

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 13th July 2022

Dear Councillors: M Shapland, E Spear, D Relph, D Spear, G Bell, J Chesters and B Bunyard.

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **TUESDAY 19th JULY 2022 at 2.45pm**, 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,

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

AGENDA

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 2nd November 2021, attached.
4. Receive Financial Reports, as follows: -
 - a) Actual Income and expenditure against budget.
 - b) Bank transactions.
 - c) Bank Reconciliation to 30th June 2022.
 - d) Approve staff timesheets.
5. Financial Regulations Consider annual review, attached.
6. Standing Orders and Financial Regulations Consider annual review, attached.

7. Banking arrangements – Consider use of debit/credit card for internet purchases.
8. 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).
9. Recruit Work Hub and Relief Caretaker – Receive report from the Parish Clerk.
10. Staff salaries – Consider pay increase for staff number 16.