

CHAIRMAN

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South Brent Parish Council

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**CLERK**

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16th June 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 22nd June 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	Appointment of Vice Chairman of this committee.
B	Record of members present.
C	Apologies for absence and reason for absence.
D	Declarations of interest (and nature) with regard to items on the agenda.
E	Consider the granting of dispensations.
F	Public participation session with respect to items on the agenda.
G	Confirm the minutes of meetings of this committee on 23 rd February 2026 * and report on any matters arising – for information only.
H	To review and agree the Terms of Reference for this committee*
I	To carry out an internal audit of two randomly selected transactions between 1.2.2026 – 31.5.2026.
J	To note the bank reconciliation presented to Full Council on 15 th June 2026. *
K	To consider the Council's current expenditure to date in comparison with the annual budget as presented to Full Council on 15 th June 2026. *
L	To receive the RFO's update on the opening of the CCLA account and transfer of funds to same.
M	To receive a report on underspends in 2025/26 and decide on viring same to earmarked or general reserves if necessary.
N	To receive reports on training undertaken by councillors and staff, and to agree future training plans.
O	To review the following policies and/or protocols. * i. Dignity at work policy ii. Lone working protocol iii. Member officer protocol iv. Statement of Internal Control and Risk management policy v. Risk register

P	To agree the following policies as deferred from Full Council 15th June 2026. i. Grievance Policy ii. Sickness Absence Policy iii. Whistleblowing Policy iv. Equality and Diversity Policy v. Expenses Policy
Q	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. 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 • dates of future meetings - Full Council 20th July 2026, Finance and HR committee 7th September 2026.