

Porthleven Town Council
MINUTES THE VIRTUAL SPECIAL TOWN COUNCIL MEETING,
HELD ON THURSDAY, 4th FEBRUARY 2021 @ 7pm
Via Microsoft Teams

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

Minute	AGENDA ITEMS	Action
	<p>Apologies for Absence Cllrs. Berryman and Toms forwarded their apologies</p> <p>Declaration of Interests Cllr. Osmond declared an interest regarding minute 086/2021 c) Town Warden as she is a close personal friend</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 2020 - Staff Costs will be discussed by the Council in closed session.	
084/2021	<p>Budget Review April to December 2020 – Staff Costs Clerk presented staff costs breakdown. Discussed Proposed from the Chair and AGREED</p>	
	Open public section resumed	
085/2021	<p>Budget Review April to December 2020 Clerk presented budget review April to December 2020 noting various items including:</p> <p>The Institute Noted that the loss of small business relief on non-domestic rates, which had been back dated to 2015/16 when the Town Council took over ownership of the public toilets, had resulted in a non-domestic rate total of £10,725.61. This has resulted in a projected overspend on the Institute of £8,350.61.</p> <p>Open spaces Clerk recommended earmarking £6,000 for drainage works as discussed previously, with an additional amount of £4,000 being earmarked in the 2021/22 budget (giving a total budget of £10,000 to allow for the required works and planning etc).</p> <p>BSI Working Party Clerk noted that when setting the budget for 2019/20-minute 141/1920</p>	

	<p>the Town Council earmarked £20,000 to go towards to the BSI refurbishment project. The remainder £16,325 unspent on the project to be earmarked.</p> <p>Website</p> <p>Clerk reported that she was presently in talks with ICT Connect who are currently conducting a complete condition report with recommendations, including security, performance, compliance etc for the Town Council. Recommended earmarking £1,000 if work not completed this financial year.</p> <p>Bay View Wall</p> <p>Clerk reported that works to Bay View Wall budget line had exceeded the budget line however, it should be noted that £10,000 was earmarked from the 2019/20 budget, minute 139/1920 refers, so has exceeded estimates by £1,621. This additional sum is due to the requirement for additional stabilisation works and pre / post conditions survey.</p> <p>Expenditure Total</p> <p>Clerk reported that the figures on the budget review shows an underspend of £6,348.80. However, it was noted that the Town Council were considering earmarks funds for the drainage works (£6,000) and BSI Project (£16,325) and the £10,000 earmarked from the 2019/20 budget for the work to Bay View Terrace should be taken into consideration.</p> <p>Budget review discussed.</p> <p>Proposed by Cllr. Toy, seconded by Cllr. Osmond, and AGREED that the remaining £16,325 budget line for the BSI Working Party be earmarked for the BSI Working Party / Project in accordance with minute 141/1920</p> <p>Proposed by Cllr. Jorgensen, seconded by Cllr. Osmond, and AGREED that if the £1,000 budget line for the website if is not used this financial year that it be earmarked for this purpose.</p> <p>Proposed by Cllr. Osmond, seconded by Cllr. Jorgensen, and AGREED to earmark £6,000 for drainage works on the Moors Recreation Ground.</p> <p>Budget review April to December 2020 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 2021 / 22 - Staff Costs will be discussed by the Council in closed session.</p>	
<p>086/2021</p>	<p>Budget 2021 / 22 - Staff Costs</p> <p>Clerk presented a breakdown of staff costs for 2021 / 22 complete with the recommendations from the Staffing Committee. Note the Town Clerks scale remains at SCP30 in accordance with benchmark review conducted in 2019.</p> <p>a) Youth Worker / Provision</p> <p>Staffing Committee discussed the youth provision with the recommendation of setting a budget of ██████ to employ a Youth Worker direct and keep youth provision in house. Further details including costings, policies etc, if approved, would be brought before the Town Council at a later date for ratification.</p> <p>Discussed at length, the importance of providing a youth provision following the covid-19 restrictions was noted as recent reports indicate</p>	

	<p>that this has affected young people's mental and physical wellbeing. Proposed by Cllr. Toy, seconded by Cllr. Wallis, and AGREED to set a budget of [REDACTED] for youth provision. Details on providing a direct youth provision complete with costings to be presented for ratification in March.</p> <p>b) Clock Winder Recommendation from Staffing Committee to maintain the allowance of [REDACTED] per annum Discussed Proposed by Cllr. Jorgensen, seconded by Cllr. Osmond, and AGREED to maintain allowance of [REDACTED]</p> <p>c) Town Warden Staffing Committee recommendation to increase Town Wardens hours to 25 per week (from 20 hours per week) and rate to [REDACTED] per hour (from [REDACTED] per hour) in recognition of her standard of work and to allow her more time to address the residential areas of Porthleven. Discussed at length. Proposed by Cllr. Wallis, seconded by Cllr. Adair, and AGREED to increase the Town Wardens hours to 25 per week and hourly rate to [REDACTED] per hour</p>	<p>Clerk Cllr. Osmond</p> <p>Clerk</p> <p>Clerk</p>
	Open public session resumes	
087/2021	<p>Budget 2020 / 21 Clerk presented the draft budget noting the following items: Non-domestic Rates New line within the budget to include all non-domestic rates for Shrubberies car park (£1,400), Institute Cottage (£2,500), Shute Lane toilets (£1,500) and Institute toilets (£650) Proposed from the Chair and AGREED to set up a new budget line for non-domestic rates of £6,050</p> <p>Open Spaces Clerk noted that the draft budget included a provision of £4,000 (with the earmarked £6,000 from the 2020/21 budget giving a total of £10,000 to allow for the works and any planning etc) for drainage works on the Moors Recreation Ground with an additional £4,000 for purchases Discussed Proposed by Cllr. Toy, seconded by Cllr. Murray, and AGREED to set Open Spaces budget line at £8,000 with £4,000 being utilised for a drainage system (with additional earmarked reserves of £6,000 minute 085/2021 refers) on the Moors Recreation Ground with an addition £4,000 for general purchases</p> <p>Toilets Clerk noted that the budget line had been reduced as non-domestic rates now included separately Discussed Proposed by Cllr. Wallis, seconded by Cllr. Toy, and AGREED to set the budget line at £16,000 to cover costs relating to the provision of the public toilets</p> <p>Bickford Smith Institute Working Party / Project</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Clerk reported that during the setting of the budget for 2020 / 21 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.</p> <p>Discussed</p> <p>Proposed by Cllr. Toy, seconded by Cllr. Murray, and AGREED to set the budget line at £20,000 to be earmarked for the Bickford Smith Institute working party / refurbishment project.</p> <p>Election</p> <p>Clerk noted that she had set the budget line for a contested election at £3,302.77, in accordance with figures provided by Cornwall Council, if uncontested this would be reduced to £330.78.</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED to set the budget line at £3,302.77 to cover costs relating to a contested election</p> <p>Other budget lines discussed</p> <p>Clerk reported that she had not allowed for any donations as it was unsure whether the Porthleven Food Festival (the main donator) would be going ahead due to covid-19</p> <p>Final Budget proposal:</p> <p>Clerk presented the final draft budget with the above amendments / agreements</p> <p>Proposed from the Chair and AGREED to set the budget at £143,245.54 expenditure, £3,676.60 income, £3,810.79 Community Support Grant income and a precept of £135,758.15</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
088/2021	<p>Precept 2021 / 22</p> <p>Clerk presented the precept figure for 2021 / 22 as £135,758.15</p> <p>Proposed from the Chair and AGREED to set the precept at £135,758.15</p>	<p>Clerk</p>

There being no further business, the meeting closed at 7.55pm

Signature: Cllr. Plunkett, Mayor

Date: 11th February 2021