



FOWEY TOWN COUNCIL

Mayor: Cllr Mrs Ruth Finlay 01726 832762
47, Vicarage Meadow, Fowey, PL23 1EA
Town Clerk: Mrs Sally Vincent JP 01208 871159
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Notice of Meetings

Notice is hereby given that the next meeting of Fowey Town Council Town Hall Committee will be held in the Town Hall on Tuesday 28th August 2018 at 10.00am

Agenda

1. **Election of Chairman 2018/2019**
2. **To receive apologies for absence**
3. **Declaration of Interests**
 1. **Pecuniary**
 2. **Non Registerable**
 3. **Dispensations**
4. **Public Participation/Questions**
5. **Minutes of the meeting held on 13th December 2017**
6. **Matters arising from the Minutes not on the Agenda– for report only**
7. **Review of Risk Assessments**

Purpose: To review and sign off assessments and appoint a member to be responsible for Health & Safety in the Town Hall
8. **Emergency Call Outs**

Purpose: To appoint a member to be responsible for emergency call-outs connected to the Town Hall
9. **Review of Maintenance Issues/Schedule**

Purpose: To identify any maintenance required and consider urgency, including the provision of a new boiler
10. **Freemen of Fowey**

Purpose: To consider the installation of a Freemen of Fowey Board in the Hall
11. **Facility Advertising**

Purpose: To consider additional advertising to encourage increased use of the Hall and to consider the management of an openly accessible bookings calendar

12. Town Hall Committee Terms of Reference

Purpose: To review the Terms of Reference and, if appropriate, consider making recommendations for changes to full council

13. Review of 2018/2019 Budget

Purpose: To consider the current position and to consider draft proposals for the 2019/2020 budget (due for submission to the Finance Committee in October 2018)

14. Date of Next Meeting – To be confirmed

Sally Vincent
Town Clerk
19th August 2018