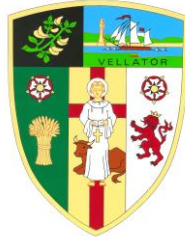


BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 11 January 2024

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 17 JANUARY 2024 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,

A handwritten signature in black ink that reads '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 7 November 2023, attached.
4. Receive Financial Reports, as follows: -
 - a) Bank transactions October to December 2023
 - b) Bank Reconciliation to 31 December 2023
 - c) Trial Balance Report
 - d) Approve staff timesheets
5. Parish Council's Grants Policy/Procedure – To consider and approve the Council's Grants Policy, information to follow.
6. To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item(s) as it involves the likely disclosure of confidential information.

Part II

7. Overdue rents – Parish Clerk to report.
8. Rent Review Station House – Receive update from Parish Clerk.