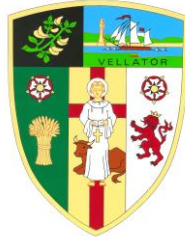


BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 11 July 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 17 JULY 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,

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 26 March 2024, attached.
4. Receive Financial Reports, as follows: -
 - a) Budget Monitoring Report April to June 2024
 - b) Bank transactions March to June 2024
 - b) Bank Reconciliation to 30 June 2024
 - c) Trial Balance Report
 - d) Approve staff timesheets
5. Parish Grants 2025/26 – To review Grant Policy and consider the parish grants application process for 2025/26, attached.
6. Public Conveniences – Consider the recruitment needs for servicing the public conveniences.
7. Finance and Administration Committee Development Plan – Consider Committee Development Plan 2024/25, attached.
8. 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

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