

South Brent Parish Council

www.southbrent.gov.uk

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

26 September 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 2 October 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. Consider the report of the external auditor and any recommendations to the Parish Council.
8. Compile a Risk Register for recommendation to the Parish Council.
9. Review the asset register (email).

10. Consider a recommendation to the Parish Council on Parish Basic Allowance for the year 2018-19.
11. Review the Financial Regulations (email, no notifications received).
12. Consider the practicalities of obtaining a credit card for the Council.
13. Consider setting up direct debit arrangements for both the P.O Box address and for paying PAYE.
14. Review direct debits.
15. Staff pension arrangements.
16. Review the complaints, grievance and discipline procedures (email, no notifications received).
17. Arrangements for digitising/storage of Council deeds and documents suitable to be archived.
18. Training courses attended and future training for Councillors and staff.
19. Carry out an internal audit.
20. Any other relevant matters, including items for the next agenda and date of next meeting (20 November).