

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 Tuesday 5th November 2019 at 3.00pm.

Present: Councillors R J O'Shea (Chairman), S D Eva and P A Minson.

Councillor R J Bonney also attended.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Finance Officer)
C S Marshall (Visitor and Information Assistant)

FS204 APOLOGIES

None received.

FS205 INTERESTS

None received.

FS206 THE ATHERTON SUITE

The Visitor and Information Officer reported upon progress and usage to date for the venue and recommended that the fee schedule be further refined in light of that experience.

The Finance Officer reported that fire escape works would be completed in January 2020 and a quote for stairwell flooring was awaited. PA system and projection equipment were awaiting fault remedies. Three phase electrical supply connection was imminent.

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

RESOLVED that

- (i) the fee schedule as attached be operable for the venue booking
- (ii) the Visitor and Information Officer be delegated to use discretion regarding the application of the fees to ensure community use, and to liaise with the Town Manager regarding fee application where necessary
- (iii) usually £2 per person be applied for tea and coffees for bookings. Users to be permitted to supply their own
- (iv) the Multi-Skilled Operative appointment to assist with room set up and take down
- (v) promotion and advertising to be undertaken and directed by the Visitor and Information Officer once room completed
- (vi) civil ceremony applications be undertaken by the Visitor and Information Officer when capacity allowed
- (vii) community open days be scheduled for early 2020
- (viii) inventory file to remain in venue be prepared by the Visitor and Information Officer.

FS207 DRAFT BUDGET 2020/21

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

RESOLVED that

- (i) the draft 2020/21 budget be prepared as considered by the Finance and General Purposes and Cultural Services Committees to date
- (ii) Service Heads meet with the Finance Sub-Committee to further develop proposals if required.

There being no further business to transact the Chair declared the meeting closed at 5pm.

Signed: Date: