

South Brent Parish Council

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CHAIRMAN

Cllr Glyn Richards
8 Pool Park
South Brent
TQ10 9PP
Tel: 01364 73622
glyn.richards@southbrent.gov.uk



CLERK

Mrs Lucy Bruckner
PO Box 559
Newton Abbot
TQ12 9LR
Tel: 01364 701900
clerk@southbrent.gov.uk

Cllr Alastair Childs
Cllr Lisette Granados
Cllr Peter Kelly
Cllr Cathie Pannell
Cllr Guy Pannell
Cllr Glyn Richards

4 July 2022

Dear Councillor

South Brent Parish Council – Finance and HR Committee meeting

You are hereby summoned to attend a meeting of South Brent Parish Council Finance Committee on **Monday 11th July 2022 at 8.15pm at The Pavilion, Palstone Park Recreations Ground, Exeter Road, South Brent, TQ10 9JA.**

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

Yours sincerely

Lucy Bruckner

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. Appointment of Chairman of this committee.
2. Appointment of Vice Chairman of this committee.
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 (supplementary information) and report on any matters arising – for information only.
9. To review the Terms of Reference for this committee (supplementary information).
10. To carry out an internal audit of two randomly selected transactions.
11. To agree the bank reconciliation (supplementary information).
12. To receive an update on the general reserves and earmarked reserves accounts and to consider the reallocation of funds from underspent budgets in 2021/22 (supplementary information).
13. Review Standing orders and agree any amendments (supplementary information).
14. Review Financial regulations and agree any amendments (supplementary information).
15. To review the Grievance procedure (supplementary information).
16. To review the Disciplinary procedure (supplementary information).

17. To review the Complaints procedure (supplementary information).
18. HR items. Agenda items proposed by Cllr Granados.
 - i. To identify areas for improvement by the Parish Council as a corporate body and employer which will improve the working practices, support and conditions between the clerk's role and Parish Council obligations to their employee and parishioners.
 - ii. Agree appropriate policies, procedures, and action points to meet the requirements of council, employer and CPD of the clerk.
 - iii. Consider requests received from the clerk and pledge to support those requests for the benefit of the council, the clerk and the parish as a whole.
 - iv. To discuss with the clerk the action points and improvements put forward in i and resolve to approve them in v.
 - v. To agree proposals to improve the working relationship of the clerk and council.
19. Any other relevant matters, including items for the next agenda and date of next meeting.