

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 17 October 2024

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 23 OCTOBER 2024 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 17 July 2024, attached.
4. Receive Financial Reports, as follows: -
 - a) Budget Monitoring Report July to September 2024
 - b) Bank transactions July to September 2024
 - b) Bank Reconciliation to 30 September 2024
 - c) Trial Balance Report
 - d) Approve staff timesheets
5. Parish Grants 2025/26 – To consider Parish Grants applications for 2025/26
6. Committee Budget 2025/26 – Preliminary discussions.
7. To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item(s) as it involves the likely disclosure of confidential information.

Part II

8. Overdue rents – Parish Clerk to report.
9. Staff Matters – Contract of Employment Staff No. 16.

DRAFT