

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2.45pm on Tuesday 19th July 2022

- Present** Cllrs M Shapland in the Chair, E Spear and D Spear.
T Lovell, Parish Clerk and RFO
Cllr R Shapland.
- FA/01/2022/23 **Apologies** Apologies were received and accepted from:
Cllr B Bunyard – work commitments.
Cllr G Bell – family commitments.
- FA/02/2022/23 **Declarations of Interest and requests for dispensations** There were none received
- FA/03/2022/23 **Minutes of the Finance and Administration Committee Meeting held on 2nd November 2021.** Copies of the Minutes were circulated with the agenda.
RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 2nd November 2021 be approved as a correct record. Cllr M Shapland duly signed the Minutes. (NC)
- FA/04/2022/23 **Financial Reports**
- a. Budget monitoring report
Members considered the Council's budget monitoring report for April to June 2022, circulated prior to the meeting, attached as Appendix A.
RESOLVED: That it be recommended to the full Council that the budget monitoring report for April to June 2022 be approved and noted. (NC)
- b. Bank Transactions
Members considered the Council's bank transactions report for April to June 2022, circulated prior to meeting, attached as Appendix B.
RESOLVED: That it be recommended to the full Council that the bank transactions report for April to June 2022 be approved and noted. (NC)

- c. The Clerk had prior to the meeting circulated the bank reconciliation up to the 30 June 2022, attached as Appendix C.

RESOLVED: That it be recommended to full Council that the bank reconciliation up to 30 June 2022 be approved and noted.

(NC)

- d. Members considered staff timesheets for the period April to June 2022, circulated prior to the meeting, and attached as Appendix D.

RESOLVED: That it be recommended to full Council that the staff timesheets for the period April to June 2022 be approved and noted.

(NC)

FA/04/2022/23 **Financial Regulations**

Members carried out its annual review of the Council's Financial Regulations.

RESOLVED: That it be recommended to full Council that no amendments be made on this review.

(NC)

FA/04/2022/23 **Standing Orders**

Members carried out its annual review of the Council's Standing Orders.

It was proposed that SO 12 be amended, as follows:

- (a) Receive apologies and approve reason for absence.
(b) To record the names of members who are not in attendance and not given apologies.

(NC)

FA/05/2022/23 **Banking Arrangements**

RESOLVED: That

- a. it be recommended to full Council that the Council applies for a debit card to enable staff to make internet purchases.
b. the Clerk to explore options and to report back to the next Finance and Administration Committee meeting.

(NC)

FA/06/2022/23 **Exclusion of Press and Public – Part II**

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).

(NC)

FA/07/2022/23 **Probationary Review**

RESOLVED: That Staff Number 23

- a. had successfully completed their probationary review.
b. to take on servicing the Work Hub and their

contractual hours be increased to 20 per week.

FA/08/2022/23 **Staff Pay Review**

Members reviewed Staff Number 16's pay. Staff Number 16 left the room whilst this was discussed.

RESOLVED: That Staff Number 16's

- a. pay be increased to SCP 39 with immediate effect.
- b. contract of employment be changed to reflect the 'green book', as follows:

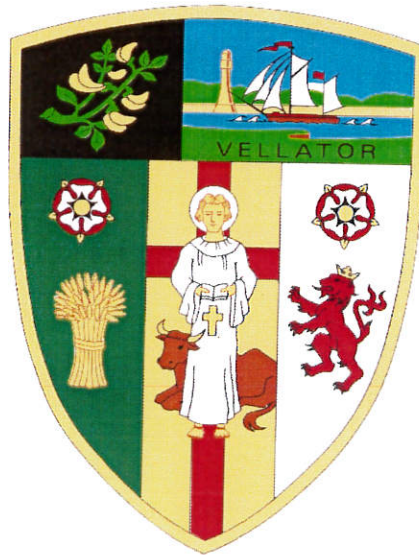
Subject to satisfactory performance, you will progress automatically through the range 39 - 41 in salary scale LC3 by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2023 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

The meeting closed at 3.55 pm

Chair.....
(Cllr Mrs M Shapland)

Date

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)



BRAUNTON PARISH COUNCIL

BUDGET MONITORING

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Income Budget Monitoring 2022/23							
INCOME	Revised Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	
Precept	£163,801.00	£81,900.00			£81,900.00	£81,901.00	Precept
Parish Hall Lettings	£12,000.00	£613.64	£588.20	£633.00	£1,834.84	£10,165.16	Parish Hall Lettings
Rents	£15,000.00	£3,125.00	£341.45	£1,731.50	£5,197.95	£9,802.05	Rents
Urban Grass DCC	£4,525.00				£0.00	£4,525.00	Urban Grass DCC
Car Park Revenue	£160,000.00	£12,507.48	£12,062.21	£15,392.48	£39,962.17	£120,037.83	Car Park Revenue
Permit Income	£13,000.00	£4,515.84	£175.00	£332.50	£5,023.34	£7,976.66	Permit Income
Solar PV FIT	£2,700.00	£1,041.39		£1,020.86	£2,062.25	£637.75	Solar PV FIT
Work Hub	£15,760.00	£1,612.40	£2,037.60	£1,712.40	£5,362.40	£10,397.60	Work Hub
Interest	£3.00	£0.19	£0.19	£0.21	£0.59	£2.41	Interest
TOTAL	£386,789.00	£105,315.94	£15,204.65	£20,822.95	£141,343.54	£245,445.46	TOTAL

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Expenditure Budget Monitoring 2022/23							
Expenditure	Revised Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	
General	£10,000.00	£75.00			£75.00	£9,925.00	General
Election	£8,000.00				£0.00	£8,000.00	Election
Civic Duties	£550.00			£50.00	£50.00	£500.00	Civic Duties
Bakehouse Rates	£750.00	£32.76	£30.00	£31.00	£93.76	£656.24	Bakehouse Rates
Flood Resilience	£1,700.00				£0.00	£1,700.00	Flood Resilience
Parish Action Plan/Economic Plan	£3,500.00				£0.00	£3,500.00	Parish Action Plan/Economic Plan
Air Source Heat Pump (ASHP)	£12,214.00		£2,372.40		£2,372.40	£9,841.60	Air Source Heat Pump (ASHP)
Staff Costs	£151,600.00	£14,817.06	£13,942.40	£13,841.05	£42,600.51	£108,999.49	Staff Costs
Parish Hall	£12,600.00	£1,014.70	£1,101.42	£382.50	£2,498.62	£10,101.38	Parish Hall
Parks & Gardens	£36,525.00	£554.33	£654.32	£1,902.98	£3,111.63	£33,413.37	Parks & Gardens
Property	£35,500.00	£1,975.77	£6,208.02	£3,270.55	£11,454.34	£24,045.66	Property
Finance & Admin	£56,550.00	£3,434.77	£2,169.61	£807.38	£6,411.76	£50,138.24	Finance & Admin
PWLB	£0.00				£0.00	£0.00	PWLB
Reserves	£15,000.00				£0.00	£15,000.00	Reserves
Car Park	£42,300.00	£3,007.46	£2,443.15	£4,675.88	£10,126.49	£32,173.51	Car Park
Total	£386,789.00	£24,911.85	£28,921.32	£24,961.34	£78,794.51	£307,994.49	Total

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Parish Hall Budget Monitoring 2022/23							
	Revised Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	
Salaries	£13,700.00	£828.80	£538.10	£516.27	£1,883.17	£11,816.83	Salaries
General	£12,600.00	£1,014.70	£1,101.42	£382.50	£2,498.62	£10,101.38	General
Total	£26,300.00	£1,843.50	£1,639.52	£898.77	£4,381.79	£21,918.21	

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Parks & Gardens Committee Budget Monitoring 2022/23							
	Revised Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	
Salaries	£48,300.00	£2,815.64	£2,852.53	£2,880.19	£8,548.36	£39,751.64	Salaries
Contractors	£3,000.00				£0.00	£3,000.00	Contractors
Upgrade parish vehicle carbon neutral	£0.00				£0.00	£0.00	Upgrade parish vehicle carbon neutral
Carbon neutral infrastructure	£0.00				£0.00	£0.00	Carbon neutral infrastructure
General Maintenance	£16,000.00	£502.35	£504.32	£1,902.98	£2,909.65	£13,090.35	General Maintenance
Planting Improvements	£1,000.00				£0.00	£1,000.00	Planting Improvements
Improvements to Play Parks	£2,000.00	£51.98			£51.98	£1,948.02	Improvements to Play Parks
Maintenance Urban Grass Verges / Equipment	£4,525.00				£0.00	£4,525.00	Maintenance Urban Grass Verges / Equipment
Open Space Improvements	£5,000.00				£0.00	£5,000.00	Open Space Improvements
Management/planting of Council Trees	£5,000.00		£150.00		£150.00	£4,850.00	Management/planting of Council Trees
Total	£84,825.00	£3,369.97	£3,506.85	£4,783.17	£11,659.99	£73,165.01	Total

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Property Committee Budget Monitoring 2022/23							
	Revised Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	
Salaries	£20,600.00	£1,253.85	£1,290.74	£1,290.74	£3,835.33	£16,764.67	Salaries
Unmetered Utilities	£500.00				£0.00	£500.00	Unmetered Utilities
Dog Bins	£3,500.00		£967.20	£967.20	£1,934.40	£1,565.60	Dog Bins
Property Maintenance	£15,000.00	£881.60	£3,940.32	£1,277.43	£6,099.35	£8,900.65	Property Maintenance
Bakehouse Centre Building Maintenance	£2,000.00	£68.25			£68.25	£1,931.75	Bakehouse Centre Building Maintenance
Braunton Community Work Hub	£12,000.00	£1,025.92	£1,300.50	£1,025.92	£3,352.34	£8,647.66	Braunton Community Work
Litterbins, dog waste bins & public seating	£1,500.00				£0.00	£1,500.00	waste bins & public seating
Property Security	£1,000.00				£0.00	£1,000.00	Property Security
Energy audit parish properties	£0.00				£0.00	£0.00	Energy audit parish properties
Solar P&D Machines	£0.00				£0.00	£0.00	Solar P&D Machines
Police Station	£0.00				£0.00	£0.00	Police Station
Total	£56,100.00	£3,229.62	£7,498.76	£4,561.29	£15,289.67	£40,810.33	Total

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Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Finance & Administration Committee Budget Monitoring 2022/23							
	Revised Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	
Admin Salaries	£69,000.00	£6,824.16	£6,497.12	£6,404.27	£19,725.55	£49,274.45	Admin Salaries
Insurance	£9,500.00				£0.00	£9,500.00	Insurance
IT, Admin, website & Training	£11,550.00	£1,943.77	£1,713.81	£807.38	£4,464.96	£7,085.04	IT, Admin, website & Training
Grants	£0.00	£1,491.00			£1,491.00	-£1,491.00	Grants
Audit Fees	£3,000.00		£456.00		£456.00	£2,544.00	Audit Fees
Pension Scheme	£32,500.00	£3,094.61	£2,763.91	£2,749.58	£8,608.10	£23,891.90	Pension Scheme
Total	£125,550.00	£13,353.54	£11,430.84	£9,961.23	£34,745.61	£90,804.39	Total

Finance and Administration Committee Meeting 19th July 2022
Braunton Parish Council Budget Monitoring April - June 2022/23 : MIN REF FA/04/2022/23(a)

Budget Car Park Income Monitoring 2022/23							
Income	Budget 2022/23	April	May	June	Expenditure to date	Remaining Budget	Income
Car Park Revenue	£160,000.00	£12,507.48	£12,062.21	£15,392.48	£39,962.17	£120,037.83	Car Park Revenue
Permits	£10,000.00	£4,515.84	£175.00	£332.50	£5,023.34	£4,976.66	Permits
Total	£170,000.00	£17,023.32	£12,237.21	£15,724.98	£44,985.51	£125,014.49	Total
Draft Budget Car Park Expenditure 2022/23							
Expenditure	Budget 2022/23				Expenditure to date	Remaining Budget	Expenditure
Rates	£18,500.00	£1,667.70	£1,672.00	£1,672.00	£5,011.70	£13,488.30	Rates
Parkeon	£5,500.00		£580.37	£672.94	£1,253.31	£4,246.69	Parkeon
Loomis	£3,500.00	£1,156.68			£1,156.68	£2,343.32	Loomis
AIB	£0.00	£145.98	£190.78	£199.74	£536.50	-£536.50	AIB
North Devon Council	£11,500.00			£2,131.20	£2,131.20	£9,368.80	North Devon Council
Tickets	£3,000.00				£0.00	£3,000.00	Tickets
SWWA	£300.00	£37.10			£37.10	£262.90	SWWA
Total	£42,300.00	£3,007.46	£2,443.15	£4,675.88	£10,126.49	£32,173.51	Total

Finance and Administration Committee Meeting 19 July 2022

Braunton Parish Council		
Account Transfers		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	Transfer for period: 01/04/22 to 30/06/22	
08/04/22	£10,000	Car Park – Wages
13/04/22	£5,000	Car Park - Wages
13/05/22	£10,000	General – Wages
13/05/22	£5,000	General – Wages
16/06/22	£10,000	General – Wages
22/06/22	£10,000	Car Park - Wages

Signed Chair Dated:

Signed Parish Clerk Dated:

BRAUNTON PARISH COUNCIL
FINANCE ADMIN. COMMITTEE MEETING 19 JULY 2022 : MIN REF FA/04/2022/23 - APPENDIX C

Bank rec	30/06/2022					
		Bank	Uncleared	Cashbook	Sage	Difference
1200 Bank Current Account		£72,596.59	-£576.60	£72,019.99	£72,019.99	£0.00
		£72,596.59	-£576.60	£72,019.99	£72,019.99	

Signed Dated

Chair

Signed Dated

T Lovell, Parish Clerk and RFO

FINANCE AND ADMIN COMMITTEE MEETING 19 JULY 2022 : MIN REF FA/04/2022/23 - APPENDIX D

	04/04/2022	11/04/2022	18/04/2022	25/04/2022	02/05/2022	09/05/2022	106/05/22	23/05/2022	30/05/2022	06/06/2022	13/06/2022	20/06/2022	27/06/2022	Time in Lieu owed
Staff No. 16	40.20	40.25	39.00	29.90	41.50	35.25	39.50	41.75	39.50	27.00	40.00	31.90	42.00	13.50
Staff No. 20	27.50	15.00	15.00	28.25	28.00	27.75	25.75	27.75	33.20	34.25	27.75	28.00	28.75	1.00