

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton
Devon
EX39 2LJ

Telephone: 01271 812131

Email: info@brauntonparishcouncil.gov.uk

Website: www.brauntonparishcouncil.gov.uk

Date of issue: 20th October 2020

To Councillors, M Shapland, E Spear, D Relph, D Spear, A Bradford, G Bell and J Chesters.

You are hereby summoned to attend a VIRTUAL meeting of Braunton Parish Council Finance and Administration Committee, which will be held on MONDAY 26th OCTOBER 2020, at 5:30 pm via video conference at the following

<https://us02web.zoom.us/j/89827074276?pwd=ZEJwWmJ2ZStTaVZBSmxWL3lHaDBDQT09>

for the purpose of transacting the undermentioned business.

Meeting ID: 898 2707 4276

Passcode: 832341

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. If you would like to attend the meeting, you can use the link shown or contact the Council office for further information and assistance on joining.

Yours faithfully,

A handwritten signature in black ink that reads 'T. Lovell'.

Tracey Lovell BA (Hons)
Clerk to the Council & RFO

AGENDA

Part I – Public

1. Receive apologies and reasons for absence.
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 28th September 2020, attached.
4. Financial Reports, as follows:
 - a) Actual Income and expenditure against budget.
 - b) Bank transactions.
 - c) Bank Reconciliation quarter 1st July to 30th September 2020.
 - d) Schedule of Direct Debits and Standing Orders

5. Aged Debtors / Aged Creditors – Consider reports.
6. Parish Council's Bank Mandate – Approve amendments.
7. Budget 2020/21 - Consider draft Council budget for financial year 2020/21 and make recommendation to full Council for final approval.
8. Exclusion of Press and Public To resolve under section 1(1) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

Part II

9. Employee Contracts – Consider changes to employment Contracts.