

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

28 November 2017

Dear Councillors: De Groot, D Spear, Bunyard, E Spear, Wood, Bennett and Parsons.

You are summoned to attend a meeting of the Finance and Administration Committee in the Council Chamber at **5:30 p.m.** on **Wednesday 6 December 2017**. The public and press are welcome to attend.

Yours faithfully,

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

Mrs Tracey Lovell  
Clerk to the Council

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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 7 November 2017, attached.
4. Part II – In Committee Matters taken in the absence of Press of Public (Public (Admissions to Meetings) Act 1960) as the item contains exempt information as defined by the Local Government Act 1972 Sch. 12a Pt (1).
5. Recruitments of Staff To agree as necessary recruitment paperwork including Advert, Application form, Job Descriptions and terms of employment.  
(a) Appointment of grounds worker  
(b) Appointment of apprentice
6. Snow Warden Scheme Consider amendment to Contract to appoint staff number 17 as the Council's out of hours contact person for the Snow Warden scheme.
7. Staff Probationary Review Parish Clerk to report regarding staff number 21.