

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

18 June 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 24 JUNE 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
Clerk to the Council

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 28 May 2019, attached.
4. Receive Financial Reports, as follows: -
 - a) Actual Income and expenditure against budget, attached.
 - b) Bank transactions, attached.
 - c) Bank Reconciliation to 31 May 2019, attached.
 - d) Staff salaries – to approve June 2019, attached.
5. Finance and Administration Committee Action Plan 2019/20
Receive update on actions to be delivered in 2019/20, attached.