that

the FTC insurers should visit the site if possible. The Clerk confirmed that she had been unable to facilitate this to date but would continue to try.  
The general risk assessment document was due to be reviewed at the 11<sup>th</sup> December council meeting.

### **13/51 Review Town Clerk & Town Hall Caretaker/Cleaner Salary/Hours**

It was noted that the Caretaker was doing an excellent job liaising with hirers and cleaning the hall. It was proposed by Cllr Berryman, seconded Cllr Boosey and RESOLVED that the Caretakers salary should be raised to £280.00 pcm.

It was proposed by Cllr Willmore, seconded Cllr Delves and RESOLVED that the Clerk's position should remain in Profile 2; the hours should remain at 21 pw but the Clerk should be authorised to claim overtime as required.

### **13/52 Budget 2014/2015**

The Clerk supplied Budget Tracking documents to the end of November and copies of the cash book, updated to 26<sup>th</sup> November. It was noted that FTC was on budget in most areas with the exception of the Town Quay. A budget had been submitted on behalf of the Environment Committee requesting an annual amount of £9,400.00, to include provision for the redesign of the garden, phase 1. A budget had been submitted from the Town Hall Committee requesting an annual amount of £13,000 plus £2000 for non-recurring expenses. It was noted that these could include redecoration, additional chairs and replacement of tables. Both budgets were noted. It was agreed that grant provision should increase to £1300 and limited to £500 for Fowey in Bloom, £300 for Fowey Regatta Committee, £50 for the RBL (specifically for wreaths), £150 for the Chamber of Commerce (specifically for Christmas lights) with an additional £300 set aside, which could be applied for and awarded on an individual basis.

Members then discussed the position with regard to the possible transfer of the public conveniences, Caffa Mill car park and Squires Field. Unfortunately the financial information promised by Cornwall Council in respect of the devolution of these assets had not been received making it impossible for the Committee to budget for them. Members recognized the importance of both the public conveniences and Squires Field to the town but were still convinced that FTC could not accept responsibility for high cost assets without some form of associated income stream. It was still hoped that an agreement could be reached with Cornwall Council for FTC to take over all three of the assets but in the meantime it was agreed that FTC should budget a nominal figure for Squires Field as members considered that it was imperative to protect it for the future.

Using these figures and noting the draft budget tracking report to 30<sup>th</sup> November, Cllrs then calculated the 2014/2015 budget, which resulted in a precept requirement of £58,089.00. 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 2014/2015 should be £58,089.00

### **13/53 Date of Next Meeting - to be confirmed**

**Meeting Closed**      4.50pm