

# BRAUNTON PARISH COUNCIL



Council Offices  
Chaloners Road  
Braunton

Agenda Issued: 28 October 2019

Dear Councillors: E Spear, Relph, M Shapland, Bryant, Mrs Chesters, R Shapland and Wood

You are summoned to attend the Property Committee Meeting of Braunton Parish Council, which will be held on **MONDAY 4 NOVEMBER 2019 at 5:45 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,

A handwritten signature in black ink that reads "T. Lovell".

Mrs T Lovell BA (Hons)  
Clerk to the Council & RFO

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## AGENDA

- 1) Receive apologies and reasons for absence.
- 2) Receive declarations of interest on items on the agenda. Councillors are requested to complete the book provided before the meeting.  
**Interests must be re-declared when the item is called.**
- 3) Receive and note any requests for dispensation received by the Clerk prior to the meeting.
- 4) Sign and approve Minutes of the Property Committee meeting held on 3 September 2019, attached.
- 5) Committee Budget 2020/21 – Preliminary discussions, draft budget attached.

# BRAUNTON PARISH COUNCIL



## Minutes of the Property Committee meeting held in the Council Chamber at 5:00 pm on Tuesday 3 September 2019

- Present** Councillors: E Spear, Relph, M Shapland, Bryant, R Shapland, Mrs Chesters,
- Also in Attendance** Tracey Lovell (Parish Clerk), Angela Corner (Senior Council Officer)
- PR/8/2019/20 **Receive Apologies** Councillor Relph
- PR/9/2019/20 **Declarations of Interest** Councillor Mrs Chesters declared a non-pecuniary interest in minute reference PR/11/2019/20 as her daughter is the manager at Barnstaple Work Hub.
- Councillor M Shapland declared a non-pecuniary interest in minute reference PR/12/2019/20 as she is a trustee of Braunton Countryside Centre.
- PR/10/2019/20 **Minutes** The committee noted that the Minutes of the Property Committee meeting held on 18 June 2019 had previously been approved and ratified by Full Council. The Minutes were approved as a correct record and signed by the Chair.
- (4.1abs)
- Councillor Mrs Chesters declared a non-pecuniary interest.
- PR/11/2019/20 **Braunton Community Work Hub** The Clerk presented details of the Work Hub for new members and a review of the management to date.
- RESOLVED: To recommend to Full Council
- a) To introduce Terms and Conditions for users, as presented, subject to them being checked by a legal professional and subject to the following amendments:
- opening hours
  - allowing Assistance Dogs only
  - £20 refundable deposit on fob
- These will help to protect users, the Council and Council staff.
- b) To introduce a fairer tariff for the office space of £20/ m<sup>2</sup> per week effective from November 2019. This remains competitive compared with other office space available in the vicinity.

- c) To organise a first anniversary relaunch event to coincide with the launch of the new Work Hub website. Promote in local media and communities outside of Braunton.
- d) For Clerk to contact North Devon Economics Team to consider putting on a business course to attract small businesses.
- e) For Clerk to contact local Princes Trust Programme to introduce young people, who are considering setting up a business, to the Work Hub.
- f) To review changes after 6 months.

(NC)

The Committee congratulated the Clerk on the success of the work hub to date and thanked her for all her hard work.

Cllr M Shapland declared a non-pecuniary interest.

PR/12/2019/20 **Action Plan**

The Committee reviewed Year 1 of the Preliminary Action Plan, part of the Four-year Development Plan.

RESOLVED: To recommend to Full Council to:

- a) Prepare a schedule for committee members to undertake risk assessments of parish owned properties and public furniture. Add to the Committee agenda in Spring 2020.
- b) Research costs for consideration in the 2020/21 budget to replace the aging car park ticket machines with solar-powered machines which will save on the cost of electricity and is in-line with the Council's pledge to become Carbon neutral by 2023.
- c) Research Ring Go card payments system which would allow users more flexibility.
- d) Review companies who may be able to carry out an Energy audit of the Parish Buildings

(NC)

The Clerk reminded the committee that the Community Energy Feasibility Study is available on Google Drive and on the website.

Cllr Bryant informed the committee of a useful event 'Climate Solutions Film and Discussion Evening' being hosted by Regen and 361 Energy on Thursday 3 October at 7pm at Braunton Countryside Centre.

The meeting closed at 6.13 p.m.

.....Chairman

Property Committee Meeting Monday 4 November 2019  
Draft Budget 2020/21 - Agenda Item 5

<b>Draft Property Committee Budget 2020/21</b>			
	<b>Budget 2019/20</b>	<b>Estimated expenditure year end</b>	<b>Budget 2020/21</b>
Salaries	£18,844.00	£18,135.64	£18,500.00
Unmetered Utilities	£1,000.00	£914.00	£1,000.00
Dog Bins	£3,244.00	£3,384.00	£3,384.00
Property Maintenance	£5,000.00	£8,116.00	£8,500.00
Bakehouse Centre Building Maintenance	£1,000.00	£520.00	£2,500.00
Braunton Community Work Hub	£0.00	£12,300.00	£13,600.00
Improvements to seating and litterbins, dog waste bins	£1,000.00	£2,000.00	£1,000.00
RingGo	£0.00	£0.00	£3,000.00
Strada Solar Powered P&D Machines	£0.00	£0.00	£15,000.00
Police Station	£3,225.00	£7,000.00	£3,225.00
<b>Total</b>	<b>£33,313.00</b>	<b>£52,369.64</b>	<b>£69,709.00</b>