

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 24th NOVEMBER 2015 AT FOWEY TOWN HALL

Present Cllr D Willmore (Chairman), Cllr J Berryman, Cllr T Delves,
Cllr Mrs R Finlay (Mayor, *ex officio*)

In attendance The Town Clerk, Sally Vincent

15/32 Apologies Cllr Mrs A Boosey (appointment elsewhere)

15/33 Declaration of Interests

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

15/34 Public Questions

None

15/35 Minutes of Meeting of 23rd September 2015

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

15/36 Matters Arising (for report only)

15/27. Cllr Finlay and Cllr Berryman reported that they had met with Ann Trevarton (Cormac) and Tasha Davis (Community Link Officer) on site at Squires Field the previous day to discuss all aspects of the current Cormac involvement in the property, excluding any matters concerning the Bowling Club and Pavilion. Cormac currently have a full Maintenance Contract with Cornwall Council, which includes *inter alia* grass cutting, inspection of the play area, maintenance of flowerbeds/trees and Ann had agreed to quote FTC for full and/or partial maintenance. Both Cllr Finlay and Cllr Berryman had been very impressed with the service that Cormac were offering, which included use of a free 0300 number for reporting problems on the site. Cornwall Council would not repair the damaged fencing as the small damaged section was at the very top of the 12 foot high fence and poses no risk to anybody. However, the parts for the broken roundabout were on order and Ann had given assurances that it would be repaired as soon as they arrived. The Town Clerk had advised Geoff Passmore (Cory) that the meeting with Cormac was taking place and Geoff had also been on site to look at the repositioning of the recycling skips. It had been agreed that they would be moved further to the right into the narrower, pointed end of the car park and that all the signage would be removed. The damaged and rusted waste bin at the same location would be replaced. FTC would need to organize the relocation or removal of the Oxfam and Salvation Army bins. Cllr Berryman then proposed, Cllr Finlay seconded and it was RESOLVED that FTC should accept the Cormac full package quote if it proved to be reasonable as it would clearly be the best option and also accept, until 2020, the Cory liability and obligations in

respect of the waste/dog bins, litter picking, graffiti removal and recycling skips. It was noted that the CC Strategic Development Group were meeting the same day (24th November) to consider final approval of the transfer prior to sign-off and with the Cormac/Cory assurances in place, Cllr Delves proposed Cllr Willmore seconded and ,it was RESOLVED that the transfer should proceed..

15/37 Roles & Responsibilities of the Finance Committee

Cllr Willmore had prepared a draft document for consideration and with a few minor amendments it was proposed by Cllr Berryman, seconded Cllr Finlay and RESOLVED that it should be adopted by the Finance Committee.

15/38 Consider FTC Risk Assessment Schedule including Public Liability and Fidelity Cover, Receive Town Hall and Environment Risk Assessment Schedules and Review Town Hall Maintenance Record

Members reviewed the general Risk Assessment document and made revisions to the sections covering Members interests and the storage of electronic data. The licensed Boatmens’s RA was noted and considered adequate but concerns were raised about the general Town Quay RA, particularly in respect of the unauthorized use of the steps and slipway by the Polruan Ferry Company. It was proposed by Cllr Delves, seconded Cllr Willmore and RESOLVED that the RA should be amended to record the authorized use of FTC property by the PFC and to register FTC’s position in respect of this unauthorized use. The Town Hall RA and the EC RA were noted and the TH Maintenance Record was signed off by Cllr Willmore. Fidelity cover was considered adequate.

15/39 Review Town Clerk’s Job Profile/Salary/Hours

It was proposed by Cllr Berryman, seconded Cllr Willmore and RESOLVED that the FTC Town Clerk should operate under Profile 3 (starting at point 38) and, in respect of the current Town Clerk, the existing arrangement for holidays should continue, together with the option of overtime, if required.

15/40 Review Town Hall Caretaker/Cleaner Job Description/Salary/Hours

Members considered that the present Job Descriptions and hours were adequate but Cllr Delves proposed, Cllr Finlay seconded and it was RESOLVED that the salary should increase to £300 pcm.

15/41 Review Earmarked Reserves and Allocate Earmarked Reserves for 2016/2017

It was proposed by Cllr Willmore seconded Cllr Berryman and RESOLVED that Earmarked Reserves for 2016/2017 should be as follows

Neighbourhood Plan	Balance of funds left at 31 st March 2016
St Catherines Lights	Balance of funds left at 31 st March 2016
TH Disabled Access	£7,500
Squires Field	£25,000
Sinking Fund	£30,000
Allotments	£1,000
Election Expenses	£3,500
General Contingency	£5,000
Toilet Maintenance	£10,000
Regalia	£1,000
Gratuity Provision	£3,481

15/42 Budget 2016/2017

Members studied the position with regard to allocated and actual spending for 2015/2016 and anticipated commitments for 2016/2017. Budget requirements submitted by the Environment Committee and Town Hall Committee were studied and taken into account. It was also noted that the Town Clerk had requested that provision be made for further training on VAT, given that it was a very specialised field when dealing with Local Authority accounting and, also, the FTC finances were becoming increasingly complex as more property was being devolved. A budget was then calculated, which allowed for the refurbishment and running costs of Main Car Park and Readymoney toilets if they were devolved to FTC. However, this resulted in a very significant rise in the precept requirement. Members discussed this at some length as on the one hand they appreciated the importance of the toilets to the town but on the other hand a precept rise of this significance would potentially be unrealistic and unacceptable. It was eventually agreed that the budget should be recalculated without reference to the acquisition of both Readymoney and Main Car Park toilets, as members considered they were simply unaffordable, but that if the electorate was unhappy with this decision a Public Meeting would be called to canvass how they could be financed.

Cllr Delves left the meeting as he had another appointment.

Having made some further amendments to the projected figures Cllr Willmore proposed, Cllr Berryman seconded and it was **RESOLVED** that FTC should submit a precept requirement of £92,305.00 to Cornwall Council, a rise of 8.7%.

Meeting Closed 6.10pm

Date of Next Meeting to be confirmed