

South Brent Parish Council

www.southbrent.gov.uk

CHAIRMAN

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

13 June 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 20 June 2016 at 8.00 pm (following a Christmas lights working group meeting), 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 the Committee terms of reference (email).
10. National Association of Local Councils 2016-18 salary award.
11. Review the cleaner's contract, job description (email) and number of hours worked.
12. Review grant aid policy (email).
13. Do the Standing Orders require any amendments? (email)
14. Arrangements for digitising/storage of Council deeds and documents suitable to be archived.
15. Review the Health & Safety policy (email).
16. Review office equipment and supplies, including PAT Testing.
17. Workplace pension arrangements.
18. Training courses attended and future training for Councillors and staff.
19. Any other relevant matters, including items for the next agenda and date of next meeting (3 October).