

South Brent Parish Council

www.southbrent.gov.uk

CHAIRMAN

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

29 September 2015

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 5 October 2015 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. Elect a Vice Chairman for this meeting.
2. Record of members present.
3. Apologies for absence.
4. Declarations of interest (and nature) with regard to items on the agenda.
5. Consider the granting of dispensations.
6. Public participation session with respect to items on the agenda.
7. Confirm the minutes of the last meeting (attached), and report on any matters arising – for information only.

8. Preparation for submission of the Local Council Quality Award; to be addressed:
 - a) An action plan for the current year responding to community engagement and setting out a timetable for action and review (Foundation award);
 - b) Training policy for staff and councillors (Foundation award);
 - c) Equality policy (and evidence e.g. employment documents or statements on agendas – also for H & S policy) (Quality award);
 - d) Community engagement policy (Quality award).
9. Consider the question of insurance for the adventure trail and skate park at Palstone Park Recreation Field (email).
10. Review the financial regulations and consider amendments advised in NALC legal topic note 87 (email).
11. Consider digitising/storage of Council deeds and documents suitable to be archived.
12. Review the asset register (email).
13. Workplace pension arrangements and complete details for the Local Government Pension Scheme of the person appointed to determine internal disputes.
14. Review direct debit payments.
15. Review the complaints, discipline and grievance procedures (email).
16. Training courses attended and future training for Councillors and staff.
17. Any other relevant matters, including items for the next agenda and date of next meeting.