



# FOWEY TOWN COUNCIL

**Mayor:** Cllr Mrs Lynn Simms 01726 252222  
17, Polkerris, Par, PL24 2TL

**Town Clerk:** Mrs Sally Vincent, JP 01208 871159  
Colcerrow Farm, Par, PL24 2RZ  
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[www.foweytowncouncil.gov.uk](http://www.foweytowncouncil.gov.uk)

## Notice of Meeting

Notice is hereby given that the next Meeting of Fowey Town Council Finance Committee will be held at 10.00am on Tuesday 10<sup>th</sup> December 2024 in Pavilion House Fowey

Members of the public are invited to attend, listen to proceedings and participate at agenda item 3

## 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 7<sup>th</sup> October 2024
5. Matters arising from the Minutes not on the Agenda– *for report only*
6. Notification of Completion of Audit 2024
7. To Receive Town Quay, Environment Committee and Town Hall Risk Assessment Schedules and sign off FTC Risk Assessment Schedule including Public Liability and Fidelity Cover
8. Review Town Hall Caretaker Job Description/Salary/Hours
9. Review Town Clerk Job Description/Salary/Hours
10. Review Earmarked Reserves and Allocate Earmarked Reserves for 2025/2026
11. Review 2024/2025 Budget  
*Purpose: To review expenditure against budget*

**12. Budget 2025/2026**

*Purpose: To receive budget proposals from the Environment Committee and the Town Hall & Quay Committee, draft a budget for 2025/2026 and recommend a precept requirement for ratification by full Council on 11<sup>th</sup> December 2024*

**13. Matters Considered Urgent by the Chairman**

**Date of Next Meeting** – to be confirmed

**Sally Vincent**  
**Town Clerk**  
**4<sup>th</sup> December 2024**