

South Brent Parish Council

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CHAIRMAN

Cllr Glyn Richards

8 Pool Park

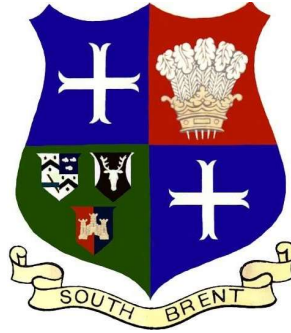
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CLERK

Mrs Jane Sullivan

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29th August 2023

Dear Councillors C. Pannell, G. Pannell, Richards, Butcher, Childs, P Astal-Stain

South Brent Parish Council - Finance and HR Committee Meeting

You are hereby summoned to attend a meeting of South Brent Parish Council on **Monday 4th September 2023 at 8.15pm** 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. If possible, please inform the Clerk in advance of the meeting regarding your attendance and the subject matter.

Yours faithfully, *Jane Sullivan*, 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 and reason 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 meetings of this committee on 24th April 2023 * and report on any matters arising – for information only.
- 9 To review the Terms of Reference for this committee*
- 10 To consider the Council's current expenditure to date in comparison with the annual budget. *
- 11 To receive an update of reserves accounts. *
- 12 To carry out an internal audit of two randomly selected transactions.
- 13 To agree the bank reconciliation. *
- 14 To confirm the Internal Auditors comments have been addressed. *
- 15 To approve engagement of Alison Marshall Internal Auditor for the year 2023/24. *
- 16 To confirm receipt of the AGAR from PFK Littlejohn and note the amendments*
- 17 To consider the budget and precept for 2024/25 *
- 18 To receive an update on the Lloyds/Unity Bank accounts
- 19 To agree Clerks attendance on two training courses - budgeting & internal controls
- 20 Training courses attended by Councillors

Any other relevant matters, including items for the next agenda and date of next meetings.

- **18 September – Full Council**
- **25 September 7pm Open Space, Sport and Recreation**
- **25 September 8pm Land and Estates committee**
- **16 October Full Council**
- **20 November Full Council**
- **4 December Finance and HR committee (Budget)**

**Supplementary information supplied*