

## South Brent Parish Council

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

### CHAIRMAN

Cllr Cathie Pannell  
Greenfield  
Corn Park  
South Brent  
TQ10 9DQ  
Tel: 01364 72275  
[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 Peter Kelly  
Cllr Cathie Pannell  
Cllr Glyn Richards  
Cllr Heidi Rodriguez  
Cllr Greg Wall

9 April 2018

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 16 April 2018 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. Membership of the Committee and bank signatories.
8. Review Parish Council year-end accounts (if available).
9. Audit arrangements and completion of Annual Return.
10. Review internal control effectiveness (safeguarding public money and resources).
11. Consider the use of internet banking by the Council.

12. Review contracts and job descriptions (email).
13. Review insurance cover (email).
14. Review the grant aid policy (email).
15. Arrangements for the clerk's retirement.
16. Should the Parish Council purchase a scanner?
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.