

## South Brent Parish Council

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

### CHAIRMAN

Cllr Greg Wall  
8 Hillside Close  
South Brent  
Devon  
TQ10 9AZ  
Tel: 01364 73193  
[chairman@southbrent.gov.uk](mailto:chairman@southbrent.gov.uk)



### CLERK

Mrs Julia Willoughby  
PO Box 246  
Totnes  
Devon  
TQ9 9DY  
Tel: 01364 72894  
[clerk@southbrent.gov.uk](mailto:clerk@southbrent.gov.uk)

Cllr Mark Copleston  
Cllr Peter Kelly  
Cllr Cathie Pannell  
Cllr Glyn Richards  
Cllr Greg Wall  
Cllr Donald Wiseman

14 April 2015

Dear Councillor

### South Brent Parish Council – Finance Committee meeting

You are hereby summoned to attend a meeting of South Brent Parish Council Finance Committee on Monday 20 April 2015 at 7.30 pm, in the Craft Room at The Old School Centre, Totnes Road, South Brent.

**Members of the public and the press are most welcome to attend the meeting.**

Yours sincerely

*Julia Willoughby*

Clerk to the Council

Before the meeting there will be an Open Forum for discussion with members of the public for 15 minutes for items not included on the agenda (each speaker has a maximum of 5 minutes - at the discretion of the Chairman).

### AGENDA

1. Record of members present.
2. Apologies for absence.
3. Declarations of interest (and nature) with regard to items on the agenda.
4. Consider the granting of dispensations.
5. Public participation session with respect to items on the agenda.
6. Confirm the minutes of the last meeting (attached), and report on any matters arising – for information only.
7. Report on 2014-15 year end accounts (clerk).

8. Completion of the Annual Return 2014-15.
9. Recommendation on funds to be transferred to Earmarked Reserves.
10. Review staff contracts (email).
11. Review staff job descriptions (email).
12. Review staff working hours.
13. Review insurance cover.
14. Review the Parish Council grant aid policy (email).
15. Arrangements for staff appraisal.
16. Training courses attended and future training for Councillors and staff.
17. Any other relevant matters, including items for the next agenda and date of next meeting.