

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

8 February 2017

Dear Councillors: Spear, E Spear, Mrs Chesters, Mrs Wellstead, Bunyard and Bennett.

You are summoned to attend a meeting of the Finance and Administration Committee in the Council Chamber at **6:00pm** on **Tuesday 14 March 2017**. The public and press are welcome to attend.

Yours faithfully,

A handwritten signature in black ink that reads "T. Lovell".

Mrs Tracey 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 21 February 2017, attached.
4. Review of Financial Regulations Consider adopting the National Association of Local Councils (NALC) recommended Financial Regulations.
5. Lloyds Online Banking Receive Parish Clerk regarding arrangements for the Council to register for online banking.
6. Parish Council Policies Consider adopting South West Council's recommended amendments to the Council's Maternity, Paternity and Adoption Policy.
7. Council's Asset Register Consider costs received to carry out a review of all Council owned assets.
8. Internal Auditors Interim Report Consider actions to be carried out prior to end of year 31 March 2017.
9. Braunton Parish Hall Consider request from hirer regarding use of Parish Hall for dance classes.

## **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).

10. End of Year Staff Review Receive Parish Clerk.

11. Staff Salary Review Receive Parish Clerk.