

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 23 January 2025

Dear Councillors: M Shapland, V Cann, M Cann, E Spear, G Bell, D Spear and T Kirby

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **WEDNESDAY 29 JANUARY 2025 at 2pm**, in the Council Chamber, Chaloners Road, Braunton, for the purpose of transacting the undermentioned business.

In accordance with the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are welcome to attend.

Yours faithfully,

T. Lovell

Mrs T Lovell BA (Hons)
Clerk to the Council & RFO

AGENDA

Part I

1. Receive apologies and reasons for absence.
2. Declarations of Interest
Interests must be re-declared when the item is called.
3. Sign minutes of the Finance and Administration Committee meeting held on the 12 November 2024, attached.
4. Receive Financial Reports, as follows: -
 - a) Budget Monitoring Report October to December 2024
 - b) Bank transactions October to December 2024
 - b) Bank Reconciliation to 31 December 2024
 - c) Trial Balance Report
 - d) Approve staff timesheets
5. Local Government Pension Scheme – Review Discretions Policy.
6. Relief Caretaker – Consider job application pack for relief caretaker.