



# 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

email [sallyvincent957@btinternet.com](mailto:sallyvincent957@btinternet.com)

[www.foweytowncouncil.gov.uk](http://www.foweytowncouncil.gov.uk)

Notice is hereby given that a Meeting of Fowey Town Council Town Hall Committee will be held at the Fowey Town Hall Office on Monday 16<sup>th</sup> November 2015 at 2.30pm

## Agenda

1. To receive apologies for absence
2. Declaration of Interests
  - a. Pecuniary
  - b. Non Pecuniary
  - c. Dispensations
3. Public Questions
4. Minutes of the meeting held on 12<sup>th</sup> October 2015
5. Matters arising from the Minutes not on the Agenda – *for report only*
6. Town Hall Committee Roles & Responsibilities  
*Purpose: To adopt by resolution the document 'Town Hall Committee Roles & Responsibilities'*
7. Town Hall Budget  
*Purpose: To review Budget 2015/2016 spending and formulate a Budget for 2016/2017 for submission to the Finance Committee*
8. Town Hall Draft Policy Document  
*Purpose: To agree content before adoption by the Town Hall Committee*
9. Risk Assessment  
*Purpose: To Review the Town Hall risk assessment including arrangements for Legionella testing*
10. Exchange of Information  
*Purpose: To exchange relevant information at the discretion of the Chairman*
11. Date of the next meeting – to be arranged

Sally Vincent  
Town Clerk  
10<sup>th</sup> November, 2015