

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

31 May 2017

Dear Councillors: De Groot, D Spear, Bunyard, E Spear, Wood, Bennett and Parsons.

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

Yours faithfully,

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 27 April 2017, attached.
4. Councillor's Internal Control Audit 2016/17 Receive Internal Control Audit report for 2016/17, attached.
5. Approve Council's Annual Return 2016/17.  
To receive and approve Annual Return for 2016/17 and refer to Full Council for approval and signing by Chair and Responsible Finance Officer.
6. Receive End of Year Report from Internal Auditor Receive and consider Final Internal Audit report for 2016-17, attached.
7. Councillor Training Approve training for new councillor.

### **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 (3).

8. Rent review of Parish Council tenancies Receive Parish Clerk.