

South Brent Parish Council

www.southbrent.gov.uk

CHAIRMAN

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CLERK

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26th November 2024

Councillors' Astal-Stain, Butcher, Childs, Johnston, C Pannell, G Pannell and Richards.

Dear Councillors

South Brent Parish Council - Finance and HR Committee Meeting

You are hereby summoned to attend a meeting of South Brent Parish Council on **Monday 2nd December 2024 at 7.30pm** at South Brent Village Hall, Station Road, South Brent, TQ10 9JL.

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

Sophie Jones, 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 meeting of this committee on 30 th September 2024 * 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 consider training courses attended or required by Councillors.
11	To receive and sign a form completed by the RFO to ensure Cllrs' G Pannell, Childs and Richards all have internet access to Unity Trust Bank, and that from 1 st January 2025 all payments, external and internal, will need dual authorisation for payment.
12	To decide in principle to continue to award the Parish Basic Allowance in 2025/26 (awaiting figures from SHDC).
13	To consider the Council's current expenditure to date in comparison with the annual budget. *
14	To consider the funding request from the Recreation Association for £16,000 per annum to fund the employment of 2 part time members of staff. Total Income and Spending Reports are circulated with the agenda. *
15	To receive and consider the draft budget and precept report for 2025/26 as provided by the RFO. *
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. 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. 16 th December 2024 - Full Parish Council meeting 7.30pm
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**Supplementary information supplied*