

South Brent Parish Council

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SOUTH BRENT
PARISH COUNCIL

CHAIRMAN

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CLERK

Sophie Jones
South Brent Parish Council
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30th September 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 6th October 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

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

A	Election of the Chairman of the Finance and HR committee
B	Election of the Vice Chairman of the Finance and HR committee
C	Record of members present.
D	Apologies for absence and reason for absence.
E	Declarations of interest (and nature) with regard to items on the agenda.
F	Consider the granting of dispensations.
G	Public participation session with respect to items on the agenda.
H	To review and agree the Terms of Reference for this committee. *
I	Confirm the minutes of meetings of this committee on 31 st March 2025 * and report on any matters arising – for information only.
J	To carry out an internal audit of two randomly selected transactions.
K	To agree the bank reconciliation. *
L	To receive an update on the reserves accounts and if required decide on the reallocation of funds.*
M	To consider the Council's current expenditure to date in comparison with the annual budget. *
N	To review and update as required the following policies for re-adoption. * • Risk Register • Dignity at Work policy

	• Disciplinary procedure • Health and Safety • Reserves Policy • Local projects and Grant Aid Policy • Lone working Policy • Member Officer Protocol
O	To receive reports on training undertaken by councillors and staff, and to agree future training plans. *
P	Health and Safety – quarterly report, to be read in conjunction with the policy. *
Q	To review the effectiveness of the Internal Controls as detailed in the Practitioners Guide. *
R	To confirm the contents of the Internal Audit Report for year ending 31 st March 2025 have been noted and addressed if necessary. *
S	To consider and agree the final external auditor report for year ending 31 st March 2025, and to note and address any relevant items if necessary. *
T	To agree two Councillors as signatories on both the Unity and Nationwide accounts.
U	To update the appraisal process and confirm the procedure. *
V	To agree the 2026 dates for F&HR committee meetings. *
	Any other relevant matters, including items for the next agenda and date of next meetings.