

BRAUNTON PARISH COUNCIL



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Date of issue: 19th February 2020

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

You are hereby summoned to attend a VIRTUAL meeting of Braunton Parish Council Finance and Administration Committee, which will be held on THURSDAY 25TH FEBRUARY 2021, at 2 pm via video conference at the following link

<https://us02web.zoom.us/j/88609873618?pwd=dkHUUhFZ3h4QUEybmpaTU40STVXUT09>

for the purpose of transacting the undermentioned business.

Meeting ID: 886 0987 3618

Passcode: 511929

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. If you would like to attend the meeting, you can use the link shown or contact the Council office for further information and assistance on joining.

Yours faithfully,

A handwritten signature in black ink that reads "T. Lovell".

Tracey Lovell BA (Hons)
Clerk to the Council & RFO

AGENDA

Part I – Public

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 18th January 2021, attached.
4. Receive Financial Reports, as follows: -
 - a) Actual Income and expenditure against budget and update from RFO in relation to the financial impact caused by Covid-19.
 - b) Bank transactions.
 - c) Bank Reconciliation for the quarter 1st October to 31st December 2020, attached.

5. Financial Regulations Consider annual review, attached.
6. Standing Orders Consider annual review, attached.
7. Asset Register Consider annual review, attached.
8. Aged Debtors Analysis Receive and consider report.
9. Exclusion of Press and Public - To resolve under section 1(1) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

Part II

10. Staff Matters – Consider report from Clerk regarding staff number 17.