

South Brent Parish Council

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CHAIRMAN

Cllr Cathie Pannell
Greenfield
Corn Park
South Brent
TQ10 9DQ
Tel: 01364 72275
chairman@southbrent.gov.uk



CLERK

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

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

12 June 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 Monday 19 June 2017 at 8.00 pm (following a Christmas lights working group meeting) 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. Election of Chairman.
2. Election of Deputy Chairman.
3. Record of members present.
4. Apologies for absence.
5. Declarations of interest (and nature) with regard to items on the agenda.
6. Consider the granting of dispensations.
7. Public participation session with respect to items on the agenda.
8. Confirm the minutes of the last meeting (attached), and report on any matters arising – for information only.

9. Consider the report of the independent internal auditor and recommendations to the Parish Council.
10. Completion of the Annual Return.
11. Consider whether funds should be transferred to Earmarked Reserves.
12. Review the Committee terms of reference (email).
13. Review the park keeper's contract and job description.
14. Consider any amendments to Standing Orders (none notified).
15. Review office equipment and supplies and arrange PAT Testing.
16. Arrangements for digitising/storage of Council deeds and documents suitable to be archived.
17. Training courses attended and future training for Councillors and staff.
18. Carry out an internal audit.
19. Any other relevant matters, including items for the next agenda and date of next meeting (2 October).