

## South Brent Parish Council

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

### CHAIRMAN

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

11 April 2016

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 April 2016 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. Review Parish Council year end accounts (email).
8. Completion of Annual Return for audit (email).
9. Review staff contracts (email).
10. Review job descriptions (email) and number of hours worked.

11. Review insurance.
12. Consider whether funds should be transferred to earmarked reserves.
13. Review grant aid policy (email).
14. Arrangements for digitising/storage of Council deeds and documents suitable to be archived.
15. Workplace pension arrangements.
16. Satellite broadband use and contract.
17. Training courses attended and future training for Councillors and staff.
18. Any other relevant matters, including items for the next agenda and date of next meeting.