

South Brent Parish Council

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SOUTH BRENT
PARISH COUNCIL

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CLERK

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25th March 2025

Dear Councillor,

South Brent Parish Council – Finance and HR Committee

You are hereby summoned to attend a meeting of the Finance and HR Committee to be held on **Monday 31st March 2025 at 7.30pm** at South Brent Village Hall, Station Approach, South Brent TQ10 9JL.

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

Yours faithfully

Lucy Bruckner, Deputy 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

A	Record of members present.
B	Apologies for absence and reason for absence.
C	Declarations of interest (and nature) with regard to items on the agenda.
D	Consider the granting of dispensations.
E	Public participation session with respect to items on the agenda.
F	Confirm the minutes of meetings of this committee on 12 th December 2024 * and report on any matters arising – for information only.
G	To carry out an internal audit of two randomly selected transactions.
H	To agree the bank reconciliation. *
I	To receive an update on the reserves accounts and if required decide on the reallocation of funds.*
J	To consider the Council's current expenditure to date in comparison with the annual budget. *
K	To receive the RFO's report on Parish Basic Allowance 2024/25 and consider and decide on whether to offer this payment to elected Councillors in 2025/2026.
L	To agree the addition of named Councillors to access and authorise Unity Trust Bank payments.
M	To receive reports on training undertaken by councillors and staff, and to agree future training plans. *
N	To confirm staff appraisal process.

O	To agree the draft Financial Regulations, with NALC advised changes to items 5.4, 5.7 and 5.11. *
P	To agree the amendment of this Committees Terms of Reference, to ensure all Chairmen of Committees which have responsibility for a budget are also member of the F&HR committee. *
Q	Any other relevant matters, including items for the next agenda and date of next meetings.