CHAIRMAN
Cllr Rachel Rafiqi
South Brent Parish Council
c/o School House
Totnes Road
South Brent
TQ10 9BP
Tel: 07808 875820
rachel.rafiqi@southbrent.gov.uk

South Brent Parish Council
www.southbrent.gov.uk

SOUTH BRENT
PARISH COUNCIL

CLERK
Sophie Jones
South Brent Parish Council
c/o School House
Totnes Road
South Brent
TQ10 9BP
Tel: 01364 701900
clerk@southbrent.gov.uk

23rd September 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 28th September 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 22nd June 2026 * and report on any matters arising – for information only.
G	To carry out an internal audit of two randomly selected transactions, from the period 1.6.2026 – 31.8.2026.
H	To agree the bank reconciliation. *
I	To consider the Council's current expenditure to date in comparison with the annual budget. *
J	To consider budget requirements for 2027/28.
K	To review appraisal procedure, to include approving a recruitment panel for appraisals and interviews.
L	To begin recruitment process to replace RFO and deputy clerk.
M	To receive reports on training undertaken by councillors and staff, and to agree future training plans.
N	To receive, note and agree the external auditor report. *
M	To review how VAT is recorded in the Expenditure/Budget documents to follow best practice.
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. 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 19th October 2026, F&HR 30th November 2026.