

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

18 March 2019

Dear Councillors: De Groot, D Spear, Bunyard, E Spear, Mrs Chesters, Mrs Shapland and Bradford.

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **MONDAY 25 MARCH 2019 AT 5:00 PM**, 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  
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 28 January 2019, attached.
4. Receive Financial Reports, as follows: -
  - a) Actual Income and expenditure against budget, attached.
  - b) Bank transactions, attached.
  - c) Staff salaries – to approve February and March 2019, attached.
5. General Data Protection Regulations (GDPR) Consider and approve actions to implement GDPR as agreed in Minute Ref: 200/2018/19.
6. Council Internal Control Audit 2018/19 Receive Internal Control Audit report for 2017/18, attached.

7. Risk Assessment and Review of Effectiveness of Internal Controls and Internal Audit for the year 2018-19 To review the effectiveness of Braunton Parish Council's system of internal control including the arrangements for the management of risk for the year 2018-19, information attached.
8. Financial Regulations Consider annual review, attached.
9. Standing Orders Consider annual review, attached.
10. Parish Council Policies Consider policies due for review as per attached schedule.
11. Aged Debtors and Aged Creditors Analysis Receive and approve report.
12. 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).
13. Staff Contracts Consider amending contracts for staff numbers 11, 19 and 22 to incorporate additional services provided by the Parish Council.