

## 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 Paul Astal-Stain  
Cllr Peter Kelly  
Cllr Cathie Pannell  
Cllr Glyn Richards  
Cllr Heidi Rodriguez

11 June 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 18 June 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. Election of Chairman.
2. Election of Vice 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. Review of the Committee terms of reference (email).
10. Membership of the Committee and bank signatories.

11. Independent audit report and external audit.
12. Consider the possible transfer of earmarked reserves.
13. Progress with internet banking.
14. Consider a possible Council Debit card, to a maximum of £500.
15. Consider adopting the latest Model Standing Orders 2018 (email).
16. A structural survey of Toll House has not yet been carried out.
17. Arrangements for the clerk's retirement.
18. Should the Parish Council purchase a scanner?
19. Training courses attended and future training for Councillors and staff.
20. Carry out an internal audit.
21. Any other relevant matters, including items for the next agenda and date of next meeting (1 October).