



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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www.foweytowncouncil.gov.uk

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 3.00pm on 29th October 2018

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 9th October 2018
5. Matters arising from the Minutes not on the Agenda – *for report only*
6. Receive Town Hall and Town Quay Risk Assessment Schedules and review Town Hall Maintenance Record
Purpose: To sign off all relevant documentation - deferred from 9th October meeting
7. Website
Purpose: To consider adding a 'Members Area' to the website
8. Review Town Clerk Job Profile/Salary/Hours
Purpose: Deferred from 9th October meeting
9. Town Hall Caretaker Job Description
Purpose: To ratify the amendment of the Caretakers Job Description to include responsibility for Emergency Call-outs

Date of Next Meeting – to be confirmed

Sally Vincent
Town Clerk
21st October 2018