

# **BRAUNTON PARISH COUNCIL**



Council Offices  
Chaloners Road  
Braunton

Date agenda issued: 22 August 2023

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 the **29 AUGUST 2023 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 blue ink that reads "T. Lovell".

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

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## **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 6 June 2023, attached.
4. Receive Financial Reports, as follows: -
  - a) Actual Income and expenditure against budget June and July 2023
  - b) Bank transactions June and July 2023
  - c) Bank Reconciliation to 30 June 2023
  - d) Trial Balance Report
  - e) Approve staff timesheets
5. Recruitment of Administration Assistant – Parish Clerk to update on the recruitment process.
6. Asset Register Review – to consider costs to carry out an asset review of Council owned properties.

7. Co-option Procedure – To approve co-option policy for Braunton Parish Council.
8. Parish Council Services Tariff Review -
  - a) Braunton Parish Hall annual tariff review.
  - b) Braunton Community Work Hub annual tariff review.
9. Draft Budget 2024/25 – preliminary discussions.
10. 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**

11. Public Conveniences – staffing provisions and asset management plan.
12. Station House – rent review.