

## 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 Katharine Griffiths  
PO Box 238  
Yelverton  
Devon  
TQ19 1EY  
Tel: 01364 701900  
[clerk@southbrent.gov.uk](mailto:clerk@southbrent.gov.uk)

Cllr Peter Kelly  
Cllr Ian O'Connor  
Cllr Cathie Pannell  
Cllr Rachel Rafiqi  
Cllr Glyn Richards  
Cllr Paul Astal-Stain  
Cllr Lisette Granados

15<sup>th</sup> September 2020

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<sup>st</sup> September 2020** at **7.30pm** to be held remotely via Zoom. Join Zoom Meeting

<https://us02web.zoom.us/j/87959938734?pwd=cnBabVdxcDAralh2d1NTd1hBYWhzQT09>

Meeting ID: 879 5993 8734  
Passcode: 274521

**Members of the public and the press are most welcome to attend the meeting.**

Yours sincerely

*Katharine Griffiths*

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) Proposal to re-name the Finance Committee 'Finance and HR Committee'. (Cllr Granados)
- 8) Review of the Grant Aid Policy and the Community Benefit Fund Policy
- 9) Review the Finance Committee terms of reference
- 10) Review the Risk Register
- 11) Review the Financial Regulations
- 12) Check and amend if necessary, the Asset Register
- 13) Review direct debits and standing orders. To include any additional DD or SO's
- 14) To note a bank reconciliation
- 15) Discuss and agree adequate notice for employee leave so adequate cover can be found if necessary. (Cllr Granados)
- 16) To consider the Covid19 risk assessment and PPE for employees and volunteers (Cllr Granados)
- 17) Any other relevant matters, including items for the next agenda
- 18) Date of the next meeting.