

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 6:15 pm on Monday, 23 September 2019

- Present** Cllrs M Shapland in the Chair, E Spear, D Spear and A Bradford.
T Lovell, Parish Clerk and RFO
1 member of the public.
- FA/25/2019/20 **Apologies** Apologies were received and accepted from Cllrs D Relph, Mrs J Chesters and G Bell.
- FA/26/2019/20 **Declarations of Interest** There were none received.
- FA/27/2019/20 **Minutes of the Finance and Administration Committee Meeting held on 27 August 2019.** Copies of the Minutes were circulated with the Agenda.
RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 27 August 2019 be approved as a correct record. Cllr M Shapland duly signed the Minutes. (NC)
- FA/28/2019/20 **Financial Reports**
- a. Members considered the Council's budget monitoring report for August 2019, circulated at the meeting, and attached as Appendix A.
RESOLVED: That it be recommended to the full Council that the Budget Monitoring report for August 2019 be noted. (NC)
- b. Members considered the Council's bank transactions for the 28 August to 23 September 2019, circulated at the meeting, attached as Appendix B.
RESOLVED: That it be recommended to the full Council that the bank transactions for the period 28 August to 23 September 2019 be approved. (NC)
- c. The Clerk explained that the bank reconciliation up to the 31 August 2019 had not been completed due staff holiday.
RESOLVED: That it be recommended that the bank reconciliation up to 31 August 2019 be deferred to

the next meeting.

(NC)

- d. Members considered staff salaries for the months of September 2019, circulated with the Agenda, attached as Appendix D.

RESOLVED: That it be recommended to full Council to approve the staff salaries PAYE / NI for the months of September 2019.

(NC)

The meeting closed at 6:25 pm

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

Date

Finance and Administration Committee Meeting 23 September 2019
Braunton Parish Council Budget 2019/20: Appendix A

Income	Income to date	Budget	Remaining Budget	
	£ 60,141.00	£ 120,282.00	£ 60,141.00	Precept
	£ 865.42	£ 1,730.84	£ 865.42	Council Tax Support
	£ 4,340.00	£ 4,340.00	£ -	NDC Parish Grant
	£ 2,180.68	£ 10,220.00	£ 8,039.32	Parish Hall Lettings
	£ 7,371.19	£ 16,000.00	£ 8,628.81	Rents
	£ -	£ 4,016.00	£ 4,016.00	Urban Grass DCC
	£ 9.05	£ 20.00	£ 10.95	Interest
	£ 6,754.00	£ -	-£ 6,754.00	Work Hub
	£ 24,985.68	£ -	-£ 24,985.68	Grant Income
Totals	£ 106,647.02	£ 156,608.84	£ 49,961.82	

Finance and Administration Committee Meeting 23 September 2019
Braunton Parish Council Budget 2019/20: Appendix A

Expenditure	Expenditure to date	Budget	Remaining Budget	
	£ 3,336.50	£ 11,029.84	£ 7,693.34	General
	£ -	£ 10,000.00	£ 10,000.00	Election
	£ -	£ 275.00	£ 275.00	Chairman's Allowance
	£ 247.84	£ 700.00	£ 452.16	Bakehouse Rates
	£ 1,544.82	£ 1,505.00	-£ 39.82	Flood Resilience
	£ 53,545.50	£ 108,607.00	£ 55,061.50	Staff Costs
	£ 4,251.35	£ 10,000.00	£ 5,748.65	Parish Hall
	£ 8,644.72	£ 23,050.00	£ 14,405.28	Parks & Gardens
	£ 4,775.81	£ 14,449.00	£ 9,673.19	Property
	£ 32,489.08	£ 55,788.00	£ 23,298.92	Finance
	£ 3,665.77	£ -		Work Hub
Totals	£ 112,501.39	£ 235,403.84	£ 126,568.22	

Finance and Administration Committee Meeting 23 September 2019
Braunton Parish Council Budget 2019/20: Appendix A

Car Park	Income to date	Budget	Remaining Budget	
		Budget 2019/20		
	£ 48,950.00	£ 140,000.00	£ 91,050.00	Car Park Revenue
	£ 2,521.60	£ 6,000.00	£ 3,478.40	Permits
Total	£ 51,471.60	£ 146,000.00	£ 94,528.40	
	Expenditure to date	Budget 2019/20		
	£ 6,585.30	£ 16,000.00	£ 9,414.70	Rates
	£ 4,139.68	£ 4,500.00	£ 360.32	Parkeon
	£ 1,501.70	£ 2,500.00	£ 998.30	Loomis
	£ 2,404.32	£ 8,000.00	£ 5,595.68	North Devon Council
	£ 680.40	£ 600.00	-£ 80.40	Tickets
	£ 50.74	£ 240.00	£ 189.26	SWWA
Total	£ 15,362.14	£ 31,840.00	£ 16,477.86	

Finance and Administration Committee Meeting 23 September 2019
Braunton Parish Council Budget 2019/20: Appendix A

Reserves	Expenditure to date	Budget	Remaining Budget	
	£ -	£ 2,714.72	£ 2,714.72	Car Park Improvements
	£ 42,768.14	£ 68,700.00	£ 25,931.86	sinking fund
	£ -	£ 7,365.00	£ 7,365.00	Public Conveniences
	£ -	£ 3,200.00	£ 3,200.00	Stoney Bridge Depot
	£ -	£ 900.45	£ 900.45	Parish Hall/Decoration
	£ 8,869.32	£ 17,738.00	£ 8,868.68	PWLB purchase of Police Station
	£ 90.00	£ 373.57	£ 283.57	Bakehouse Maintenance
	£ 313.82	£ 588.60	£ 274.78	Unmetered Lighting
	£ 1,848.17	£ 1,555.98	-£ 292.19	Energy efficiency measures
	£ -	£ 840.34	£ 840.34	Management of Poplar Trees
	£ 9,636.72	£ 3,708.20	-£ 5,928.52	Improvements to play areas
	£ -	£ 1,000.00	£ 1,000.00	Management of himalayan balsam
	£ -	£ -	£ -	Maintain highway grass verges
	£ 16,834.53	£ 21,904.00	£ 5,069.47	Village Green Improvements
	£ -	£ -	£ -	
	£ -	£ 24,960.00	£ 24,960.00	Staff costs
	£ -	£ 2,000.00	£ 2,000.00	Fingerpost Signs

Finance and Administration Committee Meeting 23 September 2019 – Appendix B

Braunton Parish Council		
Account Transfers		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	Transfer for period: 28/08/2019 to 23/09/2019	
03/09/2019	£5,000.00	General – Wages
03/09/2019	£10,000.00	Car Park - General

PARISH CLERK: T. Lovell

DATE: 23/09/19.

BRAUNTON PARISH COUNCIL APPROVED FOR PAYMENT CHAIRMAN DATE

Finance and Admin Meeting 23 Septembber 2019 - Appendix D

Employee	w/c 05/09/19	w/c 12/09/19	w/c 19/09/19	w/c 26/09/19	Total	Employer NI	Employer Pension Contributions
Staff Number 11	£380.97	£380.97	£380.97	£380.97	£1,523.88	£188.40	£323.08
Staff Number 16					£3,273.95	£352.59	694.08
Staff Number 17	£497.26	£432.40	£432.40	£432.40	£1,794.46	£156.09	£380.43
Staff Number 19	£376.38	£321.30	£321.30	£321.30	£1,340.28	£96.43	£284.15
Staff Number 20					£598.34	£0.00	£126.85
Staff Number 22					£1,572.29	£117.99	£333.33
					£10,103.20	£911.50	£2,141.92