

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 5.30 pm on Monday, 25 November 2019

- Present** Cllrs M Shapland in the Chair, E Spear, D Spear, A Bradford and Mrs J Chesters (part).
- T Lovell, Parish Clerk and RFO
- 1 member of the public.
- FA/36/2019/20 **Apologies** Apologies were received and accepted from:
Cllr G Bell due to work commitments.
Cllr D Relph due to being away.
- FA/37/2019/20 **Declarations of Interest and requests for Dispensations** There were none received
- The Clerk confirmed that she had received a request from Cllr A Bradford to enable discussion of the Council's budget and precept. The recommendation from the Clerk was that the request be accepted to enable Cllr A Bradford to participate in the setting of the Council's budget and Precept for 2020/21. This was agreed unanimously.
- (N/C)
- FA/38/2019/20 **Minutes of the Finance and Administration Committee Meeting held on 28 October 2019.** Copies of the Minutes were circulated with the Agenda.
- RECOMMENDED: That the minutes of the Finance and Administration Committee meeting held on 28 October 2019 be approved as a correct record. Cllr M Shapland duly signed the Minutes.
- (NC)
- FA/39/2019/20 **Financial Reports**
- a. The Clerk explained that she had been unable to prepare the Council's budget monitoring report for October 2019 due to the time she had spent preparing for the Council's interim audit.
- RECOMMENDED: That the Budget Monitoring report for October 2019 be deferred to the next meeting.
- (NC)
- b. Members considered the Council's bank transactions for the 29 October to 25 November 2019, circulated at the meeting, attached as Appendix B.

RECOMMENDED: That it be recommended to the full Council that the bank transactions for the period 29 October to 25 November 2019 be approved.
(NC)

- c. The Clerk tabled the bank reconciliation up to the 31 October 2019, attached as Appendix C.

RECOMMENDED: That it be recommended to full Council that the bank reconciliation up to 31 October 2019 be approved and noted.
(NC)

- d. Members considered staff salaries for the month of November 2019, attached as Appendix D.

RECOMMENDED: That it be recommended to full Council to approve the staff salaries PAYE / NI for the months of November 2019.
(NC)

FA/40/2019/20 **Operation
London Bridge
Policy**

The members considered a draft Policy circulated with the agenda.

RECOMMENDED: That the

- a. Policy be adopted in principle and brought back to the next meeting to approve the Appendices.
- b. Clerk to be authorised to:
 - i. Purchase a book of Condolence
 - ii. Obtain copies of the official photographs to be used.
 - iii. Prepare a front page ready to be posted on the Council website if the Policy is activated.

FA/41/2019/20 **Draft Budget
2020/21**

Members considered the draft Budget 2020/21 prepared by the Responsible Financial Officer (Clerk) and circulated with the agenda.

RECOMMENDED: That

- a. the Council's budget for 2020/21 be set at £367,177, as detailed in Appendix E.
- b. the Precept be set at £157,441 which equates to a £12.15 increase in the Band D Equivalent which is an additional 23 pence per week based on the Council Tax Base for 2019/20.

(NC)

The meeting closed at 6.35 pm

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

Date

Finance and Administration Committee Meeting 25 November 2019 – Appendix B

Braunton Parish Council		
Account Transfers		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	Transfer for period: 29/10/2019 to 25/11/2019	
11/11/2019	£10,000.00	General – Wages

Signed Chair Dated:

Signed Parish Clerk Dated:

Bank Account Balances 11/11/19

00898292 £27,082.58

£10,000.00 transferred to a/c 00898306

£17,082.58

00898306 £9,149.22

£10,000.00 transferred from a/c 00898282

£19,149.22

00905701 £33,569.47

transferred to a/c no. 00898292

BRAUNTON PARISH COUNCIL
FINANCE AND ADMIN COMM. 25 NOVEMBER 2019: APPENDIX C

Bank rec	31/10/2019					
		Sage	Uncleared	Cleared	Bank	Difference
1200 Bank Current Account		£87,839.72	-£7,480.16	£95,274.88	£95,274.88	£0.00
1230 Petty Cash		£100.00		£100.00	£100.00	£0.00
1240 Car Park Account		£29,891.47	-£174.00	£29,717.47	£29,717.47	£0.00
		£117,831.19	-£7,654.16	£125,092.35	£125,092.35	

Signed Dated

Chair

Signed Dated

T Lovell, Parish Clerk and RFO

Date: 25/11/2019
 Time: 16:32:14

Bank Statement

1200
 Bank Current Account
 Currency: Pound Sterling

Braunton Parish Council
 Council Offices
 Chaloners Road
 Braunton
 N Devon
 EX33 2ES

Book Balance: £ 87,839.72

Date From: 01/10/2019
 Date To: 31/10/2019

No	Date	Ref	Details	Payments £	Receipts £	Balance £
			B/Fwd Balance			105,349.22
41407	01/10/2019	93031262	non domestic rates Memorial	79.00		105,270.22
41419	14/10/2019	7294	Purchase Payment	118.86		105,151.36
41420	14/10/2019	7295	Purchase Payment	72.96		105,078.40
41421	14/10/2019	7296	Purchase Payment	1,200.00		103,878.40
41424	14/10/2019	7299	Purchase Payment	103.68		103,774.72
41425	14/10/2019	7300	Purchase Payment	357.60		103,417.12
41427	14/10/2019	7302	Purchase Payment	105.00		103,312.12
41428	14/10/2019	7303	Purchase Payment	336.66		102,975.46
41446	08/10/2019	6281	Wages	342.16		102,633.30
41447	08/10/2019	6282	Wages	271.53		102,361.77
41448	14/10/2019	6283	HMRC	2,585.60		99,776.17
41450	14/10/2019	6285	Wages	543.26		99,232.91
41451	14/10/2019	6286	Wages	326.86		98,906.05
41452	14/10/2019	6287	Wages	2,350.70		96,555.35
41453	14/10/2019	6288	Wages	572.01		95,983.34
41454	14/10/2019	6289	Wages	1,256.93		94,726.41
+1460	28/10/2019	BACS	Sales Receipt		62.10	94,788.51
41644	25/10/2019	7306	Purchase Payment	315.00		94,473.51
41645	28/10/2019	7307	Purchase Payment	105.75		94,367.76
41647	09/10/2019		PI Interest		2.26	94,370.02
41651	04/10/2019	BACS	Sales Receipt		5.00	94,375.02
41652	07/10/2019	BACS	Sales Receipt		10.00	94,385.02
41653	08/10/2019	BACS	Sales Receipt		10.00	94,395.02
41657	21/10/2019	BACS	Sales Receipt		30.00	94,425.02
41660	01/10/2019	BACS	Sales Receipt		3,125.00	97,550.02
41706	01/10/2019		non domestic rates Work Hub	522.00		97,028.02
41707	01/10/2019		Non domestic rates Parish Hall	471.00		96,557.02
41709	01/10/2019		Non domestic rates Bakehouse	61.00		96,496.02
41712	01/10/2019	DD	Purchase Payment	14.50		96,481.52
41713	01/10/2019	DD	Purchase Payment	70.00		96,411.52
41715	03/10/2019	DD	Purchase Payment	311.22		96,100.30
41717	14/10/2019	DD	Purchase Payment	21.54		96,078.76
41719	15/10/2019	DD	Purchase Payment	50.12		96,028.64

Date: 25/11/2019
Time: 16:32:14

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Bank Statement

1200

Bank Current Account
Currency: Pound Sterling

Braunton Parish Council
Council Offices
Chaloners Road
Braunton
N Devon
EX33 2ES

Book Balance: £ 87,839.72

Date From: 01/10/2019

Date To: 31/10/2019

No	Date	Ref	Details	Payments £	Receipts £	Balance £
41721	15/10/2019	DD	Purchase Payment	227.00		95,801.64
41723	16/10/2019	DD	Purchase Payment	115.52		95,686.12
41725	16/10/2019	DD	Purchase Payment	191.56		95,494.56
41727	28/10/2019	DD	Purchase Payment	28.55		95,466.01
41730	28/10/2019	DD	Purchase Payment	59.26		95,406.75
41780	23/10/2019	DD	Purchase Payment	99.00		95,307.75
41782	01/10/2019	DD	Purchase Payment	32.87		95,274.88

Date: 25/11/2019
Time: 16:36:37

Braunton Parish Council
Bank Report - Unreconciled

Page: 1

Date From : 01/10/2019
Date To : 31/10/2019

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code : 1200 Bank Name : Bank Current Account

No	Type	Date	Ref	Details	Debit	Credit	Balance
				Balance B/Fwd :	557.84	2,134.74	-1,576.90
41381	SR	01/10/2019	5090	Sales Receipt	32.80		32.80
41382	SR	01/10/2019	5091	Sales Receipt	31.60		31.60
41383	SR	01/10/2019	5089	Sales Receipt	36.60		36.60
41397	SR	03/10/2019	5094	Sales Receipt	30.55		30.55
41422	PP	14/10/2019	7297	Purchase Payment		846.30	-846.30
41423	PP	14/10/2019	7298	Purchase Payment		40.00	-40.00
41426	PP	14/10/2019	7301	Purchase Payment		1,034.79	-1,034.79
41430	PP	17/10/2019	7310	Purchase Payment		308.70	-308.70
41449	BP	14/10/2019	6284	Wages		656.56	-656.56
41455	BP	25/10/2019	6290	Wages		309.55	-309.55
41456	BP	25/10/2019	6291	Wages		328.38	-328.38
41457	BP	25/10/2019	6292	Wages		271.53	-271.53
41458	BP	28/10/2019	6293	Pension contribution		2,865.95	-2,865.95
41520	SR	31/10/2019	5105	Sales Receipt	122.40		122.40
41521	SR	22/10/2019	5102	Sales Receipt	31.60		31.60
41522	SR	16/10/2019	5100	Sales Receipt	230.40		230.40
41523	SR	16/10/2019	5099	Sales Receipt	37.20		37.20
41524	SR	14/10/2019	5098	Sales Receipt	61.00		61.00
41525	SR	14/10/2019	5097	Sales Receipt	45.75		45.75
41526	SR	08/10/2019	5096	Sales Receipt	31.60		31.60
41527	SR	07/10/2019	5095	Sales Receipt	67.00		67.00
				Bank Balance :	<u>1,316.34</u>	<u>8,796.50</u>	<u>-7,480.16</u>
					<u>1,316.34</u>	<u>8,796.50</u>	<u>-7,480.16</u>

Date: 25/11/2019
 Time: 16:36:57

Braunton Parish Council
Bank Report - Reconciled

Date From : 01/10/2019

Date To : 31/10/2019

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code : 1200

Bank Name : Bank Current Account

No	Tp	Date	Refn	Details	Debit	Credit	Balance
				Balance B/Fwd	<u>4,529,018.83</u>	<u>4,423,669.61</u>	<u>105,349.22</u>
41407	BP	01/10/2019	93031262	non domestic rates Memorial Gardens		79.00	105,270.22
41419	PP	14/10/2019	7294	Purchase Payment		118.86	105,151.36
41420	PP	14/10/2019	7295	Purchase Payment		72.96	105,078.40
41421	PP	14/10/2019	7296	Purchase Payment		1,200.00	103,878.40
41424	PP	14/10/2019	7299	Purchase Payment		103.68	103,774.72
41425	PP	14/10/2019	7300	Purchase Payment		357.60	103,417.12
41427	PP	14/10/2019	7302	Purchase Payment		105.00	103,312.12
41428	PP	14/10/2019	7303	Purchase Payment		336.66	102,975.46
41446	BP	08/10/2019	6281	Wages		342.16	102,633.30
41447	BP	08/10/2019	6282	Wages		271.53	102,361.77
41448	BP	14/10/2019	6283	HMRC		2,585.60	99,776.17
41450	BP	14/10/2019	6285	Wages		543.26	99,232.91
41451	BP	14/10/2019	6286	Wages		326.86	98,906.05
41452	BP	14/10/2019	6287	Wages		2,350.70	96,555.35
41453	BP	14/10/2019	6288	Wages		572.01	95,983.34
41454	BP	14/10/2019	6289	Wages		1,256.93	94,726.41
41460	SR	28/10/2019	BACS	Sales Receipt	62.10		94,788.51
41644	PP	25/10/2019	7306	Purchase Payment		315.00	94,473.51
41645	PP	28/10/2019	7307	Purchase Payment		105.75	94,367.76
41647	BR	09/10/2019		PI Interest	2.26		94,370.02
41651	SR	04/10/2019	BACS	Sales Receipt	5.00		94,375.02
41652	SR	07/10/2019	BACS	Sales Receipt	10.00		94,385.02
41653	SR	08/10/2019	BACS	Sales Receipt	10.00		94,395.02
41657	SR	21/10/2019	BACS	Sales Receipt	30.00		94,425.02
41660	SR	01/10/2019	BACS	Sales Receipt	3,125.00		97,550.02
41706	BP	01/10/2019		non domestic rates Work Hub		522.00	97,028.02
41707	BP	01/10/2019		Non domestic rates Parish Hall		471.00	96,557.02
41709	BP	01/10/2019		Non domestic rates Bakehouse		61.00	96,496.02
41712	PP	01/10/2019	DD	Purchase Payment		14.50	96,481.52
41713	PP	01/10/2019	DD	Purchase Payment		70.00	96,411.52
41715	PP	03/10/2019	DD	Purchase Payment		311.22	96,100.30
41717	PP	14/10/2019	DD	Purchase Payment		21.54	96,078.76
41719	PP	15/10/2019	DD	Purchase Payment		50.12	96,028.64
41721	PP	15/10/2019	DD	Purchase Payment		227.00	95,801.64
41723	PP	16/10/2019	DD	Purchase Payment		115.52	95,686.12
41725	PP	16/10/2019	DD	Purchase Payment		191.56	95,494.56
41727	PP	28/10/2019	DD	Purchase Payment		28.55	95,466.01
41730	PP	28/10/2019	DD	Purchase Payment		59.26	95,406.75
41780	PP	23/10/2019	DD	Purchase Payment		99.00	95,307.75
41782	PP	01/10/2019	DD	Purchase Payment		32.87	95,274.88
				Bank Balance :	<u>4,532,263.19</u>	<u>4,436,988.31</u>	<u>95,274.88</u>
					<u>4,532,263.19</u>	<u>4,436,988.31</u>	<u>95,274.88</u>