



# FOWEY TOWN COUNCIL

**Mayor:** Cllr John Berryman Esq 01726 833754  
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**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 1<sup>st</sup> October 2013 at 11.00am

### Agenda

1. Election of Chairman
2. To receive apologies for absence
3. Declaration of Interests
  - a. Pecuniary
  - b. Non Registerable
  - c. Dispensations
4. Public Questions
5. To approve the Minutes of the meeting held on 27<sup>th</sup> November 2012
6. Matters arising from the minutes not on the agenda (for report only)
7. Town Hall Promotions  
*Purpose: To discuss ideas to encourage future usage of the Hall*
8. Town Hall Furniture  
*Purpose: To review the audit and agree any necessary replacement including disposal of damaged items*
9. Risk Assessment  
*Purpose: To inspect and sign off the safety record book kept by the Town Hall Caretaker and record the status of the alarm system*
10. Exchange of Information  
*Purpose: To exchange relevant information at the discretion of the Chairman*
11. Date of Next Meeting – to be arranged

Sally Vincent  
Town Clerk  
23<sup>rd</sup> September 2013