

## **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 THE ADJOURNED ANNUAL MEETING OF FOWEY TOWN COUNCIL HELD ON THURSDAY 23<sup>rd</sup> MAY 2024 AT 7.00pm IN FOWEY TOWN HALL**

#### **24/13 Present**

The Mayor, Cllr Mrs L Simms  
The Deputy Mayor, Cllr P Hughes  
Councillors: Cllr J Berryman, Cllr Mrs R Cooke  
Cllr Mrs F Day, Cllr A Dellow, Cllr Mrs R Finlay, Cllr C Gibbon,  
Cllr A Harris-Guerrero, Cllr Mrs Y Patterson

#### **In Attendance**

The Town Clerk, Sally Vincent  
1 member of the public

#### **24/14 Apologies**

Cllr Revd Mrs C Edleston, Cllr S Griffin  
Cornwall Cllr Dr A Virr

#### **24/15 Declaration of Interests**

- α. Pecuniary – None.
- β. Non Registerable – None
- χ. Dispensations – The Town Clerk had extended a dispensation to Cllr Finlay to participate in any discussion pertaining to the Fowey allotments until 2025.

#### **24/16 Public Participation & Questions**

A member of the public queried the rules on members of the public speaking at Council meetings as he considered that FTC was wrong in only allowing public participation during the specific agenda item. The Town Clerk confirmed that FTC was acting entirely legally and in the same way as all other Councils. The only other opportunity members of the public could be invited to speak, apart from during the agenda'd public participation opportunity, was if the members resolved to close the meeting to allow somebody the opportunity to participate; usually to clarify a particular point. The member of the public queried where he could check out this ruling and was referred to the NALC website, the CALC website and the FTC Standing Orders.

A member of the public stated that some of the benches on the Town Quay were dangerous as they were not fastened down. The Town Clerk responded that she would normally have made sure that this had been done but due to her particular personal circumstances had only been working periodically. Additionally, the Town Hall Caretaker who would normally have done this had been unable to do so for health reasons. It was hoped that members of the Legion would be prepared to help as they had done in previous years; the Town Clerk would contact Jason Penprase as a matter of urgency to ascertain. Cllr Finlay added that she considered that the public must understand that Councillors are all unpaid volunteers, some in full-time employment. They endeavor to do their best for the community, but do not have the training or expertise as the Town Clerk. FTC has two part-time paid employees and, following the Town

Clerk's recent bereavement and absence, everybody had been doing their utmost to keep the Council running smoothly.

**24/17 Minutes of the Meeting held on 17<sup>th</sup> April 2024**

It was proposed by Cllr Gibbon, seconded Cllr Hughes and RESOLVED that the minutes be confirmed and signed by the Chairman.

**24/18 Matters Arising not on the Agenda (for report only)**

None.

**24/19 To Receive and note the Minutes (if any) of FTC Committees**

Planning – minutes noted

Town Hall & Quay – no report

Finance – no report.

Environment – no report

**24/20 Resolutions from Councillors**

None

**24/21 Accounts for Approval**

It was proposed by Cllr Cooke, seconded Cllr Berryman and RESOLVED that accounts to the value of £119,767.03 be approved.

It was proposed by Cllr Berryman, seconded Cllr Hughes and RESOLVED that the purchase of a microphone system (authorised by the Town Clerk using her emergency powers as requested by members at the April FTC meeting) be ratified.

**24/22 Correspondence**

Correspondence was left 'on the table' for Councillors attention.

Cllr Finlay recorded that an email had been received from Rex Farms, Lostwithiel regarding a seasonal camp site. Recently, there have been significant changes in Planning Law brought in by the government, including Permitted Development for farms to diversify. Fowey Town Council has just received notification from Rex Farms of their intention to put a camp site on the land just off Lambs Barn, Polvillion Road for July and August 2024. This development does not require planning permission; Rex Farms have received advice and permission from Cornwall Council and Fowey Town Council is not a consultee in the process of Permitted Development and we have been given no detail of the proposals..

**24/23 Adoption of the Annual Governance Statement 2023/2024**

It was proposed by Cllr Simms, seconded by Cllr Patterson and RESOLVED that the

**24/24 Adoption of the Annual Accounts 2023/2024**

Cllr Berryman reported that he had carried out an internal audit and he confirmed that the accounts produced by the Town Clerk/RFO were an accurate reflection of FTC's financial position. He then proposed, Cllr Cooke seconded and it was RESOLVED that the Annual Accounts to 31<sup>st</sup> March 2024 be adopted.

**24/25 Conflict of Interest**

It was proposed by Cllr Dellow, seconded by Cllr Hughes and RESOLVED that the Fowey Town Council has no conflict of interest with BDO LLP.

#### **24/26 Appointment of Internal Auditors**

It was proposed by Cllr Berryman, seconded Cllr Cooke and RESOLVED that SG Accountancy be appointed as FTC Internal Auditors for 2023/2024.

#### **24/27 Election of Committees 2024/2025**

It was proposed by Cllr Day, seconded Cllr Harris-Guerrero and RESOLVED that membership of FTC Committees for 2024/2025 would be as below

1. Planning – Cllrs Berryman, Day, Dellow, Gibbon, Finlay, Patterson
2. Environment – Cllrs Cooke, Day, Finlay, Griffin, Harris-Guerrero, Simms
3. Finance – Cllrs Berryman, Cooke, Harris-Guerrero, Hughes
4. Town Hall/Town Quay – Cllrs Day, Dellow, Edleston, Gibbon, Hughes, Patterson, co-opted non-Councillor Mrs Lesley McCartney

#### **24/28 Fowey Royal British Legion**

Members considered the question of a grant to the Fowey RBL and, following discussion, it was proposed by the Mayor, seconded Cllr Harris-Guerrero and RESOLVED that a grant of £1,500.00 should be awarded in recognition of the following:

- The RBL is predominately a venue used by local people
- The RBL members help with the positioning and fixing of the TQ benches on 1<sup>st</sup> May and the removal of the same on 30<sup>th</sup> September.
- On occasion FTC uses the RBL facilities without charge
- The RBL holds an emergency access key for the Town Hall
- The RBL removes its TQ outside seating during Regatta Week to allow the Regatta Committee to erect a stage.

#### **24/29 Squires Field Working Group**

Cllr Cooke gave the following report.

1. Following distribution of the letter containing the proposed plans for Squires Field to residents living around the site, some excellent observations have been made:  
Importance of maintaining emergency access by the pavilion as well as access for Cormac and the electricity company - the Town Clerk and I have discussed hatching and signage the central part of the tarmac area.  
No trees/benches along middle walkway due to the need to maintain landing access for the air ambulance 24 hours a day.  
Importance of deconflicting any works with utilities already in situ.  
The CIL form has been signed and submitted to Cornwall Council so we are awaiting their response.  
The extension and the improvements to the walkways and the installation of the pump track at Squires Field are due to start on site on the 5th June and will last for approximately six weeks.  
The new trees have all taken well on site. Paul Finlay has some more to plant in the autumn.  
A letter to businesses had gone out for sponsorship/support. We already have three very kind offers to sponsor a bench/picnic bench from local businesses, as well as a family who would like a have memorial bench and one other bench donated from the quay.  
A Lottery Awards for All application was submitted on 21.05.24 for £18511.00 to fund new play equipment in the play area - there is a 16 weeks' lead time for their response.

One of the windows to the scout hut was broken twice in a month. This has been very kindly repaired for us.

Cllr Harris-Guerrero very kindly collected the first activity panel from Newton Abbot. This will hopefully be installed by Andy Inglefield soon.

2. It was proposed by Cllr Cooke, seconded Cllr Dellow and RESOLVED that the payment to Situ8 be approved.
3. It was proposed by Cllr Hughes, seconded Cllr Gibbon and RESOLVED that the quote from Flashman's Track n Trail to replace the existing rubber crumb areas with 6mm sma asphalt be approved.
4. Members considered the payment plan supplied by Flashman's Track n Trail for the installation of a pump track and pathways; it was noted that this cost would be covered by the approved CIL grant obtained by Cllr Cooke. Cllr Gibbon queried the status of the company given that the initial payment, due prior to work starting, was significant. Cllr Harris Guerrero confirmed that he had no reason to doubt the stability of the company and they had completed other similar schemes in the area. Jasper had also responded to a text query (sent during the meeting) saying 'we can get letters from previous customers, I'm also recognised by Cornwall Council and multiple school academy's around the county, including Lernow Learning academy. I've had this query before as I am a sole trader. I am also a VAT registered partnership.' Members accepted these assurances and it was proposed by Cllr Berryman, seconded Cllr Patterson and RESOLVED that the payment plan should be approved.

#### **24/30 Squires Field Pavilion**

Cllr Dellow reported that work was almost complete, with just some finishing touches and external works remaining. Together with the Town Clerk he would be meeting the builders on site the following day, principally to agree the layout of the two parking spaces (one disabled). A brief discussion followed regarding future usage of the building, which included the following

A library. Cllr Day recorded that an automatic check-in, check-out for books would be needed. An office facility for FTC.

An area for an archive – 'Q' collection, Fowey History Group

A meeting space.

A café selling hot/cold drinks, sandwiches/wraps, cakes etc. It was noted that this would need to go out for tender.

Cllr Harris-Guerrero considered that members needed to have a site meeting to ascertain what would be best suited for the building and it was agreed that the Town Clerk would arrange this as soon as the carpets had been laid.

#### **24/31 D Day 2024**

The Mayor reported

Richard Day from the Community Centre has produced posters, which are now display around Town and a Facebook page with the list of events. I have included the list of events in the Mayor's Column to ensure that people with internet access can see it. Events planned to date are

Thursday 6th June:

- 0900 - Town Quay. Town Crier Official Proclamation.
- 1600 - The Harbour. Sail by (an amendment to the time in the Mayor's Column).
- 1830 - Church bells ring.
- 1900 - Town Quay. Celebratory service with Fowey Church featuring members of the British Legion and the Fowey Voices.
- 1930 – Town Quay. Music from 1940's
- 2000 - Town Quay. Lankelly Shout.
- 2110 - Town Quay. Dedication by the Revd Carol Edleston.
- 2115 - Town Quay. Lighting of the Beacon by veterans Mr Graham Champion and Mr John Adam.
- Saturday 8th June:
- 1400 - 1600 - Squires Field Community Centre. D DAY 80 afternoon Tea.
- 1630 - Town Quay. A brief service of blessing for the ship and for those sailing on the Morgenster.
- 1830 - Squires Field Community Centre, Fowey Film Club will be showing Saving Private Ryan.
- Sunday 9th June:
- 1100 - Church Grounds. A service at the War Memorial, accompanied by the Lostwithiel Town Band. Those serving included dogs, which were parachuted onto beaches to search for mines. Sociable dogs are invited to attend the service.

#### **24/32 Questions/Reports from Members**

Cllr Day reported that she had been contacted by a member of the public, who had complained about the rubbish left in and around the bins at Readymoney. The lady had been clearing it up but was not prepared to do it any more as people were using the bins to deposit dog-poo bags and dirty nappies. The Town Clerk clarified that Cornwall Council was no longer prepared to be responsible for rubbish generated on the beach as they had surrendered their lease back to Fowey Harbour Commissioners. They would, therefore, relocate the bins away from the beach itself to accommodate rubbish/dog poo bags generated by walkers, to other suitable locations unless Fowey Harbour Commissioners or Fowey Town Council assumed responsibility. The position of the Harbour Commissioners is that they do not supply/empty bins on any of the beaches they control and are not prepared to do so at Readymoney; they would be prepared to supply signage telling people to take their rubbish home. Having informally consulted with members, the Town Clerk had advised Cornwall Council that FTC was not prepared to assume responsibility for the bins, given FTC has no direct control of the area. She had pointed out that FTC did, however, pay for the supply/emptying of bins in places such as Squires Field, which FTC does maintain and control. The lease granted to the Beach Shop/toilets at Readymoney obliges the lessor to deal with rubbish generated by her activities – which she does admirably – but she could not be expected to deal with rubbish generated by beach users, dog walkers and people using the Coast Path.

**Date of Next Meeting**            19<sup>th</sup> June 2024

**Meeting Closed**                    8.25pm