

South Brent Parish Council

www.southbrent.gov.uk

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Cllr Richard Fone
Cllr Peter Kelly
Cllr George Link
Cllr Cathie Pannell
Cllr Glyn Richards
Cllr Greg Wall

11 April 2017

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 TUESDAY 18 April 2017 at 7.30 pm in the Beacon 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. Review contracts, job descriptions and hours of staff.
8. Review insurance cover.
9. Review the asset register 2016-17.

10. Review the Parish Council year end accounts (if available) and completion of the Annual Return.
11. Review the grant aid policy.
12. Arrangements for digitising/storage of Council deeds and documents suitable to be archived.
13. Bank signatories, retained balance, reserves policy and possible change of bank accounts.
14. Training courses attended and future training for Councillors and staff.
15. Carry out an internal audit.
16. Any other relevant matters, including items for the next agenda and date of next meeting.