

South Brent Parish Council

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CHAIRMAN

Cllr Glyn Richards

8 Pool Park

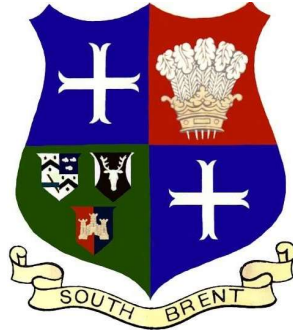
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CLERK

Mrs Jane Sullivan

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South Brent

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21st November 2023

Dear Councillors C. Pannell, G. Pannell, Richards, Butcher, Childs, P Astal-Stain, Johnston, S. 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 27th November 2023 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. 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 Record of members present.
- 2 Apologies for absence and reason 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 4th September 2023 * and report on any matters arising – for information only.
- 7 To carry out an internal audit of two randomly selected transactions.
- 8 To agree the bank reconciliation. *
- 9 To receive an update of reserves accounts. *
- 10 To decide on the Parish Basic allowance for 24/25.
- 11 To consider the Council's current expenditure to date in comparison with the annual budget. *
- 12 To consider the budget and precept for 2024/25
- 13 Training courses attended by Councillors
- 14 To conduct staffing review
- 15 To review Clerks contract
- 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. Assistant Clerk Recruitment
 - To agree the advertisement for the post of assistant clerk. *
 - To agree the contract to be offered, including hours to be worked, Scale Range, pension scheme and required start date. *
 - iii. To resolve re-admittance of public and press to the meeting.
- 17 Any other relevant matters, including items for the next agenda and date of next meetings.
 - 11th December 2023 Full Council.
 - 8th January 2024 Land & Estates committee 7.30pm followed by Finance and HR at 8.15 If required.
 - 21st January 2024 Full Council
 - 19th February 2024 – full council

**Supplementary information supplied*