

South Brent Parish Council

www.southbrent.gov.uk

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
Cllr David Hancock – drafted to this meeting.

7 November 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 14th November 2022 at 7.30pm at The Pavilion, Palstone Park Receptions 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) regarding 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 (supplementary information) and report on any matters arising – for information only.
7. To adopt the Meetings Attendance Policy. *
8. To carry out an internal audit of two randomly selected transactions.
9. To agree the bank reconciliation (supplementary information). *
10. To agree finalised accounts for the Jubilee celebration *
11. To agree the balance of £2905.06 remaining from the Jubilee to be vired to a budget held for the Coronation celebration of His Majesty King Charles III.
12. To receive an update of reserves account.
13. To decide on the allowance of the Parish Basic Allowance in 2023/24. *
14. To consider the budget and precept for 2023/24 *

15. To resolve to adopt amended job description upon checking any changes of content with NALC. (Job Description is NALCs baseline template) – Cllr Granados. *
16. Part 2
- i. Pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960, to resolve to exclude the public and press due the confidential nature of the business to be transacted.
 - ii. Clerk Recruitment
 - To agree the advertisement for the post of clerk and RFO. *
 - To agree the contract to be offered, including hours to be worked, Scale Range, pension scheme and required start date. *
 - To agree the employment of a locum clerk if no suitable applicants apply within the time frame.
 - To agree the current clerks extension of contract to the end of January if required.
 - To agree the hours to be worked by the current clerk in January 2023.
 - iii. To resolve re-admittance of public and press to the meeting.
17. Any other relevant matters, including items for the next agenda.

Dates of next meetings

21st November 2022 Full Council

9th January 2023 Land and Estates committee

16th January 2023 Full Council

12th December 2022 Full Council

9th January 2023 Finance and HR committee