

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 15 April 2025

Dear Councillors: M Shapland, V Cann, M Cann, E Spear, G Bell, D Spear and T Kirby

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **WEDNESDAY 23 APRIL 2025 at 2pm**, 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,

T. Lovell

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

AGENDA

Part I

1. Receive apologies and reasons for absence.
2. Declarations of Interest
Interests must be re-declared when the item is called.
3. Sign minutes of the Finance and Administration Committee meeting held on the 29 January 2025, attached.
4. Receive Financial Reports, as follows: -
 - a) Budget Monitoring Report January to March 2025
 - b) Bank transactions January to March 2025
 - c) Trial Balance Report
 - d) Approve staff timesheets
5. **Review Standing Orders and Direct Debit** – Updated schedule attached.
6. **Bank reconciliation Year End 31 March 2025** – To consider and agree the Council's bank reconciliation Year End 31 March 2025.