

BRAUNTON PARISH COUNCIL



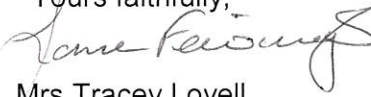
Council Offices
Chaloners Road
Braunton

17 April 2018

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 **5:30 pm** on **Monday 23 April 2018**. The public and press are welcome to attend.

Yours faithfully,

P.P. 
Mrs Tracey Lovell
Clerk to the Council

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 30 January 2018, attached.
4. To receive amended budget for 2018/19.
 - a) Budget Interim Report
 - b) Bank Transactions Report
 - d) Aged Debtors and Aged Creditors Analyses
5. Risk Assessment and Review of Effectiveness of Internal Controls and Internal Audit for the year 2017-18 To review the effectiveness of Braunton Parish Council's system of internal control including the arrangements for the management of risk for the year 2017-18, information attached.
6. Grant Assistance
 - a. Consider request received from the Braunton Youth Club for grant assistance, information attached.
 - b. Consider request received from the Visually Impaired Group for grant assistance, information attached.
7. 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).

8. Staffing Matters Consider staff salaries annual review.