

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

19 November 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 25 NOVEMBER 2019 AT 5:30 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, appearing to read 'T Lovell'.

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

AGENDA

1. Receive apologies and reasons for absence.
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 23 September 2019, attached.
4. Receive Financial Reports, as follows: -
 - a) Actual Income and expenditure against budget.
 - b) Bank transactions.
 - c) Bank Reconciliation to 31 October 2019.
 - d) Staff salaries – to approve November 2019.
5. Operation London Bridge To receive report from Clerk and consider Policy, to be circulated.
6. Budget Consider draft Council budget 2019/20 and make recommendation to full Council for final approval, attached.