

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

16 July 2019

Dear Councillors: M Shapland, E Spear, D Relph, D Spear, A Bradford, G Bell and Mrs J Chesters.

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **MONDAY 22 JULY 2019 AT 6:00 PM**, 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

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## AGENDA

1. Receive apologies.
2. Declarations of Interest Councillors are requested to complete the book provided before the meeting.  
  
**Interests must be re-declared when the item is called.**
3. Sign minutes of the Finance and Administration Committee Meeting held on 24 June 2019, attached.
4. Receive Financial Reports, as follows: -
  - a) Actual Income and expenditure against budget.
  - b) Bank transactions.
  - c) Bank Reconciliation to 31 June 2019.
  - d) Staff salaries – to approve July 2019.
5. Training
  - a. Neighbourhood Plans – Getting Started, Tuesday 10 September 2019 from 18:00 – 21:00 at the Boniface Centre in Crediton.
  - b. Neighbourhood Plans – The Fundamentals, Tuesday 24 September 2019 from 18:00 – 21:00 at the Devon Rural Hub, Cheriton Bishop.
  - c. Building For Life 12 (BFL12), Tuesday 1 October 2019 from 13:00 – 16:00 at the Devon Rural Hub, Cheriton Bishop.