

BRAUNTON PARISH COUNCIL

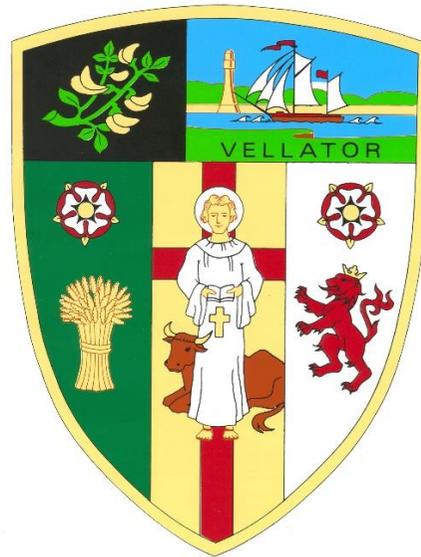


Minutes of the Braunton Parish Council Finance Committee Advisory Discussion meeting held on the 8th December 2021 at 3pm by video conference call.

	<u>Present</u>	Cllrs: M Shapland in the Chair, D Spear, E Spear and J Chesters. Officers: T Lovell, Parish Clerk & RFO
AD/53/2021/22	<u>Apologies</u>	Received from G Bell
AD/54/2021/22	<u>Declaration of Interest</u>	There were none.
AD/55/2021/22	<u>Minutes</u>	RESOLVED: That the Minutes of the Finance and Administration Committee held on the 2 nd November 2021 be approved as a correct record and signed by the Chair. (NC)
AD/56/2021/22	<u>Committee Budget 2022/23</u>	Members considered the draft Budget 2022/23 prepared by the Responsible Financial Officer (Clerk) and circulated prior to the meeting. RECOMMENDED: That a. the Council's budget for 2020/21 be set at £386,789, as detailed in Appendix A. b. the Precept be set at £163,801 which equates to a £1.05 increase in the Band D Equivalent based on the Council Tax Base for 2020/21.
AD/57/2021/22	<u>Part B</u>	It was resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.
AD/58/2021/22	<u>Living Wage Foundation</u>	RESOLVED: That the Council agrees the Living Wage Foundation increase to £9.90 per hour and it be awarded to eligible staff and back dated to the 15 th November 2021.

The meeting closed at 4.25pm.

Signed by the Chair:
(Cllr E Spear)
Date:



BRAUNTON PARISH COUNCIL

DRAFT BUDGET 2022/23

Finance and Administration Committee Meeting 8th December 2021
Braunton Parish Council Draft Budget 2022/23: Appendix A

Draft Income Budget 2022/23						
INCOME	Budget 2021/22	Income to date	Income at year end	Budget 2022/23	Revised Budget 2022/23	
Precept	£160,590.00	£160,590.00	£160,590.00	£196,135.00	£163,801.00	2% increase.
Parish Hall Lettings	£8,400.00	£3,640.00	£12,000.00	£12,000.00	£12,000.00	43% increase from previous year.
Rents	£15,000.00	£11,516.00	£15,000.00	£15,000.00	£15,000.00	Subject to rent reviews as per tenancy agreement.
Urban Grass DCC	£4,395.00	£8,532.00	£4,395.00	£4,525.00	£4,525.00	cutting visibility splays 3% inflation.
Car Park Revenue	£130,000.00	£54,028.00	£153,000.00	£160,000.00	£160,000.00	23% increase from previous year.
Permit Income	£13,000.00	£4,876.00	£13,000.00	£13,000.00	£13,000.00	No proposed increase. Increased from £175 to £210 in 2021/22
Solar PV FIT	£2,700.00	£0.00	£1,500.00	£2,700.00	£2,700.00	Parish Hall roof and Pavilion roof.
Work Hub	£10,000.00	£6,160.00	£10,000.00	£14,000.00	£15,760.00	40% increase additional office due to police vacating.
Interest	£15.00	£1.26	£3.00	£3.00	£3.00	decrease due to using £30k reserves in 2020/21
TOTAL	£344,100.00	£249,343.26	£369,488.00	£417,363.00	£386,789.00	

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Braunton Parish Council Draft Budget 2022/23:Appendix A

Draft Expenditure Budget 2022/23						
Expenditure	Budget 2021/22	Expenditure to date	Estimated expenditure year end	Budget 2021/22	Revised Budget 2022/23	
General	£10,000.00		£10,000.00	£10,000.00	£10,000.00	Includes: miscellaneous expenditure.
Election	£4,000.00	£0.00	£0.00	£8,000.00	£8,000.00	In the event of a by election being called.
Civic Duties	£275.00	£0.00	£0.00	£550.00	£550.00	100% increase.
Bakehouse Rates	£750.00	£46.00	£167.00	£750.00	£750.00	Under the terms of the Braunton Museum tenancy the Council are responsible for paying non-domestic rates. They receive 20% rate relief as it is a charity.
Flood Resilience	£1,600.00	£103.00	£1,700.00	£1,700.00	£1,700.00	Xylem contract for foul water pump quarterly servicing 5% increase.
Parish Action Plan/Economic Plan	£0.00	£0.00	£0.00	£5,250.00	£3,500.00	Council agreed to do Plan to support the Braunton Neighbourhood Plan.
Air Source Heat Pump (ASHP)	£0.00	£0.00	£0.00	£12,730.00	£12,214.00	ASHP installed at Work Hub.
Staff Costs	£144,200.00	£73,591.00	£144,200.00	£151,600.00	£151,600.00	The Council is a LWF employer to include a 3-5% increase.
Parish Hall	£12,000.00	£7,545.00	£12,000.00	£12,600.00	£12,600.00	See Parish Hall budget.
Parks & Gardens	£15,400.00	£20,363.00	£25,900.00	£62,250.00	£36,525.00	See Parks & Gardens budget.
Property	£29,909.00	£23,048.00	£56,212.00	£42,600.00	£35,500.00	See Property budget
Finance & Admin	£53,988.00	£42,765.00	£50,543.00	£70,025.00	£56,550.00	See Finance & Admin budget.
PWLB	£17,738.00	£8,869.00	£17,738.00	£0.00	£0.00	PWLB £85,000 to purchase police station to be paid back over 5 years 2017-2022. Last payment January.
Reserves	£15,000.00	£0.00	£15,000.00	£15,000.00	£15,000.00	Rebuild reserves due to Covid19
Car Park	£39,240.00	£16,735.00	£39,240.00	£42,300.00	£42,300.00	Meeting 8th December 2021
Total	£344,100.00	£193,065.00	£372,700.00	£435,355.00	£386,789.00	

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Draft Parish Hall Budget 2022/23						
	Budget 2021/22	Expenditure to date	Estimated expenditure year end	Budget 2022/23	Revised Budget 2022/23	
Salaries	£13,000.00	£6,646.00	£13,000.00	£13,700.00	£13,700.00	5% increase
General	£12,000.00	£7,545.00	£12,000.00	£12,600.00	£12,600.00	Includes: Utilities, Cleaning, Non domestic rates, H&S, general repairs, performing arts licence.
Total	£25,000.00	£14,191.00	£25,000.00	£26,300.00	£26,300.00	

Draft Parks & Gardens Committee Budget 2022/23						
	Budget 2021/22	Expenditure to date	Estimated expenditure year end	Budget 2022/23	Revised Budget 2022/23	
Salaries	£46,000.00	£17,927.00	£46,000.00	£48,300.00	£48,300.00	The Council is LWF employer and include 3-5% increase.
Contractors	£2,800.00	£1,365.00	£2,800.00	£3,000.00	£3,000.00	Contractors include: annual cut at Beacon, two cuts hedgerows Tarka Trail and between School and Bowling Club. Annual cut Recreation Ground hedgerow and Georgeham Cross.
Upgrade parish vehicle carbon neutral	£0.00	£0.00	£0.00	£20,000.00	£0.00	Move to electric vehicles look at lease options/PWLB for purchase
Carbon neutral infrastructure	£0.00	£0.00	£0.00	£10,000.00	£0.00	Implement infrastructure such as charge points to meet Council's carbon neutral targets.
General Maintenance	£10,100.00	£12,413.00	£16,000.00	£16,000.00	£16,000.00	Includes: Materials for in house works, PPE, servicing/repairs parish vehicles and machinery, Christmas tree, Fuel, Memorial Garden Non Domestic Rates, Gardener's Shed utilities.
Planting Improvements	£1,000.00	£827.00	£1,000.00	£1,000.00	£1,000.00	Includes: Summer planting £650, sustainable planting in accordance with the Council's declared Climate Emergency.
Improvements to Play Parks	£500.00	£1,139.00	£500.00	£2,000.00	£2,000.00	ROSPA inspection plus ongoing repairs
Maintenance Urban Grass Verges / Equipment	£0.00	£4,019.60	£4,000.00	£5,000.00	£4,525.00	£4000 from DCC funding
Open Space Improvements	£1,000.00	£0.00	£1,000.00	£5,000.00	£5,000.00	The Council is in positive negotiations to acquire additional public open space in the village. This will help the Council to meet its targets in accordance with its Climate Emergency declaration.
Management/planting of Council Trees	£0.00	£600.00	£600.00	£5,000.00	£5,000.00	
Total	£61,400.00	£38,290.60	£71,900.00	£115,300.00	£84,825.00	
NOTE					Income received from Devon County Council towards the cost of cutting visibility splays which are a statutory duty of the Council Council.	
Total Budget					£80,300.00	

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Draft Property Committee Budget 2022/23						
	Budget 2021/22	Expendi- ture to date	Estimated expenditure year end	Budget 2022/23	Revised Budget 2022/23	
Salaries	£19,600.00	£12,018.00	£19,600.00	£20,600.00	£20,600.00	The Council is LWF employer and include 3-5% increase.
Unmetered Utilities	£0.00	£644.00	£1,200.00	£1,000.00	£500.00	the Council proceeds with its plans to replace the existing machines with new solar powered machines this will reduce unmetered charges.
Dog Bins	£3,384.00	£2,162.00	£3,384.00	£3,500.00	£3,500.00	NDC empty the Council's 13 dog waste bins increase inflation.
Property Maintenance	£9,300.00	£10,581.00	£15,000.00	£15,000.00	£15,000.00	Includes: Materials for in house maintenance and contractors, Trade Waste, Pavilion and Maintenance Shed Utilities.
Bakehouse Centre Building Maintenance	£1,500.00	£153.00	£1,500.00	£2,500.00	£2,000.00	The Council are responsible for the external maintenance, 50% alarms and provision of heating. Requested flood resilience improvements.
Braunton Community Work Hub	£12,000.00	£7,880.00	£12,000.00	£12,000.00	£12,000.00	The Work Hub is cost neutral.
Litterbins, dog waste bins & public seating	£500.00	£0.00	£1,500.00	£1,000.00	£1,500.00	Capital cost to provide new bin and ongoing maintenance.
Property Security	£0.00	£0.00	£0.00	£5,000.00	£1,000.00	Following two burglaries in 10 months Council to look at providing additional security across its properties.
Energy audit parish properties	£0.00	£0.00	£0.00	£6,000.00	£0.00	Action in development will inform the Council Carbon Reduction Action Plan
Solar P&D Machines	£0.00	£0.00	£20,000.00	£0.00	£0.00	
Police Station	£3,225.00	£1,628.00	£1,628.00	£0.00	£0.00	Police vacated Work Hub in August 2021.
Total	£49,509.00	£35,066.00	£75,812.00	£66,600.00	£56,100.00	

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Draft Finance & Administration Committee Budget 2022/23						
	Budget 2021/22	Expenditure to date	Estimated expenditure year end	Draft Budget 2022/23	Revised Budget 2022/23	
Admin Salaries	£65,600.00	£37,000.00	£65,600.00	£69,000.00	£69,000.00	The Council is a LWF employer include 3-5% increase.
Insurance	£9,000.00	£4,048.00	£9,000.00	£9,500.00	£9,500.00	fleet insurance for Mitsubishi L200, Gator and Kubota.
IT, Admin, website & Training	£9,000.00	£5,755.00	£10,000.00	£11,550.00	£11,550.00	Includes: IT Support/telephone/broadband £3,600, Councillor training £1,000, Neighbourhood Plan £1,000, Software Sage, Payroll and Pensions £1,900, Office website £1,000, GDPR £50, Office stationery/photocopier £3,000.
Grants	£3,488.00	£13,165.00	£13,165.00	£13,475.00	£0.00	Grants 2020/21 paid in 2021/22 due to Covid.
Audit Fees	£2,500.00	£380.00	£2,660.00	£3,000.00	£3,000.00	Standard fee for internal/external audit.
Pension Scheme	£30,000.00	£19,417.00	£30,000.00	£32,500.00	£32,500.00	benefit from the pension scheme and the employer contribution increase is not released yet allowed 5%.
Total	£119,588.00	£79,765.00	£130,425.00	£139,025.00	£125,550.00	

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Draft Budget Car Park Income 2022/23					
Income	Budget 2020/21	Income to date	Estimated income year	Budget 2022/23	
Car Park Revenue	£130,000.00	£54,028.00	£153,000.00	£160,000.00	
Permits	£6,000.00	£4,876.00	£13,000.00	£10,000.00	
Total	£136,000.00	£58,904.00	£166,000.00	£170,000.00	
Draft Budget Car Park Expenditure 2022/23					
Expenditure	Budget 2020/21	Expenditure to date	expenditure year end	Budget 2022/23	
Rates	£17,500.00	£11,699.00	£17,500.00	£18,500.00	
Parkeon	£5,000.00	£2,982.00	£5,000.00	£5,500.00	Annual servicing contract fee for four P&D machines.
Loomis	£3,000.00	£1,015.00	£3,000.00	£3,500.00	Contractor banked cash collected from P&D machines.
North Devon Council	£11,000.00	£0.00	£11,000.00	£11,500.00	P&D machine cash collections and enforcement.
Tickets	£2,000.00	£990.00	£2,500.00	£3,000.00	Increased use due to tourism.
SWWA	£240.00	£49.00	£240.00	£300.00	
Total	£38,740.00	£16,735.00	£39,240.00	£42,300.00	