

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

22 January 2019

Dear Councillors: De Groot, D Spear, Bunyard, E Spear, Mrs Chesters, Mrs Shapland and Bradford.

You are summoned to attend the Finance and Administration Committee Meeting, which will be held on **MONDAY 28 JANUARY 2019 at 6:30 pm**, in the Council Chamber, Chaloners Road, Braunton, for the purpose of transacting the undermentioned business.

In accordance with the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are welcome to attend.

Yours faithfully,

Mrs T 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 26 November 2018, attached.
4. Receive Financial Reports, as follows: -
  - a) Actual Income and expenditure against budget, attached.
  - b) Bank transactions, attached.
  - c) Staff salaries – to approve December 2018 and January 2019, attached.

# BRAUNTON PARISH COUNCIL



## Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 6:15 pm on Monday, 26 November 2018

- Present** Cllrs de Groot in the Chair, D Spear, E Spear, Mrs Chesters and Bunyard.
- FA/31/2018/19 **Apologies** Received and accepted from Cllr Bradford.
- FA/32/2018/19 **Declarations of Interest** There were none received.
- FA/33/2018/19 **Minutes** The minutes of the Finance and Administration Committee meeting held on 22 October 2018 be approved as a correct record and signed by the Chair. (NC)
- FA/34/2018/19 **Financial Reports**
- Members considered the Council's budget monitoring report attached as Appendix A.  
  
RECOMMENDED: That the report for November be noted. (NC)
  - RECOMMENDED: That the Committee approves the Council's bank transactions for the period 31/10/2018 to 26/11/2018, attached as Appendix B. (NC)
  - RECOMMENDED: That the Committee approves staff salaries for November 2018, attached as appendix C. It was agreed that staff paid overtime be capped at 15 hours per month. (NC)
- FA/35/2018/19 **PART II – Exclusion of Press and Public** RESOLVED that, in view of the confidential nature of the business to be transacted, the following matters be taken in the absence of press and public (Public (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by the Local Government Act 1972 Sch. 12a Pt(1).
- FA/36/2018/19 **Annual Salary review.** The Clerk reported that the Living Wage Foundation had increased its hourly rate to £9 as from 5 November 2018.  
  
The Clerk further reported that agreement had been reached with the National Employers and the Nation Joint Council (NJC) Trade Union on rates of pay from 1 April 2019. The new rates have been increased by two per cent.  
  
The Clerk left the meeting at 6:25 pm and returned at 6:45 pm.

RECOMMENDED: That the

- a. Parish Clerk's NJC Spinal Column Point (SCP) be increased to 39, under the new rates effective from 1 April 2019 SCP 33.
- b. Living Wage Foundation's new rates be implemented to those staff affected and back dated to 5 November 2018.
- c. That the Council's staff be given a 2% pay increase effective from 1 April 2019.

The meeting closed at 6:50 pm

.....Chairman

Income to date	Predicted Income
£120,282.00	£120,282.00 Precept
£8,680.00	£8,680.00 NDC Parish Grant
£3,461.00	£3,461.69 Council Tax Support Grant
£8,152.65	£12,000.00 Parish Hall Lettings
£13,515.04	£16,000.00 Rents
£31,266.69	£4,016.00 Grants
£20.82	£20.00 Interest
£185,378.20	£164,459.69

Expenditure to date	Budget	Remaining Budget	
£10,533.76	£5,000.00	-£5,533.76	General
£4,715.21	£4,000.00	-£715.21	Election
£0.00	£275.00	£275.00	Chairman's Allowance
£539.78	£700.00	£160.22	Bakehouse Rates
£0.00	£0.00	£0.00	Public Conveniences
£0.00	£0.00	£0.00	Flood Resilience
£108,465.48	£94,409.69	-£14,055.79	Staff Costs
£10,045.05	£8,000.00	-£2,045.05	Parish Hall
£9,743.09	£12,800.00	£3,056.91	Parks & Gardens
£5,881.58	£4,000.00	-£1,881.58	Property
£17,380.98	£35,275.00	£17,894.02	Finance & Admin
£167,304.93	£164,459.69	-£2,845.24	

<b>Expenditure to date</b>	<b>Budget</b>	<b>Remaining Budget</b>
£9,645.84	£16,000.00	£6,354.16 Rates
£3,456.70	£3,000.00	-£456.70 Parkeon
£2,693.13	£2,500.00	-£193.13 Loomis
£5,963.10	£8,000.00	£2,036.90 NDC
£617.40	£600.00	-£17.40 Tickets
£110.03	£240.00	£129.97 SWWA
£22,486.20	£30,340.00	£7,853.80
<b>Income to date</b>	<b>Predicted Income</b>	
£89,350.00	£112,000.00	Car Park Revenue
£4,733.24	£5,700.00	Permits
£94,083.24	£117,700.00	

Braunton Parish Council

Reserves Budget 2018/19 - Finance and Admin Meeting 28/01/2019 - Agenda Item 4(a)

£1,285.28	£5,000.00	£3,714.72	Car Park Improvements
£6,300.00	£60,000.00	£53,700.00	sinking fund resurfacing
£0.00	£7,365.00	£7,365.00	Public Conveniences
£0.00	£3,200.00	£3,200.00	Stoney Bridge Depot
£8,500.18	£7,888.18	-£612.00	Parish Hall roof
£547.01	£1,504.51	£957.50	Parish Hall Decoration
£8,258.01	£7,000.00	-£1,258.01	Police Station General
£8,869.32	£17,738.64	£8,869.32	PWLB purchase of Police Station
£2,547.38	£2,600.00	£52.62	Dog Waste Bins Contract
£0.00	£2,000.00	£2,000.00	Improvement seats, litter bins
£780.68	£1,366.50	£585.82	Bakehouse Centre Building Maintenance
£696.26	£1,500.00	£803.74	Unmetered Lighting
£3,444.02	£5,000.00	£1,555.98	Energy efficiency measures
£88,273.00	£71,015.82	-£17,257.18	Work Hub
£3,057.78	£3,898.12	£840.34	Management of Poplar Trees
£1,157.67	£1,845.59	£687.92	Planting Improvements
£742.80	£5,000.00	£4,257.20	Improvements to play areas
£0.00	£1,000.00	£1,000.00	Management of himalayan balsam
£10,217.03	£10,000.00	-£217.03	Maintain highway grass verges
£13,500.00	£13,500.00	£0.00	Grants
£6,777.54	£2,000.00	-£4,777.54	IT, Admin, Training & Website
£13,130.31	£13,130.31	£0.00	Staff cost related to car park
£1,095.47	£1,000.00	-£95.47	Flood Resilience
£406.18	£170.00	-£236.18	Diffusion tubes
£179,585.92	£244,722.67	£65,136.75	

Finance and Admin Meeting 28 January 2019 - Agenda Item 4(c)

Employee	w/c 26/11/18	w/c 03/12/18	w/c 10/12/18	w/c 17/12/18	w/c 24/12/18	w/c 31/12/18	w/c 07/01/19	w/c 14/01/19	w/c 21/01/19	Total
Staff Number 11	£405.86	£385.79	£1,950.90					£465.75	£364.50	£3,572.80
Staff Number 16	£2,985.44				£2,935.75					£5,921.19
Staff Number 17	£424.00	£424.00	£1,908.00					£381.60	£381.60	£3,519.20
Staff Number 19	£312.50	£312.50	£1,591.80					£315.00	£315.00	£2,846.80
Staff Number 20	£581.39				£586.61					£1,168.00
Staff Number 22	£1,478.70				£1,461.75					£2,940.45
										<b>£19,968.44</b>



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Reserves Budget 2018/19 - Finance and Admin Meeting 28/01/2019 - Agenda Item 4(a)

Expenditure to date	Budget	Remaining Budget	
£8,232.19	£11,500.00	£3,267.81	Salaries
£10,102.35	£8,000.00	-£2,102.35	General
£18,334.54	£19,500.00	£1,165.46	

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 Reserves Budget 2018/19 - Finance and Admin Meeting 28/01/2019 - Agenda Item 4(a)

Expenditure to date	Budget	Remaining Budget	
£41,482.80	£43,860.00	£2,377.20	Salaries
£1,752.80	£2,800.00	£1,047.20	Contractor
£7,965.58	£10,000.00	£2,034.42	General
£51,201.18	£56,660.00	£5,458.82	

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Reserves Budget 2018/19 - Finance and Admin Meeting 28/01/2019 - Agenda Item 4(a)

Expenditure to date	Budget	Remaining Budget	
£5,881.58	£4,000.00	-£1,881.58	<b>Propety Maintenance</b>
£5,881.58	£4,000.00	-£1,881.58	

Expenditure to date	Budget	Remaining Budget	
£36,506.39	<b>£41,564.84</b>	£5,058.45	<b>Admin Salaries</b>
£4,146.79	<b>£7,775.00</b>	£3,628.21	<b>Insurance</b>
£1,872.00	<b>£2,500.00</b>	£628.00	<b>Audit Fees</b>
£21,965.53	<b>£25,000.00</b>	£3,034.47	<b>Pension Scheme</b>
£64,490.71	£76,839.84	£12,349.13	