



FOWEY TOWN COUNCIL

Mayor: Cllr Mrs Ruth Finlay 01726 832762
47, Vicarage Meadow, Fowey, PL23 1EA
Town Clerk: Mrs Sally Vincent, JP 01208 871159
Colcerrow Farm, Par, PL24 2RZ
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Notice of Meeting

Notice is hereby given that the next Meeting of Fowey Town Council Finance Committee will be held in the Town Hall at 2pm on 24th November 2015

Agenda

1. To receive apologies for absence
2. Declaration of Interests
 - a. Pecuniary
 - b. Non Pecuniary
 - c. Dispensations
3. Public Participation/Questions
4. Minutes of the meeting held on 23rd September 2015
5. Matters arising from the Minutes not on the Agenda – *for report only*
6. Roles & Responsibilities of the Finance Committee
Purpose: To adopt the document 'Roles & Responsibilities' as recommended Terms of Reference
6. Consider FTC Risk Assessment Schedule including Public Liability and Fidelity Cover, Receive Town Hall and Environment Risk Assessment Schedules and review Town Hall Maintenance Record
Purpose: To sign off all relevant documentation
7. Review Town Clerk Job Profile/Salary/Hours
8. Review Town Hall Caretaker Job Description/Salary/Hours
9. Review Earmarked Reserves and Allocate Earmarked Reserves for 2016/17
10. Budget 2016/2017
Purpose: To draft a budget for 2016/2017 and recommend a precept requirement for consideration by full council on 9th December 2015
11. Date of the next meeting – to be arranged

Sally Vincent
Town Clerk
12th November 2015