

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
	<p>Apologies for Absence Cllrs. Toms, Jorgensen and Wallis forwarded their apologies Cllr. Berryman forwarded his apologies as he would be arriving late</p> <p>Declaration of Interests None</p>	
	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	<p>Budget Review April to December 2019 – Staff Costs Clerk presented staff costs breakdown. Discussed Proposed from the Chair and AGREED</p>	
139/1920	<p>Budget Review April to December 2019 <i>Cllr. Berryman joins meeting</i> 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</p>	

	<p>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</p> <p>Budget review discussed</p> <p>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</p> <p>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</p> <p>Budget review April to December 2019 proposed from the Chair and AGREED</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>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.</p>	
140/1920	<p>Budget 2020 / 21 - Staff Costs</p> <p>Clerk presented a breakdown of staff costs for 2020/21.</p> <p>Discussed</p> <p>Youth Worker provision to be reviewed by the Staffing Committee and brought to full Council</p> <p>Proposed from the Chair and AGREED</p>	<p>Staffing Committee</p> <p>Clerk</p>
141/1920	<p>Budget 2020 / 21</p> <p>Clerk presented the draft budget noting the following items:</p> <p>Playing Fields Purchases</p> <p>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</p> <p>Discussed</p> <p>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</p> <p>Equipment / Furniture</p> <p>Noted that the draft budget included £1,000 for a replacement laptop</p> <p>Discussed</p> <p>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</p> <p>Subscriptions / legal fees</p> <p>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</p> <p>Discussed</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Porthleven Neighbourhood Plan, for an additional budget of £1,500 for incidental costs, professional support, independent examination and referendum.</p> <p>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.</p> <p>Proposed by Cllr. Toy, seconded by Cllr. Plunkett, and AGREED not to allocate a contingency budget for the Porthleven Neighbourhood Plan</p> <p>Website</p> <p>Discussed approaching an external company to review the Town Council website and assist with updating and making it more usable.</p> <p>Clerk and Cllr. Murray to investigate possible courses / funding for using wordpress etc at its full potential for the Clerk to undertake</p> <p>Proposed by Cllr. Plunkett, seconded by Cllr. Toy, and AGREED to allocate a budget line of £1,000 for the website</p> <p>Events</p> <p>Clerk noted that this line along with Mayor's Allowance were reduced to zero at the setting of 2019 / 20 budget.</p> <p>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.</p> <p>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.</p> <p>Final Budget proposal:</p> <p>Clerk presented the final draft budget with the above amendments</p> <p>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</p>	<p>Clerk</p> <p>Cllr. Murray / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
142/1920	<p>Precept 2020 / 21</p> <p>Clerk presented the precept figure for 2020 / 21 as £127,214.07</p> <p>Proposed from the Chair and AGREED to set the precept at £127,214.07</p>	<p>Clerk</p>

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

Signature: Cllr. Plunkett, Mayor

Date: 13th February 2020