

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance Sub-Committee of the Finance and General Purposes Committee held at the Town Council Office, Old Post Office, The Moor, Falmouth on Thursday 7th March 2019 at 9.30am.

Present: Councillors R J O'Shea (Chairman), G G Chappel and B M A Ross.

Councillors P A Minson also attended.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Finance Officer)
N Morant (Events Support Assistant)

FS198 **APOLOGIES**

An apology for absence was received and approved from Councillor Parker (work).

FS199 **INTERESTS**

None received.

FS200 **2019/20 FEES AND CHARGES**

The Chairman advised that the Sub-Committee had been tasked with reviewing fees and charges, especially those relating to the hire of meeting rooms and event space. The Finance Officer outlined the charging schedule and the Events Support Assistant advised upon the improvements to Market booking and operations.

The Sub-Committee duly considered fees and charges.

It was proposed by Councillor Minson, seconded by Councillor O'Shea and

RESOLVED to recommend that

- (i) the attached scale of fees and charges be applicable from 1st April 2019 but subject to review on 1st July 2019 when additional rooms would be available and carry VAT disclaimer
- (ii) public hire of meeting rooms (as distinct from commercial) to be free of charge
- (iii) the Finance Officer prepares a Budget Plan for event space and room hire to assimilate caretaking costs and recruitment
- (iv) the Finance Officer, Town Clerk and Administrative Officer prepare a policy for room hire
- (v) the Council proceeds to provide electronic card payment methods and E-Commerce website functionality. The current websites needed to be updated and improved
- (vi) the Council supports Saturday operation of the Falmouth Information Service and Cultural Services with a contracted security option and utilising the radio system
- (vii) the Council Cemetery fees and charges be tabulated as a spreadsheet and include metric as well as imperial measurements.

The Members proceeded to view the events space, offices and meeting rooms.

There being no further business to transact the Chair declared the meeting closed at 11am.

Signed: Date: