

South Brent Parish Council

www.southbrent.gov.uk

CHAIRMAN

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SOUTH BRENT
PARISH COUNCIL

CLERK Jane Sullivan

Asst. Clerk Sophie Jones

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24th April 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance And Human Resources Committee on **Monday 29th April 2024 at 8pm** at South Brent Village Hall, Station Approach, South Brent TQ10 9JL.

Councillors are reminded to consider whether any items in their Register of Interests should be updated.

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

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).

1.4.24	Record of members present.
2.4.24	Apologies for absence and reason.
3.4.24	Declarations of interest (and their nature) regarding agenda items.
4.4.24	Consider the granting of dispensations in relation to 3.4.24.
5.4.24	Public participation session with respect to items on the agenda (including any comments from Councillors with a personal interest in an agenda item).
6.4.24	Confirmation of the accuracy of the minutes of the Parish Council meeting held on 27 th November 2023.*
7.4.24	Report matters arising from the minutes – for information only.
8.4.24	To carry out an internal audit of two randomly selected transactions.
9.4.24	To review the Internal Auditors report, including a review of s.137 spends for 2023/24.*
10.4.24	To agree the bank reconciliation. *
11.4.24	To receive an update of the reserves accounts. *
12.4.24	To receive the overview of the year end accounts 2023/24*
13.4.24	To review the risk register. *
14.4.24	Training courses attended and future training for Councillors and staff.
15.4.24	To consider the Clerks priorities for this year.
16.4.24	Any other relevant matters, including items to go to the full Council or future agendas.
17.4.24	Dates of next Parish Council meetings. • 13th May 2024 7pm Annual Parish Meeting, followed by Annual Parish Council Meeting at 8pm • 20th May 2024 Full Parish Council • 10th June 2024 – Christmas lights meeting, followed by Land & Estates meeting • 17th June 2024 – Full Parish Council All meetings start at 7.30pm (unless stated otherwise and are held at South Brent Village Hall.

Note * Supplementary information circulated to Councillors in advance of this meeting.