

DRAFT MINUTES

At a future meeting the council will consider the accuracy of these minutes, so they may be subject to change. Please check the minutes to that meeting to confirm whether or not they have been amended.

Minutes of a Meeting of Fowey Town Council Finance Committee held in the Town Hall on 5th December 2011

11/01 Present Cllr N Mason (Chairman), The Mayor Cllr J Berryman,
Cllr Mrs A Boosey

In attendance: The Town Clerk, Sally Vincent (RFO)
Cllr Mrs J Vincent (part)
Cllr T Vincent (part)

11/02 Election of Chairman

It was proposed by Cllr Boosey, seconded Cllr Berryman and RESOLVED that Cllr Mason should continue to serve as Chairman for a further term.

11/03 Apologies Cllr Mrs S Gudmunsen

11/04 Declarations of Interests

- a. In items on the agenda. None.
- b. In gifts of a value in excess of £25. None.

11/05 Minutes of Meeting held on 19th November 2010

10/08. It was noted that the Clerk hours were 18 per week. With this amendment it was proposed Cllr Berryman, seconded Cllr Boosey and RESOLVED that the minutes be confirmed and signed by the Chairman.

11/06 Matters Arising – *for report only*

None

11/07 Consider FTC risk assessment schedule, including public liability and fidelity cover and schedules and sign off TH maintenance record

The FTC risk assessment schedule was considered by members and it was proposed by Cllr Boosey, seconded Cllr Berryman and RESOLVED that it should be signed off by the Chairman. Full updated risk assessments were awaited from the Town Hall Committee and the Environment Committee. It was agreed that the respective Chairmen should submit them as soon as possible, and preferably before the full FTC meeting on 14th December. The weekly risk assessment record compiled by the Town Hall caretaker and signed off on a monthly basis by the Town Hall Chairman, as required, was unavailable. It was agreed that Cllr Gudmunsen should be asked to produce it for the full FTC meeting on 14th December

11/08 Review Town Clerk/Town Hall Caretaker/Town Hall Cleaner Salary/Hours

