

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

2 November 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 **6:00 pm** on **Tuesday 7 November 2017**. The public and press are welcome to attend.

Yours faithfully,

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 4 July 2017, attached.
4. Parish Grant Applications 2018/19 To receive and consider parish grant applications for 2018/19.
5. Council's Internal Audit
 - a. Receive and note the Internal Auditor's interim report.
 - b. Approve appointment of the Internal Auditor for 2017/18.
6. Parish Council Photocopier Consider and approve proposal received from Clarity Copiers regarding upgrading the Parish Council's Photocopier.
7. Online Banking Receive update from the Parish Clerk.
8. Off Street Parking Places Order (OSPPO) Consider amendments to the OSPPO at Caen Street Car Park and Chaloners Road Car Park.
9. Devon County Council Peninsula Pension Scheme Consider and approve Parish Council's Discretions Policy.

10. Urban Grass Cutting Consider management and costs to maintain the urban grass verges in 2018/19.
11. Apprenticeship Consider recruitment of an apprentice.
12. Committee Development Plan Consider year 4.
13. Budget 2018/19
 - a. Receive and consider draft Committee budget for 2018/19.
 - b. To receive and consider draft overall Council budget for municipal year 2018/19.

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).

14. Staff Salary Review Receive Parish Clerk.