

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 6:30 pm on Monday, 28 January 2019

- Present** Cllrs de Groot in the Chair, D Spear, E Spear, Shapland and Mrs Chesters.
- FA/37/2018/19 **Apologies** Received and accepted from Cllr Bunyard and Bradford.
- FA/38/2018/19 **Declarations of Interest** There were none received.
- FA/39/2018/19 **Minutes** The minutes of the Finance and Administration Committee meeting held on 26 November 2018 be approved as a correct record and signed by the Chair. (NC)
- FA/40/2018/19 **Financial Reports**
- a. Members considered the Council's budget monitoring report attached as Appendix A.

RECOMMENDED: That the report for December and January be noted. (NC)
 - b. RECOMMENDED: That the Committee approves the Council's bank transactions for the period 26/11/2018 to 28/01/2019, attached as Appendix B. (NC)
 - c. RECOMMENDED: That the Committee approves staff salaries for December 2018 and January 2019, attached as appendix C. (NC)

The meeting closed at 6:45 pm

.....Chairman

Braunton Parish Council
 Finance and Admin Meeting 28/01/2019 - Appendix A

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

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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	

Braunton Parish Council
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Expenditure to date	Budget	Remaining Budget	
£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	
Income to date	Predicted Income		
£89,350.00	£112,000.00		Car Park Revenue
£4,733.24	£5,700.00		Permits
£94,083.24	£117,700.00		

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£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 Coveniences
£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 Administration Committee Meeting 28 January 2019 – Appendix B

Braunton Parish Council		
Account Transfers		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	Transfer for period: 26/11/2018 to 28/01/2019	
11/12/2018	£10,000	General – Wages
11/12/2018	£2,826.59	Car Park – General
11/12/2018	£8,869.32	Car Park – General
17/01/2019	£10,000	General – Wages
18/01/2019	£5,909.60	Car Park - General

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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
										£19,968.44