

South Brent Parish Council

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CHAIRMAN

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CLERK

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

27 September 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 and HR Committee on **Monday 3rd October 2022 at 7.30pm at The Pavilion, Palstone Park Recreation 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 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 meetings of this committee on 10th January and 11th July 2022 * and report on any matters arising – for information only.
- 7 To consider the Council's current expenditure to date in comparison with the annual budget. *
- 8 To receive an update of reserves account. *
- 9 To carry out an internal audit of two randomly selected transactions.
- 10 To agree the bank reconciliation. *
- 11 To confirm the Internal Auditors comments have been addressed. *
- 12 To approve engagement of Alison Marshall Internal Auditor for the year 2022/23. *
- 13 To confirm receipt of the AGAR from PFK Littlejohn (if received by this meeting). *
- 14 To consider opting out of the Smaller Authorities' Audit Appointments arrangements. *
- 15 To review the Risk Register. *
- 16 To confirm who line manages the clerk.
- 17 To adopt a Remote Meetings Policy.
- 18 To adopt a Recruitment and HR Policy. *
- 19 To adopt a Data Protection Policy. *

- 20 To adopt the Grant Aid Policy* and Grant Aid application form. *
- 21 To adopt a Meetings Attendance Policy. *
- 22 To consider the 16 page document* handed to the clerk by Cllr Granados at the previous Finance and HR committee meeting and the clerks response. *
- 23 Any other relevant matters, including items for the next agenda and date of next meetings.
 - 10 October 7pm Open Space, Sport and Recreation
 - 10 October 8pm Land and Estates committee
 - 17 October Full Council
 - 14 November Finance and HR committee

**Supplementary information supplied*