

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 31 October 2025

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

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **THURSDAY 6 NOVEMBER 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,

A handwritten signature in black ink that reads "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 14 August 2025, attached.
4. Receive Financial Reports, as follows: -
 - a) Budget Monitoring Report July to September 2025
 - b) Bank transactions July to September 2025
 - b) Bank Reconciliation to 30 September 2025
 - c) Trial Balance Report
 - d) Approve staff timesheets
5. Office Equipment – Consider purchasing replacement office equipment.
6. Parish Grants 2026/27 – To consider Parish Grants applications for 2026/27
7. Committee Budget 2026/27 – Preliminary discussions.
8. Council Budget 2026/27 – Consider draft Council budget for 2026/27