

South Brent Parish Council

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SOUTH BRENT
PARISH COUNCIL

CHAIRMAN

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CLERK

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17th February 2026

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 23rd February 2026 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	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 8 th December 2025 * 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 consider the Council's current expenditure to date in comparison with the annual budget. *
J	To agree the adoption of the following. • IT Policy. * This is the recommended version as provided by NALC. • Recruitment Policy. * • Staffing and HR sub-committee Terms of Reference *, taken from the NALC Civility and Respect Recruitment Manual. • Reserves Policy *
K	To receive reports on training undertaken by councillors and staff, and to agree future training plans.

L	CCLA investment account *
M	Charge card review *
N	Agreement of appraisal and annual review timing, scheduled for September in line with the job role start date.
O	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. Staffing. iii. To resolve re-admittance of public and press to the meeting.
	Any other relevant matters, including • items for the next F&HR committee agenda • items for the next Full Council • date of future meetings. Full Council 16th March 2026, Finance and HR 22nd June 2026.