

## 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 George Link  
Cllr Cathie Pannell  
Cllr Glyn Richards  
Cllr Greg Wall

15 November 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 21 November 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 salaries payable from 1.4.17 (email).
8. Consider an application to include the cost of a defibrillator/s and future maintenance within the budget and Precept.

9. Consider whether any of the key action points in the Parish Plan 2016+ should be included in the budget/ Precept for 2017-18?
10. Consider a budget for 2017-18 and associated Precept request (email).
11. Arrangements for digitising/storage of Council deeds and documents suitable to be archived.
12. Review the Dignity at Work policy (email).
13. Review the Lone Working policy (email).
14. Issues with the bank account this year (clerk).
15. Training courses attended and future training for Councillors and staff.
16. Carry out an internal audit.
17. Any other relevant matters, including items for the next agenda and date of next meeting.