

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date agenda issued: 21 April 2023

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 the **27 APRIL 2023 at 6pm**, 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,

T. Lovell

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

AGENDA

Part A

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 April 2023, attached.
4. Receive Financial Reports for fourth quarter 1 January to 31 March, as follows: -
 - a) Actual Income and expenditure against budget
 - b) Bank transactions
 - c) Bank Reconciliation to 31 March 2023
 - d) Trial Balance Report
 - e) Approve staff timesheets
5. Review Council Policies – to Council policies as per the attached schedule.
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 B

7. Staff Matters - Parish Clerk's Report on Staffing Matters - to receive a report on staffing issues following the job evaluation exercise and amended contracts to reflect the Green Book (to follow).
8. Tenancy at Braunton Work Hub – Receive report from the Clerk