Porthleven Town Council MINUTES THE SPECIAL TOWN COUNCIL MEETING, HELD AT INSTITUTE COTTAGE, CLIFF ROAD ON WEDNESDAY, 29th JANUARY 2020 @ 6.30pm

			•
Present:	Cllr. Plunkett (in the chair)	Cllr. Adair	Cllr. Osmond
	Cllr. Murray	Cllr. Toy	Cllr. Berryman
	C Thompson (Clerk)		
In Attendance:			

Minute	AGENDA ITEMS	Action
	Apologies for Absence	
	Cllrs. Toms, Jorgensen and Wallis forwarded their apologies	
	Cllr. Berryman forwarded his apologies as he would be arriving late	
	Declaration of Interests	
	None	
	Proposed from the Chair and AGREED that in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960, section 2; agenda item 2. Budget Review April to December 2019 - Staff Costs will be discussed by the Council in closed session.	
138/1920	Budget Review April to December 2019 – Staff Costs	
	Clerk presented staff costs breakdown.	
	Discussed	
	Proposed from the Chair and AGREED	
139/1920	Budget Review April to December 2019	
	Cllr. Berryman joins meeting	
	Clerk presented budget review April to December 2019. Highlighted that the legal fees had exceeded the budget line however this included a number of items including the lease of Shrubberies Play Field / Area and car park, transfer of Methleigh Meadow Amenity Area, and work relating to the Moors Recreation Ground and Bay View Wall.	
	Clerk noted that although £11,717.52 had been spent against the BSI Working Party budget line this was actually from the HLF Grant. Clerk noted that there was a resolution, minute 123/1920, for £5,000 to pay for work required to submit an expression of interest with the HLF for the next stage of the project. The remainder is to be earmarked as per minute 130/1819.	
	Clerk noted that if works to Bay View Wall are not completed this financial year that this budget line should be earmarked for this purpose as per minute 130/1819	
	Clerk reported that the figures on the budget review show an underspend of £3,057.84 however it should be noted that there are £15,000	

	earmarked funds from the BSI Working Party budget within the reserves for the whole project, 130/1819 refers, and that £11,717.52 is from the HLF grant and not the precepted amount. Which equates to an overspend of £224.64	
	Budget review discussed	
	Proposed by Cllr. Toy, seconded by Cllr. Osmond, and AGREED that the remaining £15,000 budget line for the BSI Working Party be earmarked for the BSI Working Party / Project in accordance with minute 130/1819	Clerk
	Proposal Cllr. Osmond, seconded by Cllr. Adair, and AGREED that if the £10,000 budget line for Bay View Wall is not used this financial year that it be earmarked for this purpose as per minute 130/1819	Clerk
	Budget review April to December 2019 proposed from the Chair and AGREED	Clerk
	Proposed from the Chair and AGREED that in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960, section 2; agenda item 4. Budget 2020 / 21 - Staff Costs will be discussed by the Council in closed session.	
140/1920	Budget 2020 / 21 - Staff Costs	
	Clerk presented a breakdown of staff costs for 2020/21.	
	Discussed	
	Youth Worker provision to be reviewed by the Staffing Committee and brought to full Council	Staffing Committee
	Proposed from the Chair and AGREED	Clerk
141/1920	Budget 2020 / 21	
	Clerk presented the draft budget noting the following items:	
	Playing Fields Purchases	
	Clerk noted that the draft budget included a provision of £8,000 to allow for drainage works on the Moors Recreation Ground with an additional £2,000 for purchases	
	Discussed	
	Proposed by Cllr. Berryman, seconded by Cllr. Toy, and AGREED to increase playing fields purchases budget line to £10,000 with 8,000 being utilised for a drainage system on the Moors Recreation Ground with an addition £2,000 for general purchases	Clerk
	Equipment / Furniture	
	Noted that the draft budget included £1,000 for a replacement laptop	
	Discussed	
	Proposed by Cllr. Toy, seconded by Cllr. Plunkett, and AGREED to set a budget line of £1,000 to purchase replacement laptop for administration purposes	Clerk
	Subscriptions / legal fees	
	Clerk noted that within the draft budget this line had been increased by £2,000 to £4,000 as legal assistance is required on a number of matters including registering the Moors Recreation Ground, Bay View Terrace Wall, possible lease with Porthleven Town Band and renewing leases with Porthleven Football Club, Porthleven Bowling Club and Porthleven Cricket Club	
	Discussed	

Proposed from the Chair and AGREED To increase the budget for subscriptions / legal fees to £4,000	Clerk
Section 137	
Clerk noted that during the setting of the 2019 / 20 budget this line was reduced to £400, from £2,000 of which grants were given to the sum of \pounds 1,210 in 2018/19, to be equally distributed between Royal British Legion Poppy Appeal and Porthleven Community Group Torchlight Procession. Clerk also provided previous years donation details for information	
Discussed, importance of being able to financially assist local charities / clubs highlighted	
Proposed by Cllr. Berryman, seconded by Cllr. Osmond, and AGREED increase the Section 137 budget line to \pounds 1,000	Clerk
Toilets	
Clerk noted that the budget line had been reduced in accordance with projected figures for this financial year.	
Discussed	
Proposed by from the Chair and AGREED to set the budget line at £18,000 to cover all costs relating to the provision of the public toilets	Clerk
Bickford Smith Institute Working Party / Project	
Clerk reported that during the setting of the budget for 2019 / 20 it was agreed that the Town Council needed to ensure that the Bickford Smith Institute was secured for future generations and it was agreed to set the budget at £20,000 to be earmarked for the Bickford Smith Institute project.	
Discussed	
Proposed from the Chair and AGREED to set the budget line at £20,000 to be earmarked for the Bickford Smith Institute working party / refurbishment project of the Bickford Smith Institute	Clerk
Bay View Wall	
Clerk noted that there was potential that this project could incur further costs following legal guidance including a party wall agreement.	
Discussed	
Proposed by Cllr. Toy, seconded by Cllr. Adair, and agreed to set budget at £1,000 to cover party wall agreement and any other related costs.	Clerk
Grants and Donations – Income line	
Clerk reported that she had provisionally allowed for a £1,000 donation from Porthleven Food Festival for the use of the Moors Recreation Ground	
Discussed. Noted that the Porthleven Food Festival was a commercial enterprise and that the Town Council needed land owned by the Council to work for Council to assist with its upkeep. Town Council need to have all information from Food Festival including full accounts	
Proposed by Cllr. Adair, seconded by Cllr. Murray, and AGREED to set the grants and donations income figure at £1,000	Clerk
Other budget lines discussed:	
PNP – Porthleven Neighbourhood Plan	
-	

	Porthleven Neighbourhood Plan, for an additional budget of £1,500 for incidental costs, professional support, independent examination and referendum.	
	Discussed, noted that the Town Council fully support the Porthleven Neighbourhood Plan Team however they did not feel they could allocate a contingency budget but would be open to receiving and reviewing requests on merit.	
	Proposed by Cllr. Toy, seconded by Cllr. Plunkett, and AGREED not to allocate a contingency budget for the Porthleven Neighbourhood Plan	Clerk
	Website	
	Discussed approaching an external company to review the Town Council website and assist with updating and making it more usable.	
	Clerk and Cllr. Murray to investigate possible courses / funding for using wordpress etc at its full potential for the Clerk to undertake	Cllr. Murray / Clerk
	Proposed by Cllr. Plunkett, seconded by Cllr. Toy, and AGREED to allocate a budget line of $\pounds1,000$ for the website	Clerk
	Events	
	Clerk noted that this line along with Mayor's Allowance were reduced to zero at the setting of 2019 / 20 budget.	
	Discussed. Noted that as a Town Council we receive a number of networking invites from local Town and Parish Councils which presently cannot be reciprocated. Possibility of placing a small marquee / gazebo on the Moors Recreation Ground for the Town Council during Porthleven Food Festival, inviting other local Council representatives to attend, approaching local establishments to display wares etc and highlighting work of the Bickford Smith Institute Project.	
	Proposed from the Chair and AGREED to set a budget of £300 to hold an event, possibly at the Porthleven Food Festival on the Moors Recreation Ground.	Clerk
	Final Budget proposal:	
	Clerk presented the final draft budget with the above amendments	
	Proposed from the Chair and AGREED to set the draft budget at £136,539.58 expenditure, £4,676.60 income, £4,648.91 Community Support Grant income and a precept of £127,214.07	Clerk
142/1920	Precept 2020 / 21	
	Clerk presented the precept figure for 2020 / 21 as £127,214.07	
	Proposed from the Chair and AGREED to set the precept at £127,214.07	Clerk
		•

There being no further business, the meeting closed at 7.45pm

Signature: Cllr. Plunkett, Mayor

Date: 13th February 2020