

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

22 October 2019

Dear Councillors: M Shapland, E Spear, D Relph, D Spear, A Bradford, G Bell and Mrs J Chesters.

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **MONDAY 28 OCTOBER 2019 AT 5:30 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 BA (Hons)
Clerk to the Council & RFO

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 23 September 2019, attached.
4. Receive Financial Reports, as follows: -
 - a) Actual Income and expenditure against budget.
 - b) Bank transactions.
 - c) Bank Reconciliation to 30 September 2019.
 - d) Staff salaries – to approve October 2019.
5. Parish Grants 2019/20 – consider grant application received, attached.
6. Budget Consider draft Committee budget 2019/20, attached.
7. Office Equipment Consider costs to purchase new desk top for Parish office.